

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

**Easton, PA
Thursday
December 9, 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 (Via Phone)
Joe Mauro
Robert Walker
Theodore Veresink
David Hopkins
Mike Moorehead
David Veshosky

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 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 November 14, 2019 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

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

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.

- Water Main Installation – 2,611'
 - Traditions of America at Green Pond Phase 1 (Bethlehem)
 - 790' of 12" on Independence Drive
 - 187' of 12" on Honor Drive
 - 880' of 8" on Freedom Drive
 - 754' of 8" on Victor's Way
- New Fire Hydrants – 4
 - Traditions of America at Green Pond Phase 1 (Bethlehem)
 - Independence drive & Honor Drive
 - Independence Drive
 - Freedom Drive
 - Victor's Way
- Main Breaks – 6
 - 12" – Green Pond Road (Bethlehem, Radial)
 - 6" – 301 Crescent Drive (Palmer, Radial)
 - 6" – Summit Avenue (Palmer, Radial)
 - 6" – 57 Gordon Drive (Palmer, Radial)
 - 6" - 3217 Georgian Lane (Bethlehem, Radial)
 - 4" – 633 Meixsell Street (Easton, Radial)
- Service Lateral Replacements - 1
 - 1 – 1" 601 Northampton Street (Easton)
- Service Lateral Installations – 62
 - 58 – ¾" Traditions of America at Green Pond Phase 1 (Bethlehem)
 - 1 – ¾" 515 Cedarville Road (Williams)
 - 1 – ¾" 125 South 16th Street (Wilson)
 - 1 – 4" Fire 601 Northampton Street (Easton)
 - 1 – 4" Fire 130 N 3rd Street (Easton)
- Service Repair – 1
 - 1 – ¾" 828 Stones Crossing Road (Palmer)
- Valves – 4
 - Repaired – 12" valve at 17th Street & Lehigh Street (Wilson)
 - Repaired 8" valve at Berwick Street & Davis Street (Easton)
 - Repaired 2 – 6" valves at Applewood Drive & Gordon Drive (Palmer)

- New Meters Installation – 11
 - 2 – 5/8” COE
 - 7 – 5/8” ESWA
 - 1 – 1” COE
 - 1 – 2” ESWA

- Meter Changes - 145
 - 4 – 5/8” COE
 - 141 – 5/8” ESWA

- MTU’s - 166
 - 21 - COE
 - 145 – ESWA

- Turn Off for Non-Payment of Water -25
 - 11 – COE
 - 14– ESWA

- Turn Off for Non-Payment of Sewer - 15
 - 15 – COE
 - 0 - ESWA

Customer Service

- Bill Date: 9/17/19 & 9/25/19 Due 10/20/19
 - Meters Read & Billed = 11,818
 - Amount billed = \$1,329,385

- October 2019
 - Termination List 11/14/19
 - Termination Calls = 248
 - 68 Termination door hangers
 - 4 Payment agreements /”will pay”

- Actual Terminations
 - ESWA – 16
 - COE – 11

Authority Projects

- Twin Reservoirs Cover Replacement
 - DEP Inspection performed on November 15th.
 - Reservoir placed back in service on November 18th once DEP provided approval.
 - Liner and Cover on West Reservoir to be replaced starting April of 2020.

- Knox Avenue Pump Station Upgrades
 - Lead time issue with new pumps.
 - Looking at installing new electrical equipment and power existing pump 1 or 2.
 - Pumps would be replaced one at a time so one is always in operation.

- Lower Nazareth Project
 - Route 191 PennDOT Permit was received.
 - Route 33 PennDOT Permit Application was returned on November 18th with additional comments.
 - Resubmission to occur by December 13th.

- Queen Street Project
 - Water main installation began on October 28th.
 - Water main installation completed on December 6th.
 - Will begin service line reconnections on December 9th.
 - Connection to water mains on Side Street will be coordinated as service laterals are reconnected.
 - Anticipated completion December 20th.
 - Pay Estimate #1 in the amount of \$636,001.96 is recommended for approval today.

- Arndt Road / Bushkill Park Drive Water Main
 - Original Proposal: \$19,500 to \$24,300
 - Revised Proposal: \$52,200 to \$89,000
 - Reviewed proposal with KCE further, revised based on typical PennDOT requirements.
 - 12/9/19 Proposal not to exceed \$54,200
 - Initial PennDOT review will provide indication if there will be any unforeseen requirements.

- Keystone Consulting Engineer water main Projects:
 - 2016 Bethlehem / Palmer
 - Budget: \$42,200 to \$47,200
 - Actual: \$35,034.85
 - 2017 Palmer
 - Budget: \$28,500 to \$35,200
 - Actual: \$31,055.93
 - 2019 Palmer
 - Budget: \$21,300 to \$26,000
 - Actual: \$17,982.52

Administration

- EPA Lead Requirements – November 2019
- Personnel Committee
- Hartley Avenue Master Plan / Security

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mr. Walker, requisitions were approved for payment December 9, 2019 (items 4018-26, totaling \$777,380.50). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Veshosky, Moorehead (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 proposed changes to the lead and copper rule and ongoing discussions about refinancing. They also discussed wage and benefit questions.

Budget and Finance –

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

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated the committee met on 12/6 to review staff recommendations on wages and benefits.

Risk Management Committee –

No Report

**Buildings and Properties Committee –
No Report**

REPORT OF SOLICITOR

On a motion from Mr. Moorehead, seconded by Mr. Veshosky, the Board accepted and approved a certain revised proposal dated December 9, 2019, prepared by Keystone Consulting Engineers to provide engineering services for the Bushkill Water Main Extension Project in Forks Township. Simultaneously the Board revoked its prior approval of September 9, 2019, of a previous proposal submitted dated August 20, 2019, by Keystone Consulting Engineers to provide similar services.

Motion adopted by the following vote:

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

Nays: None

OLD BUSINESS

On a motion from Mr. Mr. Veshosky, seconded by Mr. Walker, The Board approved the Operations Budget for 2020.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, seconded by Mr. Mauro, the Board approved the Capital Budget for 2020.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the meeting was adjourned at 3:58 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval