

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

**Easton, PA
Monday
February 12, 2018
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
Robert Walker
Donald Lockard
Wayne Barefoot – Via Phone
Mary Kennon
David Veshosky

Absent: None

Also in attendance were Roy White, Executive Director, 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

Greg Drake, Director of Wilson Borough Public Works, spoke to the Board. He is requesting Easton Suburban Water Authority give a small piece of land at the Wood Avenue Pumping Station to Wilson Borough Recreation Department to put a billboard. The Board stated they would discuss it and get back to him.

ACTION ON MINUTES

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of the January 8, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the January 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 Replacements – 7
 - 2 – ¾” 596 / 598 Pardee Street (Easton, lead)
 - 1 – ¾” 40 South 8th Street (Easton, one service fed two Properties)
 - 1 – ¾” 423 East Wilkes Barre Street (Easton, lead service frozen, replaced & lowered)
 - 1 – ¾” 667 Spring Garden Street (Easton, lead)
 - 1 – ¾” 1917 Lehigh Street (Wilson, lead)
 - 1 – ¾” 820 Ridge Street (West Easton, lead)
- Service Repairs - 4
 - 1 – 1” 3914 Hecktown Road (Lower Nazareth, leaking saddle)
 - 1 – 1” 4439 Elmwood Drive (Lower Nazareth, leaking at corporation)
 - 1 – ¾” 100 Old Orchard Drive (Palmer, main break at corporation)
 - 1 – ¾” 1230 Bushkill Street (Easton, leaking copper service)
- Valve Repairs - 1
 - 6” – Sam’s Club (Lower Nazareth, Bonnet Bolts)
- Hydrant Replacement – 1
 - Spring Street & Keystone Avenue (West Easton, hit by truck, billed to owner)
- Main Breaks – 19
 - 8” – 268 West St Joseph Street (Easton, Radial)
 - 6” – Ann Street & Madison Street (Easton, Radial)
 - 6” – 815 Wilbur Street (Easton, Radial)
 - 6” – 137 West St Joseph Street (Easton, Radial)
 - 6” – 351 West Wilkes Barre Street (Easton, Radial)
 - 6” – Coal Street & Lincoln Street (Easton, Radial)
 - 6” – Scott Street & Folk Street (Easton, Universal)
 - 6” – 126 Scott Street (Easton, Universal)

- 6" – 712 Folk Street (Easton, Universal)
 - 6" – 1355 Toboggan Trail (Forks, Repair Band)
 - 6" – 2922 Agnes Street (Palmer, Radial)
 - 6" – 100 Old Orchard Drive (Palmer, Radial)
 - 6" – Blair Street & Allen Street (Palmer, Tapping Tee)
 - 6" – 2728 John Street (Palmer, Universal)
 - 6" – 2600 Spring Garden Street (Palmer, Universal)
 - 4" – 212 9th Street (West Easton, Radial)
 - 4" – 2206 3rd Street (Wilson, Universal)
 - 4" – Township Line Road (Lower Nazareth, Radial)
 - 3" – 221 Church Street (Easton, Radial)
- 2017-2018 Cold Weather Related (non- main breaks)
 - Work Orders:
 - Turned off = 3
 - Meter Changes = 1
 - Removed Meter = 1
 - No Usage = 21
 - MDM Reports = 115
 - Frozen Meters = 13
 - Leaking Service/Meter = 3
 - Meter Alarms / High Usage Reports
 - Meter Alarms and Usage Reports reviewed daily by Service Department.
 - Extremely High Usage – ESWA sends out Tech
 - Average usage – Automated call to customer
- New Meters Installation – 27
 - 2 – 5/8" COE
 - 21 – 5/8" ESWA
 - 3 – 1" ESWA
 - 1 – 2" ESWA
 - Meter Changes - 149
 - 35 – 5/8" COE
 - 90 – 5/8" ESWA
 - 1 – 3/4" COE
 - 10 – 3/4" ESWA
 - 3 – 1" COE
 - 1 – 1" ESWA
 - 2 – 1-1/2" COE
 - 2 – 1-1/2" ESWA
 - 1 – 2" ESWA
 - 2 – 3" COE
 - 2 – 3" ESWA

- MTU's
 - 45 - COE
 - 64 – ESWA
- Turn Off for Non-Payment of Water -28
 - 12 – COE
 - 16 – ESWA
- Turn Off for Non-Payment of Sewer - 30
 - 14 – COE
 - 16– ESWA

Customer Service

- Bill Date: 11/13/17, Due 12/20/17
 - Bills = 9,127 Meters read = 9,127
 - Amount billed = \$1,106,435
- January 2017
 - Termination List 01/10/18
 - Termination Calls = 194
 - 58 Termination door hangers
 - 5 Payment agreements /"will pay"
- Actual Terminations
 - ESWA – 16
 - COE – 12

Customer Service & Disconnects Non Payment

% of Customers Called, shut off.

2014 – 28%
 2015 – 24%
 2016 – 26%
 2017 – 18%

% of customers from a section, shut off.

2014 - <=1%
 2015 - <=1%
 2016 - <=1%
 2017 – V=1%

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - Seitz Street & Wood Avenue Chambers installed and tested.
 - Canal Street work to begin the week of February 12th.
 - Knox Avenue chamber installation to be scheduled in next few weeks.
 - Pay Estimate #4 in the amount of \$175,304.80 is recommended for approval today.

- Pavement restoration to be performed in spring once weather improves.
- Pavement restoration will be discussed / coordinated with City of Easton.
- 2017 Palmer Township Water System Improvements Project (KCE)
 - Northgate and Bridalpath area completed.
 - Contractor to complete water main installation the week of February 12th.
 - Water system work should be completed the week of February 19th.
 - Pay Estimate #4 in the amount of \$111,663.95 recommended for approval today.
 - Pavement restoration to be performed in the spring.
- 2018 Forks Township Water System Improvements Project
 - KCE Proposal Approved in January.
 - Survey began the week of January 29th.
 - ESWA staff met with Forks Township to discuss project and pavement restoration requirements.
 - Advertise for bids in April.
 - Construction to start in June.
- Stones Crossing Water System Improvements
 - Installed 1,200' of 8" DIP in 2017 on northern section.
 - Will install 1,400" of 8" DIP on southern section between Mountain View Avenue and Blenheim Drive.
 - Palmer Township to mill and overlay the road in 2018.
 - Will add to the Palmer Township Improvements Project with Ronca
 - Ronca will start once Brentwood & Van Buren area is completed.
 - Work should be completed by the end of March.
 - Cost of Change Order: \$146,935.00

Water Treatment Plant

- Surface water Treatment Rule
- Corrosion Control Program
- Radiation
- Microplastics
- Twin Reservoirs

Administration

- 457 Employee Meetings
- Senate Bill 597
- City of Bethlehem- Emergency Interconnections
- Insurance Carrier Request

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mr. Lockard requisitions were approved for payment February 12, 2018 (items 3908-3913, totaling \$395,666.05). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed water treatments and the floating cover at the Twin Reservoirs.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit January, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for December, 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

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton the meeting was adjourned at 4:06 pm.
No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary