

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

**Easton, PA
Monday
November 13, 2017
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
David Veshosky
Wayne Barefoot
Mary Kennon

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

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 October 9, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the October 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 Installations – 3
 - 1 – ¾” 3774 Chipman Road (Bethlehem Township)
 - 1 – 4” Domestic 2500 Emrick Boulevard (Bethlehem Township)
 - 1 – 8” Fire Service 2500 Emrick Boulevard (Bethlehem Township)
- Service Replacements – 4
 - 2 – ¾” 927/929 McCartney Street (Easton, replaced lead services_
 - 1 – ¾” 1454 Lehigh Street (Easton, replaced lead service)
 - 1 – ¾” 54 Main Street (West Easton, replaced leaking lead service)
- Service Repairs – 3
 - 1 – ¾” 338 Porter Street (Easton, copper service leaking at corporation)
 - 2 – ¾” 322/324 Berks Street (Palmer, relocated curb stops, Palmer installing curbing)
- Blow Off Repair- 4
 - 1” – Ridge Street (West Easton)
 - 1” – 3rd Street (West Easton)
 - 1” – 4th Street (West Easton)
 - 1” – Front Street (West Easton)
- Valve Repairs - 3
 - 12” – Spring Street & Keystone Avenue (West Easton)
 - 6” – 619 Arndt Road (Forks)
 - 6” – Tulip Lane & Ash Drive (Lower Nazareth)
- Main Breaks – 1
 - 1 – 6” Tulip Lane & Ash Drive (lower Nazareth, Longitudinal)
- Flushing
 - Suburban System
 - Started June 12th
 - Completed November 3rd
 - Water used to Date:
 - 33,518,183 gallons
 - City of Easton System
 - Will create program over winter.
 - Utilize Distribution downtime to operate valves and to install/repair blow offs as needed.
 - Begin flushing in 2018, performing smaller areas to limit potential disturbance.

- New Meters Installation – 24
 - 1– 5/8” COE
 - 22 – 5/8” ESWA
 - 1 – 3” ESWA
- Meter Changes - 183
 - 19 – 5/8” COE
 - 147 – 5/8” ESWA
 - 12 – 3/4” ESWA
 - 2 – 1” ESWA
 - 2 – 1-1/2 COE
 - 1 – 4” ESWA
- MTU’s
 - 189 - COE
 - 59 – ESWA
- Turn Off for Non-Payment of Water -34
 - 16 – COE
 - 18 – ESWA
- Turn Off for Non-Payment of Sewer - 19
 - 24 – COE
 - 9– ESWA

Customer Service

- Bill Date: 8/11/17, Due 9/20/17
 - Bills = 8,244 Meters read = 8,244
 - Amount billed = \$1,069,217
- October 2017
 - Termination List 10/10/17
 - Termination Calls = 192
 - 59 Termination door hangers
 - 12 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 18
 - COE - 16

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - Contractor began work on Wilkes Barre Street on Monday October 16th.
 - Water main installation completed on Berwick, Seitz, and Wilkes Barre Streets on November 6th.
 - Service Lateral replacements/reconnections began on Wilkes Barre Street on November 7th.

- Contractor to begin water main installation on Reynolds Street on November 15th.
- Lower Nazareth Township Project
 - Gannett Fleming provided ESWA with 60% Plans on September 21st.
 - ESWA & Gannett Fleming conducted conference call on October 10th to review plans.
 - Gannett Fleming provided revised Route 191 water main alignment for review on October 12th.
 - Gannett Fleming performed additional hydraulic analysis related to new pump station and emergency connections.
- 2017 Palmer Township Water System Improvements Project
 - Contractor began work on Northgate Boulevard on Monday October 16th.
 - Water main on Northgate Boulevard area should be completed by November 17th.
 - Starting service reconnections on November 13th.
 - Anticipate beginning in Brentwood area after Thanksgiving.

Water Treatment Plant

- Early Warning System
- Caustic Storage Design

Administration

- Pension Transfer
- Wage & Benefit Recommendations
- Operating & Capital Budgets

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment November 13, 2017 (items 3888-3893, totaling \$640,313.20). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They reviewed the Finance committee meeting about the budget and also discussed the pension transfer.

Budget and Finance –

Mr. Barefoot stated he handed out the 2018 Operating and Capital Budget for review. We will vote on it at the next Board meeting.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit October, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for September, 2017.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated that Roy has recommended wage increases and that the committee will need to schedule a meeting to review.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

On a motion from Mr. Barefoot, seconded by Mr. Lockard, the Board approved a resolution confirming the continuation of the Authority's 457(b) Plan; The creation of the 401(b) Plan, The substitution of Great West A/K/A Empower as the service provider to said Plans; The substitution of Wells Fargo N.A. as Trustee for said Plans; Approving the Millennium Trust Company, LLC as the Custodian for said Plans; and reconfirming the employment of Cornerstone Institutional Investors, LLC as the Authority's consultant with respect to the Administration of both Plans; and furthermore reconfirming the Authority's rate of contribution to said 457(b) Plan, to wit: for matching contribution an amount equal to fifty percent(50%) of the salary deferral contribution, not to exceed six percent (6%) of compensation; and furthermore, reconfirming with respect to discretionary contributions of two percent (2%) of the employee's total compensation.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Colton, the meeting was adjourned at 3:34 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary