

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

**Easton, PA  
Monday  
March 9, 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; 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. Veresink, seconded by Mr. Moorehead, the minutes of the February 10, 2020 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 February 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.

- Main Breaks – 1
  - 6" 3550 Bethman Road (Bethlehem)
- Service Lateral Replacements - 5
  - 2 – 3/4" 2139/2141 Birch Street (Wilson, Lead)
  - 2 – 3/4" 713/715 Porter Street (Easton, Lead)
  - 1 – 3/4" 1011 Washington Street (Easton, Lead)
- Service Lateral Installations – 4
  - 1 – 4" 157 Commerce Park Drive (Lower Nazareth)
  - 1 – 10" Fire 157 Commerce Park Drive (Lower Nazareth)
  - 1 – 4" 4650 Braden Boulevard (Forks)
  - 1 – 8" Fire 4650 Braden Boulevard (Forks)
- Service Repairs - 3
  - 1 – 1" 2829 Brinker Lane (Forks)
  - 2 – 3/4" 2436/2438 Freemansburg Avenue (Wilson)
- Hydrant Replacement – 1
  - Burrows Street and Williamson Street (Palmer, damaged by unknown vehicle)
- Blow Off Repairs – 2
  - 1" - 301 Second Street (West Easton)
  - 1" – 213 Spring Street (West Easton)
- New Meters Installation – 11
  - 9 – 5/8" ESWA
  - 1 – 1" COE
  - 1 – 2" ESWA
- Meter Changes - 277
  - 11 – 5/8" COE
  - 251 – 5/8" ESWA
  - 1 – 3/4" COE
  - 6 – 3/4" ESWA
  - 1 – 1" ESWA
  - 1 – 1-1/2" COE
  - 1 – 1-1/2" COE
  - 1 – 2" COE
  - 3 – 2" ESWA
  - 1 – 4" ESWA

- MTU's - 74
  - 16 - COE
  - 58 – ESWA
- Turn Off for Non-Payment of Water -58
  - 30 – COE
  - 28– ESWA
- Turn Off for Non-Payment of Sewer - 10
  - 8 – COE
  - 2 - ESWA

#### Customer Service

- Bill Date: 12/16 & 12/23/19 Due 1/20/2020
  - Meters Read & Billed = 12,094
  - Amount billed = \$1,198,416
- February 2020:
  - Termination List 2/11/2020
  - Termination Calls = 260
  - 75 Termination door hangers
  - 0 Payment agreements /"will pay"
- Actual Terminations
  - ESWA – 28
  - COE – 27

#### Authority Projects

- Twin Reservoirs Cover Replacement
  - Project Meeting scheduled for 3/18/20.
  - Revised schedule:
    - 3/30/20                      West Reservoir out of service
    - 6/1/20                        Completion Deadline
    - 6/12/20                      Place West Reservoir back in service
- Knox Avenue Pump Station Upgrades
  - Contractors agreed to revised schedule
    - Electrical/Pump work to begin 10/1/20.
    - Substantial completion will be 11/30/20.
    - Final completion will be 12/31/20.
  - Working on formal change order to documentation schedule change.
- Palmer Township Bond Issue
  - Phase 1: \$8.9 Million
    - 2020-2022, paving 29 miles of streets.
  - Phase II: \$6.9 Million

- 2023-2025, paving 19 miles of streets.
- ESWA Status
  - Phase I: 15 miles of CIP in 29 miles proposed.
    - 22,270' has asset score of 10 or higher
    - Proposed for replacement in next 7 years
    - 2020:
      - 4,750': Estimated Cost of \$712,500
    - 2021:
      - 16,690': Estimated Cost of \$2,503,500
      - ESWA to request engineering proposals.
  - Phase II: 6.5 miles of CIP in 19 miles proposed.
    - 24,300' has asset score of 10 or higher
    - Incorporate into 5 year budget if needed
- Lower Nazareth Project
  - Route 191 PennDOT Permit was received.
  - Route 33 PennDOT Permit Application was returned January 22, 2020 with new comments. Working on resubmission.
  - ESWA met with Northampton County on 3/6/20 to finalize water main alignment. Now can finalize easement descriptions and agreements.
  - Working to finalize plans and specifications for bidding.
- Queen Street Project
  - Meeting with Palmer Township week of 3/16/20 to finalize pavement restoration.
  - Contractor planning to start pavement restoration in April if weather permits.
- Arndt Road / Bushkill Park Drive Water Main
  - Survey completed.
  - Waiting on preliminary survey information from KCE to develop water main alignment.
- 15<sup>th</sup> & Ferry Street
  - Project to replace 12" CIP feed to COE 15<sup>th</sup> Street System with DIP.
  - Test holes performed, layout finalized.
  - Work to be performed over next month.
- Georgian Lane
  - Replacement of 700' of 6" CIP in Bethlehem Township.
  - Work to be performed over next month.

**APPROVAL OF REQUISITIONS**

On a motion from Mr. Walker, seconded by Mr. Hopkins, requisitions were approved for payment March 9, 2020 (items 4036-42, totaling \$297,853.55). 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 an emergency response plan, refinancing with Fulton Bank, and a personal matter.

**Budget and Finance –**

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit February 2020; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for January, 2020.

**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. Moorehead, seconded by Mr. Veresink, the meeting was adjourned at 3:26 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

Pending Board Approval