

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

**Easton, PA
Monday
June 13, 2016
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
Robert Walker
Wayne Barefoot
David Veshosky
Donald Lockard
Mary Kennon

Absent: Dave Hopkins

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 May 9, 2016 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the June 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 Repair - 1
 - 1 – ¾" 4100 Donegal Drive (Bethlehem Township, Repaired copper service)
- Service Replacements – 2
 - 2 – ¾" 661-663 Spring Garden Street (City of Easton, replaced two lead services)
- Main Breaks - 2
 - 12" – 900 Block of Ferry Street (City of Easton, Longitudinal Break)
 - 4" – Pine Street & 2nd Street (City of Easton, Radial Break)
- Fire Hydrant Repairs -1
 - 4111 Rexford Drive (Bethlehem Township)
- New Meters Installation – 32
 - 2 – 5/8" COE
 - 22 – 5/8" ESWA
 - 7 – 1" ESWA
 - 1 – 2" ESWA
- Meter Changes - 166
 - 18 – 5/8" COE
 - 134 – 5/8" ESWA
 - 2 – 3/4" ESWA
 - 3 – 1" COE
 - 1 – 1" ESWA
 - 4 – 2" ESWA
 - 2 – 1-1/2" ESWA
 - 2 – 2" ESWA
- Meter Changes
 - 700 Meters Changed
 - 1,844 due in 2016
- Sensus Beta Test
 - ESWA was selected and participated in beta test of Sensus new Ally water meter.
 - ESWA is a 100% AMI meter readings systems so we were a good match for what they were looking for.

- The meter has auto shut off capabilities
 - Pressure Sensor (identify leaks)
 - Water Temp sensors (water quality)
 - 7 Meters installed by ESWA staff, monitored by Sensus. Beta test will last about 2-3 months.
- Senus Reach Award
 - 500th customer to utilized their host AMI platform that saved the Authority thousands a year on IT Systems for the meter reading.
- MTU'S- 110
 - 30 – COE
 - 75 - ESWA
- Turn Off for Non-Payment of Water -57
 - 34 – COE
 - 23 – ESWA
- Turn Off for Non-Payment of Sewer - 31
 - 0 – COE
 - 31 – ESWA

Authority Projects

- Wilden Acres Tank Painting
 - Contractor began mobilizing the week of March 28th.
 - ESWA staff took the tank out of service on April 4th.
 - ESWA notified contractor we plan to place tank back in service the week of June 20th.
 - Blasting and priming of exterior completed.
 - Intermediate and Top Coat need to be applied to exterior.
- Pavement Restoration
 - Pavement restoration work performed by Livengood Excavators in April.
 - Pay Estimate 1 (Final) prepared for today's meeting.
- Route 611 Bridge Replacement
 - Work began on the replacement of the 16" water main crossing the Bushkill Creek Bridge on Monday April 4th.
 - Water system work completed on May 24th, when old 16" water main on bridge was abandoned.
 - Remaining ESWA work includes curbing, pavement and sidewalk restoration which should be completed in the next few weeks.
 - Traffic is scheduled to be transferred to the new portion of the bridge in the next week or so.

- Bethlehem & Palmer Township Improvements (KCE)
 - Design being completed.
 - Should be ready to advertise for bids in late June.
 - Estimated Construction Cost:
 - Bethlehem Township: 7,200 Feet of Pipe
 - \$1,119,305
 - Palmer Township: 7,800 Feet of Pipe
 - \$1,188,342
 - Total Estimated Cost: \$2,307,647
 - Requesting authorization to advertise for bids when ready.

- Canal Street & Wood Avenue (Gannett Fleming)
 - Preliminary design Complete.
 - Working on obtaining easements on Wood Avenue.
 - Must submit for Highway Occupancy Permits from PennDOT for Wood Avenue.

- Crescent Street Water System Improvements
 - Borough of Glendon will be completely reconstructing Crescent Street this summer.
 - The water main installation and testing was completed on June 3rd.
 - ESWA Personnel are working to reconnect and/or replace the water service laterals on Crescent Street.
 - Should be completed on June 14th.
 - Borough contractor to begin street reconstruction work any day now.

Flushing

- Suburban North High System completed on May 20th.
- Suburban 15th street System completed on June 9th.
- Suburban Morgan Hill Low and High Systems to be flushed the week of June 13th.
- Knox Avenue System will be started the week of June 20th.

Administration

- Employee Manual Revision
- Finance Committee Meeting
- PADEP Drought Contingency Plan
- Pension Committee 457 Investment Review continues
- IRS Proposed Rule Change
- Liability and Workers Compensation Insurance

Water Quality & Treatment

- Taste and Odor / Algae
- Legionella Advisory

Lead Service Replacement Plan

- Identified “lead & possible lead” service locations
- Based on water main age, material and size. Some water mains will be replaced. Other areas just service laterals will be replaced.
- Lead Services & water main = 4,628
- Water main replacement = 141,580 Ft
 - Average ft/service = 34’ (low=14’ / max=95’)
- Service Only to replace = 3,230

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Lockard, requisitions were approved for payment June 13, 2016 (items 3801-3804, totaling \$258,927.61). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Kennon, Veresink., Walker, Veshosky, Lockard (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 number of water quality issues and also spoke about the lead issue.

Budget and Finance –

Mr. Barefoot stated the committee met with Palmer & Co and reviewed the financial statements. We received a clean opinion.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit May, 2016; Cash Flow Forecast 2016; and Income Statement – Budget Comparison for April 2016.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated the committee needs to set a date for a meeting before the end of June.

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. Veshosky, the Board approved authorization for the advertising for bids for the Water System Improvements for Bethlehem and Palmer Townships by Keystone Consulting Engineers.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:16 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary