

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

**Easton, PA
Monday
April 9, 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)
Theodore Veresink
Dave Hopkins
Robert Walker
Donald Lockard
David Veshosky
Mary Kennon
R. Kirkwood Colton (Via phone)
Wayne Barefoot (Via phone)

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, Mason Beck, HDR Inc.

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. Hopkins, the minutes of the March 12, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the March 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 - 67
 - Madison Farms Phase (Bethlehem Township)
 - 8 – ¾" Domestic
 - 59 – ¾" Domestic/ 1" Fire
- Service Replacements - 1
 - 1 – ¾" 272 West Berwick Street (City of Easton, lead service)
- Service Repairs - 1
 - 1 – ¾" 1774 Rhine Place (Bethlehem Township, replaced leaking corporation stop)
- Main Breaks – 2
 - 4" – 687 Prospect Street (Easton, radial)
 - 8" – 173 Nazareth Pike (Lower Nazareth, radial)
- 2017-2018 Cold Weather Related (non- main breaks)
 - Work Orders:
 - Turned off = 3
 - Meter Changes = 1
 - Removed Meter = 0
 - No Usage = 0
 - MDM Reports = 7
 - Frozen Meters = 0
 - Leaking Service/Meter = 0
 - 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 – 13
 - 6 – 5/8" COE
 - 5 – 5/8" ESWA
 - 1 – 1" ESWA
 - 1 – 2" ESWA

- Meter Changes - 76
 - 16 – 5/8” COE
 - 53 – 5/8” ESWA
 - 3 – 3/4” ESWA
 - 1 – 2” COE
 - 1 – 2” ESWA
 - 1 – 3” COE
 - 1 – 4” COE

- MTU’s
 - 324 - COE
 - 44 – ESWA

- Turn Off for Non-Payment of Water -40
 - 16 – COE
 - 24– ESWA

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

Customer Service

- Bill Date: 01/11/18, Due 2/20/18
 - Bills = 11,527 Meters read = 11527
 - Amount billed = \$1,259,338
- March 2018
 - Termination List 03/12/18
 - Termination Calls = 286
 - 92 Termination door hangers
 - 4 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 24
 - COE – 16

Customer Service & Disconnects Non Payment

% of Customers Called, shut off.

2014 – 28%
 2015 – 24%
 2016 – 26%
 2017 – 18%

% of customers from a section, shut off.

2014 - <=1%
 2015 – <=1%
 2016 - <=1%
 2017 – V=1%

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - Canal Street water system work to be completed the week of April 9th.
 - Pavement restoration to be performed in spring once weather improves.

- 2017 Palmer Township Water System Improvements Project (KCE)
 - Water System work completed.
 - Stones Crossing work completed on March 23rd.
 - Pay Estimate #6 in the amount of \$79,911.15 recommended for approval today.
 - Pavement restoration to begin in Bridalpath area middle of April.

- 2018 Forks Township Water System Improvements Project
 - Survey completed.
 - KCE provided preliminary plans to ESWA.
 - Met with Forks Township to confirm pavement restoration requirements.
 - Requesting authorization to advertise for bids when ready today.
 - Construction to start in June.

Water Treatment Plant

- Consumers' Confidence Repot
- Power Purchase Agreement

Administration

- SSA Seminar
- Medical Insurance Seminar
- Loan Policy – 457
- Boy Scout Workshop
- DEP Inspection

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mr. Walker requisitions were approved for payment April 9, 2018 (items 3918-3922, totaling \$106,407.13). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed updating school’s information about water to students. They also discussed Board appointments which are not on the City of Easton’s agenda yet and the loan policy on the 457.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit March, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for February, 2018.

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. Hopkins, seconded by Mrs. Kennon, the Board voted to authorize the Authority to advertise for bids for the 2018 Forks Township Water System Improvements Project.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Veshosky, seconded by Mr. Veresink, the meeting was adjourned at 3:30pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary