

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

**Easton, PA
Monday
January 13, 2020
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)
Wayne Barefoot (Via Phone)
Joe Mauro
Robert Walker
Theodore Veresink
David Hopkins
Mike Moorehead
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 were no comments from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the minutes of the December 9, 2019 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon, Moorehead (8)

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.

- Water Main Installation – 759'
 - Steeplechase Phase VI (Forks, Zawarski)
- New Fire Hydrants – 1
 - Steeplechase Phase VI (Forks, Zawarski)
 - Farrcroft Drive
- Main Breaks – 9
 - 16" – Northampton Street & Centre Square (Easton, Lead Joint)
 - 12" – 1433 Pine Street (Easton, Radial)
 - 6" – 507 James Street (Easton, Radial)
 - 6" – 832 North Delaware Drive (Easton, Radial)
 - 6" – 300 Dogwood Terrace (Forks, Radial)
 - 6" - 505 Clover Court (Forks, Radial)
 - 6" – 2815 Eldridge Avenue (palmer, Radial)
 - 6" – 2717 Plymouth Drive (Palmer, Radial)
 - 3" – 693 Prospect Avenue (Easton, Radial)
- Service Lateral Replacements - 4
 - 2 – 3/4" 23/25 North 8th Street (Easton, Lead Services)
 - 1 – 3/4" 141 South 17th Street (Wilson, Lead Service)
 - 1 – 3/4" 215 South 17th Street (Wilson, Lead service)
- Service Lateral Installations – 10
 - 4 – 2" Forks Village (Forks, Calantoni)
 - 4 – 4" Fire Forks Village (Forks, Calantoni)
 - 1 – 3" 136 South 3rd Street (Easton, Heritage Building)
 - 1 – 4" Fire 136 South 3rd Street (Easton, Heritage Building)
- Service Repair – 2
 - 1 – 3/4" 492 Daniel's Road (Lower Nazareth, Service Saddle)
 - 1 – 3/4" 2668 Eldridge Avenue (Palmer, Damaged by UGI Contractor)
- Hydrant Repair – 1
 - Sycamore Drive & Willow Lane (Forks)
- New Meters Installation – 25
 - 16 – 5/8" COE
 - 9– 5/8" ESWA

- Meter Changes - 192
 - 6 – 5/8” COE
 - 178 – 5/8” ESWA
 - 2 – 3/4” ESWA
 - 2 – 1” ESWA
 - 3 – 3” ESWA
 - 1 – 4” ESWA

- MTU’s - 123
 - 45 - COE
 - 78 – ESWA

- Turn Off for Non-Payment of Water -16
 - 2 – COE
 - 14– ESWA

- Turn Off for Non-Payment of Sewer - 18
 - 18 – COE
 - 0 - ESWA

Customer Service

- Bill Date: 10/18 & 10/23/19 Due 11/20/19
 - Meters Read & Billed = 13,099
 - Amount billed = \$1,442,936
- November 2019
 - Termination List 12/14/19
 - Termination Calls = 330
 - 88 Termination door hangers
 - 0 Payment agreements /”will pay”

- Actual Terminations
 - ESWA – 13
 - COE – 3

Authority Projects

- Twin Reservoirs Cover Replacement
 - Working to finalize time extension with contractor.
 - Tentative schedule:

▪ 3/30/20	Begin draining West Reservoir
▪ 4/13/20	Turn West Reservoir over to contractor
▪ 6/1/20	Completion Deadline
▪ 6/12/20	Place West Reservoir back in service

- Knox Avenue Pump Station Upgrades
 - Reviewing alternatives due to pump delivery schedule.
 - Temporary power existing pumps with new electrical equipment.
 - Delay work until fall.

- Lower Nazareth Project
 - Route 191 PennDOT Permit was received.
 - Route 33 PennDOT Permit Application was resubmitted to PennDOT.
 - Gannett Fleming preparing project for bidding. Will bid water mains in parts, Route 33 can be removed and rebid if necessary.
 - Authorization to bid at February meeting.
 - Bid opening likely in April.
 - Construction of pipelines can be performed in 2020.
 - Pump Station likely to be completed in early 2021.

- Queen Street Project
 - All service lateral reconnections completed 1/9/20.
 - Water main connections being performed.
 - Contractor should be completed with water system work by 1/17/20.
 - Pavement restoration to be performed in spring.
 - Will coordinate pavement restoration with Palmer Township.

- Arndt Road / Bushkill Park Drive Water Main
 - Property owners notified of project.
 - PA One Calls placed.
 - Survey to be performed in January.

- James Street
 - Between Kleinhans Street & Milton Street
 - Replsce 850' of 6" CIP with 6" & 8" DIP
 - Reconnect Service laterals
 - Permanent pavement restoration to be performed in Summer
 - Water system work completed in 500 Block on 1/10/20.

Administration

- EPA Security Additions
- Board Member Training
- Homeland Security
- Auxiliary Water Supply
- Palmer Township Bond Issue

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mrs. Kennon, requisitions were approved for payment January 13, 2019 (items 4027-30, totaling \$79,904.63). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon, Moorehead (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board meeting to discuss the options for the auxiliary water supply and the continuing discussion of the refinancing of the Lafayette Ambassador Bank Loan.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit December, 2019; Cash Flow Forecast 2019; and Income Statement – Budget Comparison for November, 2019.

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

EXECUTIVE SESSION

The Board entered into Executive session at 3:30 pm. The Board resumed regular session at 3:34 PM.

ADJOURNMENT

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the meeting was adjourned at 3:35 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Kennon, Moorehead (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary