

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

**Easton, PA
Monday
February 13, 2017
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 (Via Phone)
Theodore Veresink
Dave Hopkins
Wayne Barefoot (Via Phone)
Robert Walker
David Veshosky
Donald Lockard
Mary Kennon

Absent: None

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. Hopkins, the minutes of the January 9, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the January 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.

- Replaced Service Laterals - 1
 - 1 – ¾" 624 Valley Street (City of Easton, replaced leaking lead service)
- Service Repair – 2
 - 1 – 1" 819 Georgetown Road (Lower Nazareth Township)
 - 1 – ¾" 214 Auburn Drive (Williams Township, curb stop)
- Main Breaks – 7
 - 12" – 41 South 14th Street (City of Easton, Longitudinal Break)
 - 8" – 205 South 22nd Street (Wilson Borough, Universal Joint)
 - 6" – 4313 Hecktown Road (Lower Nazareth Township, Transite Coupling)
 - 6" – 1449 Stones Crossing Road (Palmer Township, Radial Break)
 - 6" – 151 Phillips Street (City of Easton, Radial Break)
 - 6" – Bethman Road (Bethlehem Township, Radial Break)
 - 4" – 1039 Spruce Street (City of Easton, Radial Break)
- Hydrant Repairs – 5
 - 2358 Gruver Avenue (Palmer Township, Hit by Car, Billed to Driver)
 - Ann Street & Lachenour Avenue (City of Easton, Hydrant Inspection)
 - Kesslersville Road (Forks Township, Hydrant Inspection)
 - Arndt Road & Bushkill Drive (Forks Township, Hydrant Inspection)
 - Bushkill Park Road (Forks Township, Hydrant Inspection)
- New Meters Installation – 13
 - 8 – 5/8" ESWA
 - 2 – 5/8 COE
 - 2 – 1" ESWA
 - 1 – 2" ESWA
- Meter Changes - 227
 - 11 – 5/8" COE
 - 209 – 5/8" ESWA
 - 1 – ¾" COE
 - 5 – 2" COE
 - 1 – 2" ESWA

- MTU's
 - 351 - COE
 - 45 - ESWA
- Turn Off for Non-Payment of Water -54
 - 32 – COE
 - 22 – ESWA
- Turn Off for Non-Payment of Sewer - 0
 - 0 – COE
 - 0 – ESWA

Authority Projects

- Charlotte Avenue
 - Several main breaks over the last few years with sinkhole activity.
 - 6” CIP with a single feed.
 - Replaced with 8” DIP.
 - Will be looped with proposed Palmer Point Apartment Project.
 - Palmer Township will be replacing the sanitary sewer main in 2017.
- Bethlehem & Palmer Township Improvements (KCE)
 - All water system work is complete.
 - The Contractor is looking to perform the permanent pavement restoration in April.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Highway Occupancy Permit application resubmitted to PennDOT.
 - PennVEST application submitted on February 7th.
 - Requesting authorization to advertise for bids today, pending staff and solicitor review of plans and specs.
 - Looking to advertise the end of the month with bid opening prior to April BOD Meeting.
- Lower Nazareth Township Project
 - New Pumping Station
 - Met with Lower Nazareth Township on January 12th to discuss code, planning and permitting requirements for the proposed pumping station.
 - Working to finalize easement agreement with Northampton County for Pump Station Site.
 - Gannett Fleming planning to perform survey work the week of February 13th, weather permitting.

Water Quality & Treatment

- Water Treatment Plant
 - GAC Replacement
 - Chemical Storage Study

Administration

- 457 (b) Plan – Consultant Conversion
- PennVest Loan
 - Canal Street / Wood Avenue Project

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mrs. Kennon, requisitions were approved for payment February 13, 2017 (items 3842-3846, totaling \$271,469.18). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veresink, Hopkins, Kennon, Veshosky, Lockard, Walker (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. Roy reviewed the PennVest Loan. Mr. Cain also stated that Mr. Robert Roth who served with distinction, has passed away. Easton Suburban Water Authority sent flowers and made a donation to the Church.

Budget and Finance –

No Report

At this time, Mr. Barefoot discussed the following reports: Funds on Deposit December, 2016; Cash Flow Forecast 2016; and Income Statement – Budget Comparison for November 2016.

Pension Committee –

Mr. Barefoot stated there was a meeting with pension committee and Cornerstone representative. They are our Broker of record.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

4523

No Report

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

Mr. Walters stated he completed his research based on Mr. Groff's presentation to the Board and he will discuss with Roy the issues that Mr. Groff has brought to the Board's attention.

NEW BUSINESS

On a motion from Mr. Walker, seconded by Mrs. Kennon, the Board approved the advertising for bids for the Canal Street and Wood Avenue Water Main Replacement and three new control valve vaults.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veresink, Hopkins, Kennon, Walker, Lockard, Veshosky (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Veshosky, the meeting was adjourned at 3:31 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Veresink, Veshosky, Barefoot, Colton, Lockard, Hopkins, Walker, Kennon (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary