

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

**Easton, PA
Monday
August 10, 2015
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
Dave Hopkins
Theodore Veresink
Wayne Barefoot
Mary Kennon
Robert Walker
David Veshosky
Donald Lockard

Absent: None

Also in attendance were Roy White, Executive Director, Craig Swinsburg, Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Rachel Govelovich, Gannett Fleming Inc; Holly Frantz, Recording Secretary, Mr. Hart, Customer.

COURTESY OF THE FLOOR

Mr. Hart from 3350 Allen Street asked the Board if we give discounts for senior citizens. Mr. Cain and Mr. White explained the reasons why we can't and why we have the service charge.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the minutes of July 13, 2015 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Walker, Barefoot, Kennon, Veshosky, Lockard (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the August 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.

- Service Installations - 1
 - 1 – ¾” 4146 Farmersville Road (Bethlehem Township)
- Service Replacements - 8
 - 2 – ¾” 128/130 Parsons Street (City of Easton, replaced lead service)
 - 1 – ¾” 499 Tulip Lane (Lower Nazareth Township, replaced leaking plastic service)
 - 5 -3/4” Washington Boulevard Project (Wilson Borough)
- Replaced Hydrants – 3
 - Washington Boulevard Project (Wilson)
 - Washington Boulevard & 20th Street
 - Washington Boulevard & 21st St
 - Warrior Lane & Washington Boulevard
- New Hydrants – 1
 - Oregon Street Project (Palmer)
 - Hobson Street & Oregon Street
- Blow Offs – 1
 - Repaired 2” Blow off on Willow Court in Bethlehem Township
- Developer Projects/Main Installation
 - Freemansburg Avenue/Route 33: Installed 949’ of 12” For Bridge expansion project.
 - Madison Farms: 679’ of 12”, 38’ of 6”
- Curb Box Maintenance – 9
 - 4 – COE
 - 5 – ESWA

- Service Information
 - New Meters Installation - 48
 - 14 – 5/8” COE
 - 29 – 5/8” ESWA
 - 2 – 3/4” ESWA
 - 1 – 1” ESWA
 - 2 – 2” ESWA
 - Meter Changes - 41
 - 11 – 5/8” COE
 - 22 – 5/8” ESWA
 - 2 – 3/4” ESWA
 - 2 – 1-1/2 COE
 - 1 – 1-1/2” ESWA
 - 1 – 2” COE
 - 2 – 2” ESWA
 - MTU’s – 271 (ESWA Installed)
 - 50 - COE
 - 221 – ESWA
 - AMI Project -
 - Install Contractor Completed June 2015
 - ESWA Personnel Finishing remaining installations
 - Logic Software running live side by side our system. ESWA is testing.
 - Software training is next week 8/18-8/20
 - Software live 8/27/15
 - Import historical data in September from old system.
 - Turn Off for Non-Payment of Water -46
 - 11 – COE
 - 35 – ESWA
 - Turn Off for Non-Payment of Sewer - 6
 - 5 – COE
 - 1 – ESWA
 - Flushing
 - Flushing was completed in the southern portion of Bethlehem Township and will be completed in the southern portion of Palmer Township on August 11th.
 - Flushing will be started in Lower Nazareth Township on August 12th and will be completed in late August.

- Knox Avenue and Lower Nazareth will be completed prior to Wilden Acres Tank being taken out of service for painting.
- Water Used: 6,056,502 gallons
- Year To Date: 13,976,561 gallons

Authority Projects

- Freemansburg Avenue & Route 33 Bridge Project
 - Contract with R-III Construction has been closed out, final payment issued.
- Route 611 Bridge Water Main Relocation Project
 - Met with Contractor on July 27th to discuss coordination of work.
 - Water main work anticipated to be performed in October and November.
- Lawnherst Avenue
 - All water system work completed.
 - Trench restoration was completed in the end of July.
 - Township overlay of road scheduled for August.
- Oregon Street
 - New fire hydrant installed at Hobson Street & Oregon Street.
 - Temporary trench restoration has been completed.
 - Permanent restoration will be performed in the fall.
- Washington Boulevard
 - 5 – Service Lateral Replacements
 - 30 – Service Lateral Changeovers
 - Pavement restoration Completed
- Morgan Hill High Service Pumping Station
 - On July 31st, Pump 3 would not operate.
 - Kohl Brothers was on site August 3rd to diagnose problem.
 - Pump and motor to be cleaned and rebuilt.
 - Will be out of service until the end of August.
 - Maintenance will be performed on Pumps 1 and 2 once Pump 3 is placed back in service.

Water Treatment Plant

- GAC Replacement Project
- Taste & Odor Monitoring
- Cannonsville Dam – NY Reservoir

Administration

- Property, Liability & Workers Compensation Renewal
- Home Service Insurance
- Legionnaires
- Miscellaneous
 - Development Projects
 - Keystone Real Estate (Milham)
 - New Toyota Dealership and Collision Center in Lower Nazareth Township.
 - Site work began in July.
 - Water System to be constructed in the Fall.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment August 10, 2015 (items 3754-3760, totaling \$591,178.89). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Walker, Barefoot, Kennon, Lockard, Veshosky (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss several items including the ongoing pending pension amendments and the possible loan refinance. They also discussed the status of the high service pump replacements.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit July, 2015; Cash Flow Forecast 2015; and Income Statement – Budget Comparison for June 2015.

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.

Ad-Hoc Committee- By Laws-
No Report.

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:04 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Veshosky, Lockard, Hopkins, Barefoot, Walker, Kennon, Colton, Cain (Chairman) (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary