

**MINUTES OF
EASTON SUBURBAN WATER AUTHORITY
NORTHAMPTON COUNTY, PENNSYLVANIA**

**Easton, PA
Monday
April 10, 2017
3:00 pm**

The members of the Board of the Easton Suburban Water Authority met in stated session at the above hour at the Authority office building, 3700 Hartley Avenue, Easton, PA, for the transaction of general business.

ROLL CALL

Present: Timothy A. Cain (Chairman)
R. Kirkwood Colton
Theodore Veresink
Dave Hopkins
Wayne Barefoot
Robert Walker
David Veshosky
Donald Lockard

Absent: Mary Kennon

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming Inc; Holly Frantz, Recording Secretary

COURTESY OF THE FLOOR

There was no comment from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Lockard, the minutes of the March 13, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Veresink, Veshosky, Barefoot, Hopkins, Walker, Lockard (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the March Board minutes for review prior to the Board Meeting. Updates were provided and reviewed.

REPORT OF EXECUTIVE DIRECTOR

The Management Summary was displayed on the overhead projector and reviewed.

- New Service Laterals – 7
 - 2 – 2" Meyer Lane Apartments (Bethlehem)
 - 1 – 1-1/2" 1000 Meyer Lane (Bethlehem)
 - 1 – 1' 8030 William Penn Highway (Bethlehem)
 - 1 – 6" Fire 1000 Meyer Lane (Bethlehem)
 - 2 – 2" Fire Meyer Lane Apartments (Bethlehem)
- Main Breaks – 2
 - 6" – 707 Arndt Road (Forks, Radial)
 - 6" – 8 McIntosh Drive (Palmer, Radial found with loggers)
- New Hydrants – 2
 - Meyer Lane Apartments (Bethlehem)
 - Meyer Lane & Falmer Drive
 - Falmer Drive
- Hydrant Repair – 1
 - Hecktown Road & Butztown Road (Lower Nazareth, damaged by vehicle)
- Valve Repairs – 12
 - 12" – 21st & Northampton Streets (Wilson)
 - 8" – 22nd & Northampton Streets (Wilson)
 - 8" – 22nd & Ferry Streets (Wilson)
 - 8" - Stephens & Jewel Streets (Palmer)
 - 2 - 6" 22nd & Ferry Streets (Wilson)
 - 2 – 6" Old Orchard & Baldwin Drives (Palmer)
 - 6" – McIntosh & Baldwin Drives (Palmer)
 - 6" – Swanson Street & Lord Court (Palmer)
 - 6" – Packer & Line Streets (Easton)
 - 6" – Appleblossom Road & Ridge Trail (Forks)
- Blow Off Repair – 1
 - 2" – Overlook Circle (Palmer)

- New Meters Installation – 56
 - 26 – 5/8” ESWA
 - 10– 5/8 COE
 - 1 – 3/4” ESWA
 - 14 – 1” ESWA
 - 2 – 1-1/2 “ ESWA
 - 1 – 2” ESWA
 - 1 – 3” ESWA
 - 1 – 4” ESWA

- Meter Changes - 234
 - 7 – 5/8” COE
 - 211 – 5/8” ESWA
 - 1 – 3/4” COE
 - 5 – 3/4” ESWA
 - 1 – 1” COE
 - 2 – 1” ESWA
 - 2 – 2” COE
 - 1 – 2” ESWA
 - 3 – 4” COE
 - 1 – 4” ESWA

- MTU’s
 - 227 - COE
 - 72 – ESWA

- Scheduled Meter Changes
 - 2016 Meter Changes
 - 196 Remain
 - 50 Notices every 2 weeks
 - 30 Day Disconnect notice
 - 2017 Meter Changes
 - 1448 Total Due
 - 200 Notices sent to date
 - 40 Installed

- Turn Off for Non-Payment of Water -52
 - 22 – COE
 - 30 – ESWA

- Turn Off for Non-Payment of Sewer - 11
 - 11 – COE
 - 0 – ESWA

Customer Service

- January 2017
 - Termination List 3/10/17
 - Termination Calls = 229
 - 94 Termination door hangers
 - 22 Payment agreements /”will pay”

- Site Visits
 - Forks = 14
 - Palmer = 14
 - City of Easton = 9
- Actual Terminations
 - Forks = 15
 - Palmer = 17
 - City of Easton = 19

Authority Projects

- Bethlehem & Palmer Township Improvements (KCE)
 - All water system work is complete.
 - Pavement restoration was started in Palmer Township the week of March 27th and should be completed by April 20th.
 - Pavement restoration is scheduled to begin in Bethlehem Township on April 10th and should be completed by April 20th.
 - All restoration work should be completed by the end of April.
 - Final Pay estimate at May Board Meeting.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Highway Occupancy Permit application resubmitted to PennDOT on March 23rd, awaiting response.
 - Knox Avenue Easement
 - Provided draft agreement to property owner on March 7, 2017.
 - Authorization provided to advertise for bids at February Meeting.
 - Advertising delayed due to PennDOT Permit Issue.
 - PennVest Meeting on April 19th.
- Lower Nazareth Township Project
 - New Pumping Station
 - Provided draft easement agreement to Northampton County on February 15th for their review.
 - No Response to follow up inquiries.
 - Gannett Fleming performed survey work for Suction and Discharge Mains the week of February 13th.
 - Gannett Fleming completed survey work for Route 191 the week of March 13th.
- Wilden Acres Tank
 - Received Final Pay Estimate Request in the amount of \$74,306.23.
 - DEP Notice of Violations sent to ESWA and Pro-Spec due to blast media.
 - Test shows elevated Arsenic Level in Media.
 - ESWA provided formal response to DEP on 3/15/17.
 - Notification sent to Pro-Spec on 3/15/17 that payment will be withheld until DEP violation is addressed.

- Tank Inspections/Cleaning
 - Spring Robotic Inspections
 - Twin Reservoirs (Annual Inspection)
 - Wilden (12 Month Inspection)
 - Palmer (Inspection)
 - Plainfield (Inspection)
 - Georgetown (Inspection & Cleaning)
 - Spring Drain, Cleaning & Inspection
 - Morgan Hill East Tank
 - Wall Cleaning Study
 - Mixer Installation
 - Will be installed at Georgetown once cleaning is completed.

- 2017 Palmer Township Water System Improvements Project
 - KCE completed survey work the week of April 3rd.
 - Complete Design: Late May
 - Advertise: Late May
 - Open Bids/Award: July
 - Construction August to November

Water Quality & Treatment

- Water Treatment Plant
 - NPDES Permit
 - Outfall Inspection on April 4th.
 - Consumer Confidence Report
 - Available through website on 3/2/17
 - Chemical Storage
 - Being reviewed further by staff
 - Twin Reservoir Inspection
 - April 11th.

Administration

- Pension Plan
 - Meeting April 17th.
- PennVest Loan
 - PennVest Board Meeting April 19th.
- Bank Line of Credit
 - Requesting Board Authorization today.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Veshosky, requisitions were approved for payment April 10, 2017 (items 3854-3859, totaling \$267,979.00). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veresink, Hopkins, Veshosky, Lockard, Walker (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed the twin reservoir issues and options available. They also discussed the chemical storage issue at the treatment plant and about the Line of Credit.

Budget and Finance –

No Report

At this time, Mr. Barefoot discussed the following reports: Funds on Deposit March, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for February 2017.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Colton, the Board authorized the acceptance of a certain proposal from Lafayette Ambassador Bank for borrowing by the Authority in the aggregate principal amount of up to Three Million Dollars (\$3,000,000.00) as a revolving Line of Credit to finance among other things the Canal Street and Wood Avenue Water Main, and Control Valve Chamber Improvements Project; And to pay costs and expenses of securing such loan, authorizing the execution and delivery of a pledge of anticipated revenues and accounts receivable as more specifically defined in said proposal; approving the form, terms and conditions of a certain commitment letter dated the 31st Day of March, 2017, by Lafayette Ambassador Bank; Authorizing the execution of Loan documents and providing for the authentication of delivery thereof; and all such other matters consistent with said Loan Agreement.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veresink, Hopkins, Veshosky, Walker, Lockard (8)

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veshosky, the meeting was adjourned at 3:38 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Veresink, Veshosky, Barefoot, Colton, Lockard, Hopkins, Walker (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary