

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

**Easton, PA
Monday
January 8, 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

Absent: David Veshosky

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

There was no comment from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of the December 11, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Colton, Veresink, Hopkins, Walker, Lockard, Barefoot (7)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the December 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 – 1
 - 2 – ¾” 687/689 Prospect Street (City of Easton, replaced lead service)
- Valve Repairs - 3
 - 6” – Reynolds Street & Lincoln Street (Easton)
 - 6” – 624 Lehigh Drive (Easton)
 - 6” – 640 North 13th Street (Easton)
- Hydrant Repairs – 2
 - 5th Street & Lehigh Street (Easton)
 - 1160 West Lafayette Street (Easton, damaged by unknown vehicle)
- Main Breaks – 2
 - 12” – Kesslerville Road (Forks Township, radial break)
 - 6” – 816 Prince Street (Palmer Township, radial break)
- 2017-2018 Cold Weather Related (non- main breaks)
 - Requests:
 - No Usage = 11
 - Meter Reports = 16
 - Customer Calls = 35
 - Work Orders:
 - Turned off = 6
 - Meter Changes = 18
 - Other = 25
 - 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 – 14
 - 9 – 5/8” ESWA
 - 4 – 1” ESWA
 - 1 – 2” COE
- Meter Changes - 130
 - 30 – 5/8” COE
 - 96 – 5/8” ESWA
 - 1 – ¾” ESWA
 - 2 – 2” ESWA
 - 1 – 4” COE

- MTU's
 - 140 - COE
 - 46 – ESWA
- Turn Off for Non-Payment of Water -26
 - 11 – COE
 - 15 – ESWA
- Turn Off for Non-Payment of Sewer - 29
 - 14 – COE
 - 15– ESWA

Customer Service

- Bill Date: 10/11/17, Due 11/20/17
 - Bills = 12,628 Meters read = 12,628
 - Amount billed = \$1,328,277
- December 2017
 - Termination List 12/12/17
 - Termination Calls = 291
 - 85 Termination door hangers
 - 2 Payment agreements /"will pay"
- Actual Terminations
 - ESWA – 16
 - COE - 12

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - Seitz Street Pressure Control Chamber installed week of 1/1/18.
 - Wood Avenue water main and service work completed on 12/27/17.
 - Wood Avenue Pressure Control Chamber scheduled to be installed the week of 1/8/18.
 - Canal Street work to begin once Seitz Street chamber is tested and placed in service (possibly 1/15/18).
 - To date, 47% of service laterals have been lead (ESWA estimated 75%).
 - Change Order #2 in the amount of \$180,235 for 300 Block of West Lincoln Street approved. ESWA allocates \$202,500 in 2017 Capital Budget for project, was planned to be performed by ESWA personnel.
 - Pay Estimate #3 in the amount of \$343,093.50 is recommended for approval today.
- 2017 Palmer Township Water System Improvements Project (KCE)
 - Northgate and Bridalpath area completed.
 - Work began on Van Buren and Brentwood area on December 6th.
 - No work the weeks of 12/25/17 and 1/1/18.
 - 1,300' of water main remaining to be installed and 65 service lateral reconnections to be completed.

- Anticipated completion early February.
- Pay estimate #3 in the amount of \$210,222.45 recommended for approval today.
- 2018 Forks Township Water System Improvements Project
 - Replacement of cast iron water main on:
 - Old Mill Road – 2,800’
 - Arndt Road – 2,900’
 - Devil’s Cave Trail – 375’
 - \$1,128,000 allotted for the project in 2018 Capital Budget.
 - KCE Proposal for Engineering Services of \$30,000 to \$34,900 recommended for approval today.

Water Treatment Plant

- Chemical Storage Project
- Partnership for Safe Water
- EPA Health Advisory Commission

Administration

- City of Easton Council Meeting
- Lafayette Bank Meeting

APPROVAL OF REQUISITIONS

On a motion from Mr. Lockard, seconded by Mr. Hopkins requisitions were approved for payment January 8, 2018 (items 3901-3907, totaling \$738,405.44). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed weather related problems that have occurred and the EPA Violation system.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit December, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for November, 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. Walker, seconded by Mrs. Kennon, the Board approved the Keystone Consulting Engineers proposal dated January 5, 2018, to provide civil engineering services in an amount not to exceed \$34,900.00 for the 2018 Forks Township water main Replacement project.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the Board authorized advertising for bids for the Water Treatment Plant Chemical Storage Project consisting of the construction of two chemical storage tanks to be located at the water treatment plant.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Lockard, the meeting was adjourned at 3:47 pm.
No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary