

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

**Easton, PA  
Monday  
December 14, 2015  
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  
Dave Hopkins  
Theodore Veresink  
Mary Kennon  
Robert Walker  
Donald Lockard  
David Veshosky

Absent: Wayne Barefoot

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor, Lewis & Walters; 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. Walker, the minutes of November 9, 2015 were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Walker, Veshosky, Lockard (7)

Nays: None

## **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the December 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 Replacements - 12
  - 8 – ¾" Berks Street Project (Palmer, replaced lead services)
  - 2 – ¾" 243/245 West Lincoln Street (Easton, replaced lead services)
  - 1 – ¾" 28 North 18<sup>th</sup> Street (Wilson, replaced leaking lead service)
  - 1 – ¾" 4664 Fir Drive (Lower Nazareth, replaced leaking plastic service)
- Service Changeovers - 26
  - 26 – ¾" Berks Street Project (Palmer, reconnected existing copper services)
- Main Breaks – 2
  - 12" – 300 Block of Canal Street (Easton, longitudinal break)
  - 8" – 2709 Stephens Street (Palmer, universal leak)
- Fire Hydrant Replacement – 1
  - 1 – Allen Street & Berks Street (Palmer, Berks Street Project)
- Fire Hydrant Repair – 1
  - 1 – Butler Street and Warren Street (Easton, damaged by vehicle, billed to driver)
- Valve Repair – 1
  - 1 – 6" at 3130 Allen Street (Palmer)
- Curb Box Maintenance – 2
  - 0 – COE
  - 2 – ESWA
- New Meters Installation - 12
  - 1 – 5/8" COE
  - 8 – 5/8" ESWA
  - 2 – 1" ESWA
  - 2 – 3" ESWA
- Meter Changes - 115
  - 17 – 5/8" COE
  - 90 – 5/8" ESWA
  - 5 – 1" ESWA
  - 1 – 1-1/2" ESWA
  - 1 – 4" ESWA
  - 1 – 6" COE

- MTU's – 156 (ESWA Installed)
  - 44 - COE
  - 112 – ESWA
- Turn Off for Non-Payment of Water -31
  - 6 – COE
  - 25 – ESWA
- Turn Off for Non-Payment of Sewer - 2
  - 0 – COE
  - 2 – ESWA
- Flushing
  - Flushing is completed.

#### Authority Projects

- Wilden Acres Tank Painting
  - Tank Taken out of service Monday September 14<sup>th</sup>.
  - Pro-Spec mobilized in late September, interior work began October 12<sup>th</sup>.
  - Interior completed on December 8<sup>th</sup>, now curing.
  - Interior must be completely cured before refilling.
  - Exterior being blasted and primed.
  - Substantial completion deadline was December 1<sup>st</sup>.
- North High Tank Cleaning
  - North High Tank taken out of service on November 2<sup>nd</sup> for cleaning by Authority Personnel.
  - Cleaning was completed on November 4<sup>th</sup>, the tank was then disinfected and began refilling the tank.
  - Sample taken on November 6<sup>th</sup> and tank was placed back in service on November 7<sup>th</sup>.
- Morgan Hill High Service Pump Station
  - Pump 3 was removed and refurbished in late summer.
  - Pump 2 was removed on November 20<sup>th</sup> for refurbishment and should be back in service in early January.
  - Pump 1 will be removed and refurbished once pump 2 is back in service.
- Berks Street Project
  - ESWA replacing 850' of 6" unlined, cast iron main with 8" ductile iron water main.
  - Several main breaks in recent years and high amount of internal corrosion.

- Water System work was completed in November along with temporary trench restoration.
- Permanent trench restoration will be performed in the spring of 2016, prior to Palmer Township's overlaying of the street.
- Hay Terrace, Lilac Lane, Washington Street & Watson Street Project
  - ESWA Replacing 3,000' of 6" and 8" unlined, cast iron main with 4" and 8" ductile iron water main.
  - Several main breaks in recent years on all streets.
  - Water system work completed on December 10<sup>th</sup>.
  - Temporary trench restoration will be completed the week of December 14<sup>th</sup>.
  - Permanent trench restoration will be performed in the spring of 2016, prior to Palmer Township's overlaying of the street.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Lockard, seconded by Mrs. Kennon, requisitions were approved for payment December 14, 2015 (items 3772-3779, totaling \$226,532.81). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Hopkins, Veresink, Veshosky, Kennon, Walker, 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 several items including the revisions to The Rules & Regulations, final PennVest reimbursement, and the reappointment of two of our Board Members.

#### **Budget and Finance –**

No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit November, 2015; Cash Flow Forecast 2015; and Income Statement – Budget Comparison for October 2015.

#### **Pension Committee –**

Roy White discussed the 457 amendments.

#### **Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

Mr. Lockard stated that the committee met to go over the wage and benefits. They also reviewed the renewal of medical insurance and recommendations of wage increases.

**Risk Management Committee –**

No Report.

**Buildings and Properties Committee –**

No Report.

**Ad-Hoc Committee- By Laws-**

No Report.

**REPORT OF SOLICITOR**

No Report

**UNFINISHED BUSINESS**

On a motion from Mr. Lockard, seconded by Mrs. Kennon, the Board approved the Operations Budget for 2016 including rate modifications as set forth in Appendix A.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, seconded by Mr. Veshosky, the Board approved the Capital Budget for 2016.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Lockard, seconded by Mrs. Kennon, the board approved the Wage recommendations for 2016.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Colton, the Board approved the Resolution for the revisions to the Authority's 457 (b) Plan.

Motion adopted by the following vote:

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

Nays: None

### **NEW BUSINESS**

On a motion from Mr. Walker, seconded by Mr. Colton, The Board approved the Resolution for the revisions to the Appendix C of The Rules and Regulations regarding theft of meters and fees for frozen meters.

Motion adopted by the following vote:

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

Nays: None

Mr. Cain stated there are two Board Members up for re-nomination by the Mayor and re-appointment by City Council. He mailed a letter to the Mayor asking him to re-appoint the two members that are up for re-appointment.

Mr. Cain stated that in January 2016, election of Board Officers will take place.. Mr Cain appointed Ted Veresink as Chair of the nominating committee. Mr. Veshosky will also serve on the committee.

### **ADJOURNMENT**

On a motion from Mr. Colton, seconded by Mrs. Kennon, the meeting was adjourned at 4:09 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary