

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

**Easton, PA
Monday
August 8, 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
Donald Lockard
Dave Hopkins
David Veshosky
Wayne Barefoot

Absent: Mary Kennon

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. Veresink, seconded by Mr. Lockard, the minutes of July 11, 2016 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the July 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 Installation (ESWA)
 - Hay Street Project (Borough of Wilson)
 - 558' of 8" on Hay Street
 - 440' of 8" on Ealer Avenue
 - 140' of 8" on 21st Street
- Service Installations - 71
 - 30 – ¾" Domestic Madison Farms Phase II (Bethlehem Township)
 - 41 – ¾" Domestic & 1" Fire Madison Farms Phase II (Bethlehem Township)
- Service Replacements - 19
 - 18 – ¾" Hay Street Project (Borough of Wilson, replaced lead service)
 - 1 – ¾" 900 Bushkill Drive (City of Easton, transferred to new main)
- Service Reconnections – 44
 - 44 – ¾" Hay Street Project (Borough of Wilson)
- Hydrant Replacements – 1
 - Hay Street & 21st Street (Hay Street Project, Borough of Wilson)
- Hydrant Installations – 6
 - 2906 William Penn Highway (Palmer Township, Installed by ESWA for water quality purposes)
 - Trio Farms Phase V (5)
 - Trio Farms Boulevard & Sweetgum Drive
 - Beech Drive & Cottonwood Drive
 - Cottonwood Drive
 - Cottonwood Drive
 - Trio Farms Boulevard
- New Meters Installation – 12
 - 12 – 5/8" ESWA
- Meter Changes - 165
 - 14– 5/8" COE
 - 146 – 5/8" ESWA
 - 1 – 1" ESWA
 - 1 – 1-1/2" ESWA
 - 1 – 2" COE

- 1 – 2” ESWA
 - 1 – 6” COE
- MTU’s
 - 53 - COE
 - 51 - ESWA
- 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.
 - 1st Utility in world to have this meter system.
 - Ability to have input in final design and production on meter. They are taking our ideas. Installation, design, functionality ideas before final production.
 - Presenting at Sensus annual conference experience with meter and benefits of the meter in our system.
 - All this helps in making a good product, plus give us recognition within Sensus for cooperating. Ability to leverage good pricing and services from them.
- Senus Reach Award
 - 500th customer to utilize their host AMI platform that saved the Authority thousands a year on IT Systems for the meter reading.
- Turn Off for Non-Payment of Water -39
 - 28 – COE
 - 11 – ESWA
- Turn Off for Non-Payment of Sewer - 1
 - 0 – COE
 - 1 – ESWA

Authority Projects

- Wilden Acres Tank Painting
 - DEP Inspection Performed on July 21st.
 - Tank was disinfected and ESWA began filling after inspection.
 - Tank placed back in service on July 27th.
- Bethlehem & Palmer Township Improvements (KCE)
 - Advertisement for bids published on July 18th.
 - Bids opened on August 5th.

- Bids ranged from \$1,698,847 to \$2,598,770.
- Requesting award of bid to lowest responsible bidder, Joao & Bradley.
 - Total bid of \$1,698,847 for Basic, Unforeseen, Alternate 2 and Alternate 3.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Preliminary design Complete.
 - Working on obtaining easements on Wood Avenue.
 - Highway Occupancy Permit Application has been submitted to PennDot.
- Ealer Avenue & Hay Street Water System Improvements
 - 2100 Block of Hay Street to be paved by UGI/Wilson Borough.
 - Water system work completed at the end of July.
 - Permanent trench restoration to be performed in August/September.
 - Replaced 18 lead services out of a potential 57. (32%)

Administration

- Employee Manual Meeting
- Pension- Schedule Second Meeting
- New Employee Hires
- Insurance Renewal
- Seven Year Capital Investment and Financing Plan

Water Quality & Treatment

- High Service Pump Discussions
- Lead and Copper Sampling
- Minimum Chlorine Residual Regulation
- DRBC – Water Withdraw Permit

Lead Service Replacement Plan

- Potential Plan Costs
 - Service Lateral Replacements Only
 - 3,239 Service Laterals
 - Unit Cost of \$1,500
 - Total Estimated Cost: \$4,858,500
 - Water Main & Service Lateral Replacement
 - 4,479 Service Laterals
 - Unit Cost of \$1,200
 - Total Estimated Cost: \$5,374,800
 - 166,100 Feet of Water Main
 - Average Unit Cost of \$160 per foot.
 - Total Estimated Cost: \$26,576,000
 - Total Plan Cost: \$36,809,300
 - Annual Costs
 - 3%: \$1,104,279 (30 Years)
 - 5%: \$1,840,465 (20 Years)

- 7%: \$2,576,651 (15 Years)
- 10%: \$3,680,930 (10 Years)
- Costs Based on all unknown potential lead services being lead.
- As we move forward, we can determine what percentage of potential lead services are in fact lead.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot , seconded by Mr. Walker, requisitions were approved for payment August 8, 2016 (items 3815-3818, totaling \$616,819.27). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veshosky, Veresink, Walker, Hopkins, 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 the DRBC withdrawal issue.

Budget and Finance – No Report

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

Pension Committee –

Mr. Barefoot stated that he found two companies to give a competitive bid for the potential replacement of the Administrator for The Plan. The committee will meet again and listen to their presentation.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated the committee needs to schedule another meeting.

Risk Management Committee –

Mr. Veresink stated that the committee had met and reviewed the Insurance rates. The Committee is pleased with the rates going down and the coverage going up.

Buildings and Properties Committee –
No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Veshosky, seconded by Mr. Hopkins, the Board authorized the acceptance of the bid of Joao & Bradley Construction Co., Inc., in the amount of \$1,371,161.00 Basic and unforeseen bid; \$64,844.10 Total alternate bid 1; \$109,736.00 total alternate bid 2; \$217,950.00 total bid 3; and \$170,001.00 total alternate bid 4, and authorizing the awarding of said contract to the same subject to the terms and conditions pursuant to a certain project manual prepared by Keystone Consulting Engineers for the purpose of placement of approximately 15,500 lineal feet of water main replacement, including five roads in Bethlehem Township and five roads in Palmer Township, Northampton County, Pennsylvania.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The Board entered into Executive session at 4:00 PM to discuss a legal matter. The Board resumed regular session at 4:21 pm.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:22 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary