

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

**Easton, PA
Monday
December 10, 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)
Mary Kennon
Wayne Barefoot
Mike Moorehead
Joe Mauro
Dave Hopkins
Theodore Veresink
David Veshosky
Robert Walker

Absent: None

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Thomas Walters, Solicitor; 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. Veresink, seconded by Mr. Barefoot, the minutes of the November 15, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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 Installations - 12
 - 1 – ¾” 1201 Van Buren Road (Palmer)
 - 7 – ¾” Penn’s Ridge Phase 14 (Forks)
 - 4 – 2” Fire Penn’s Ridge Phase 14 (Forks)
- Service Lateral Replacements – 3
 - 1 – ¾” 503 Reeder Street (Easton, Galvanized)
 - 1 – ¾” 232 West Burke Street (Easton, Lead)
 - 1 – ¾” 410 Porter Street (Easton, Lead)
- Main Breaks – 1
 - 6” – 4430 Fieldstone Drive (Lower Nazareth, Radial)
- Hydrant Inspection Completed
- Leak Detection Being Performed
- Asset Mgt
 - Developed a scoring system to get a baseline of the water main infrastructure in our system.
 - Generate listing using Asset Condition Score.
 - Investigate “in need / question” areas and manually adjust ratings.
 - Asset Condition Score (0-20)
 - (Lowest = best, highest = needs attention)
 - 4 Scoring Fields;
 - Criticality Score
 - Based on size and location in system
 - Age Score
 - Based on material & age
 - WQ Score
 - Water age, CMMS, CL2 & sampling results
 - Maintenance Score
 - Work Order Mgt System repairs, work order tracking and inspection data
- GIS tools are used to compile this data

- Condition Score (total of the 4 scoring fields)
 - 4-7 = New
 - 8-10 = Good
 - 11-12 = Fair
 - 13-15 = Below Average
 - 16-20 = Schedule Replacement
- New Meters Installation – 14
 - 3 – 5/8” COE
 - 10 – 5/8” ESWA
 - 1 – 1” ESWA
- Meter Changes - 80
 - 11 – 5/8” COE
 - 62 – 5/8” ESWA
 - 1 – 3/4” COE
 - 2 – 3/4” ESWA
 - 2 – 1” ESWA
 - 1 – 1-1/2” COE
 - 1 – 3” COE
- MTU’s
 - 24 - COE
 - 23 – ESWA
- Turn Off for Non-Payment of Water -46
 - 28 – COE
 - 18– ESWA
- Turn Off for Non-Payment of Sewer - 10
 - 9 – COE
 - 1– ESWA

Customer Service

- Bill Date: 09/18/18, Due 10/20/18
 - Bills = 11,636 Meters read = 11,636
 - Amount billed = \$1,256,031
- November 2018
 - Termination List 11/13/18
 - Termination Calls = 268
 - 64 Termination door hangers
 - 5 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 10
 - COE – 19

Authority Projects

- 2018 Forks Township Water System Improvements Project
 - Survey Information received from KCE.
 - ESWA to review alternatives with Hydraulic model.
- Twin Reservoirs Cover Replacement
 - Estimated Construction Cost \$950,000 to \$1,050,000.
 - Advertise for bids on November 21st.
 - Pre-Bid Meeting on December 6th.
 - Bid Opening December 18th at 2:00 PM.
 - Award at the January 2019 Meeting.
 - Construction schedule dependent upon material that is selected.
- Knox Avenue Pump Station Upgrades
 - Engineering Proposal approved in November.
 - Gannett Fleming began design work.
- Lower Nazareth Project
 - Received notice that project is eligible for categorical exclusion from SERP.
 - Public notice published 11/12/18.
 - 30 Day comment period.
 - Public Water Supply Permit – Application submitted on 11/30/18.
 - Met with PennDOT to discuss permitting requirements for the Route 33 crossing.
 - Looking at February PennVEST submission.
 - Bid / Construction in late spring/early summer 2019.

Water Treatment Plant

- PSDEP Joint Sampling

Administration

- Wage Increases
- Benefits
- Consultants

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment December 10, 2018 (items 3963-66, totaling \$131,057.67). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed the disinfectant By-Products.

Budget and Finance –

Mr. Barefoot stated that they met and reviewed the Operating Budget and the Board will vote on that today.

At this time, Mr. Barefoot, discussed the following reports: Funds on Deposit October, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for September, 2018.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated the Wage and Benefit committee met and reviewed the proposals from management. The committee made some suggestions that will be reviewed by Mr. White and staff.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

OLD BUSINESS

On a motion from Mr. Veshosky, seconded by Mrs. Kennon, the Board approved the Operations Budget for 2019.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins (8)

Nays: None

On a motion from Mr. Walker, seconded by Mr. Veshosky, the Board approved the Capital Budget for 2019.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, (8)

Nays: None

NEW BUSINESS

On a motion from Mr. Cain, seconded by Mrs. Kennon, the Board accepted the resignation of Mr. Colton as Secretary of the Board and approved the election of Mr. Veresink as the new Secretary of the Board.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, 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, Barefoot, Kennon, Veshosky, Walker, Veresink, Mauro, Hopkins, Moorehead (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary