

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

**Easton, PA
Monday
August 12, 2019
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
Mike Moorehead
Joe Mauro
Robert Walker
Mary Kennon
David Hopkins

Absent: David Veshosky
Theodore Veresink

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 were no comments from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Moorehead, seconded by Mr. Hopkins, the minutes of the July 8, 2019 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Mauro, Hopkins, Moorehead (7)

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.

- Service Lateral Replacements - 6
 - 2 – 3/4" 109/111 North Warren Street (Easton, Lead)
 - 2 – 3/4" 517/519 High Street (Easton, Leaking Lead)
 - 1 – 3/4" 722 Cattell Street (Easton, Lead)
 - 1- 3/4 510 Georgetown Road (Lower Nazareth, Leaking Plastic)
- Service Lateral Installations – 2
 - 1 – 3/4" Village at Upstream Farm (Forks)
 - 1 – 3/4" 351 West Lincoln Street (Easton)
- Service Removal – 2
 - 654 & 670 Wolf Avenue (Easton, Northampton County Parking Lot)
- Main Breaks – 3
 - 10" – Friendly Tavern Lane (Forks, Longitudinal)
 - 6" – Woodridge Avenue & Edgemore Avenue (Palmer, Radial)
 - 4" – Spruce Street & Peach Street (Easton, Radial)
- Valve Repairs – 2
 - Repaired 6" valve at Keystone Avenue & 3rd Street (West Easton)
 - Repaired 6" valve at Ludlow Street & Hackett Avenue (Palmer)
- Hydrant Replacement – 1
 - 500 Washington Street (Easton)
- New Meters Installation – 29
 - 2 – 5/8" COE
 - 27 – 5/8" ESWA
- Meter Changes - 185
 - 13 – 5/8" COE
 - 159 – 5/8" ESWA
 - 3 – 3/4" ESWA
 - 2 – 1" COE
 - 2 – 1" ESWA
 - 1 – 1-1/2" COE
 - 1 – 3" COE
 - 2 – 3" ESWA
 - 2 – 6" ESWA
- MTU's - 252
 - 156 - COE
 - 96 – ESWA

- Turn Off for Non-Payment of Water -20
 - 12 – COE
 - 8– ESWA
- Turn Off for Non-Payment of Sewer - 24
 - 11 – COE
 - 13 - ESWA

Customer Service

- Bill Date: 5/16/19 & 5/22/19 Due 6/20/19
 - Meters Read & Billed = 9,891
 - Amount billed = \$1,078,294
- June 2019
 - Termination List 7/13/19
 - Termination Calls = 160
 - 41 Termination door hangers
 - 0 Payment agreements /"will pay"
- Actual Terminations
 - ESWA – 13
 - COE – 7

Authority Projects

- Twin Reservoirs Cover Replacement
 - East Reservoir taken out of service on June 14th.
 - Atlantic Lining completed installation of new cover and liner on July 31st.
 - ESWA began filling to disinfect, leakage was noticed in several field seams.
 - Atlantic returned to make repairs.
 - Reservoir filled to 4 feet, drained rainwater from cover and then will be inspected on August 12th by Corrtch & Atlantic Lining.
 - Based on August 12th inspection, either additional repairs will be made or reservoir will be drained and disinfection will begin.
 - East Reservoir will not be put back into service until Staff is confident of the integrity of the liner and cover.
- Knox Avenue Pump Station Upgrades
 - Proceeding with bid award, etc.
 - Preconstruction meeting held on July 31st, 2019.
 - Reviewing bonds and insurances.
- Lower Nazareth Project
 - Route 191 PennDOT Permit was received.
 - Route 33 PennDOT Permit Application returned July 5th, working on resubmission.

- Land Development Approval from Lower Nazareth on August 14th Board of Supervisor's Meeting Agenda.
- Queen Street Project
 - Doli provided Bonds & Insurance.
 - Contract ready for execution.
 - Contact began submitting materials to ESWA for review.
 - Construction anticipated to begin in September.
 - Updated Schedule:
 - November 30, 2019: Substantial Completion
 - May 31, 2020: Final Completion
- Arndt Road Water System Work
 - Permanent pavement restoration being performed by Forks Township Paving Contractor.
 - ESWA will reimburse Forks Township for our portion of the work.
- March Street, McCartney Street Water System Work
 - Installing new 8" DIP water main on March Street between Cattell Street and McCartney Street.
 - Installing new 16" DIP on McCartney Street between March Street and High Street.
 - Work being coordinated with new Dormitory being constructed.
- Flushing
 - Flushing will be completed in Knox Avenue System on July 15th.
 - Started 15th Street System on July 16th and completed on August 1st.
 - Started North High System on August 2nd.
- Water Treatment Plant
 - Chemical Storage Project
 - Bids opened on July 12th.
 - Low Bidders
 - Contract 1: Blooming Glen
 - Contractors: \$589,810.00
 - Contract 11: BSI Electrical
 - Contractors: \$163,945.00
 - Staff is recommending award to the lowest responsible bidders.

Administration

- Social Security Seminar
- Finance Committee
- Pension Committee
- Building and Properties Committee

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment August 12, 2019 (items 4000-4003, totaling \$201,462.71). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board meeting and discussed situation with the water temperature of the Delaware River. They also talked about some security plans and a meeting that was held at the public Library.

Budget and Finance –

Mr. Barefoot stated that the audit report was handed out for the Board members to review.

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

Pension Committee –

Mr. Barefoot stated that they are trying to set up a meeting with Cornerstone to review where we stand with our 457 Plan.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

No Report

Buildings and Properties Committee –

Mr. Walker stated the committee met to discuss safety and security in our office. They met to look at our building and discussed precautions.

REPORT OF SOLICITOR

On a motion from Mr. Hopkins, seconded by Mr. Mauro, the Board authorizing the acceptance of the Bid of Blooming Glen Contractors, Inc. in the amount of \$589,810.00 for the supplemental Sodium Hydroxide Storage Project Structural/Mechanical Contract W-1; Authorizing the acceptance of the bid of BSI Electrical Contractors in the amount of \$163,945.00 for the Supplemental Sodium Hydroxide Storage Project Electrical Contract W-2: and authorizing the awarding of said contracts to the same subject to the terms and conditions pursuant to a certain project manual prepared by BCM Engineers, Plymouth Meeting, Pa.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Walker, the meeting was adjourned at 3:52 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Kennon, Mauro, Hopkins, Moorehead (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval