

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

**Easton, PA
Monday
February 11, 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
Dave Hopkins
Theodore Veresink
David Veshosky
Robert Walker

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. Moorehead, seconded by Mr. Veresink, the minutes of the January 14, 2019 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

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.

- Service Lateral Replacements – 11
 - 9 – ¾” Schaeffer Court (Easton)
 - 1 – ¾” 2845 Charlotte Avenue (Palmer, replaced during sanitary sewer installation)
 - 1 – ¾” 16 Front Street (Glendon, replaced leaking copper)
- Service Lateral Repairs – 1
 - 1 – ¾” 33 North 7th Street (Easton)
- Service Lateral Reconnections - 9
 - 9 – ¾” Filbert Street (Easton)
- Main Installation – 503'
 - Filbert Street, Schaffer Court Project
 - 270' of 4" on Filbert Street
 - 134' of 4" on Burr Street
 - 99' of 4" on Schaffer Court
- Main Breaks – 6
 - 12" – 4111 Kesslersville Road (Forks, Radial)
 - 10" – 2075 Richmond Road (Forks, Radial)
 - 6" – 733 Williams Street (Easton, Radial)
 - 6" – Bethman Road (Bethlehem, Radial)
 - 4" – 12th Street & Elm Street (Easton, Radial)
 - 4" – Mauch Chunk Street (Easton, Radial)
- New Meters Installation – 26
 - 2 – 5/8" COE
 - 24 – 5/8" ESWA
- Meter Changes - 54
 - 27 – 5/8" COE
 - 81 – 5/8" ESWA
 - 1 – ¾" ESWA
 - 1 – 1" ESWA
 - 3 – 2" ESWA
- MTU's
 - 66 - COE
 - 56 – ESWA

- Turn Off for Non-Payment of Water -41
 - 18 – COE
 - 23– ESWA
- Turn Off for Non-Payment of Sewer - 28
 - 10 – COE
 - 18– ESWA

Customer Service

- Bill Date: 11/16/18, Due 12/20/18
 - Bills = 9,355 Meters read = 9,355
 - Amount billed = \$1,028,570
- January 2018
 - Termination List 1/8/2019
 - Termination Calls = 150
 - 52 Termination door hangers
 - 4 Payment agreements /"will pay"
- Actual Terminations
 - ESWA – 23
 - COE – 17

Authority Projects

- Twin Reservoirs Cover Replacement
 - Bonds and Insurances being reviewed.
 - Notice of Award to be provided once bonds and insurances are approved.
- Knox Avenue Pump Station Upgrades
 - Basis of Design Report received on January 14th.
 - ESWA Staff provided comments to Gannett Fleming on January 31st.
 - Design is proceeding.
 - Main Breaker for Pumps 3 and 4 being replaced on February 12th.
- Lower Nazareth Project
 - Route 191 PennDOT permit application was resubmitted.
 - ESWA discussed the open cut/boring issues with PennDOT for the Route 33 permit application. Some open cutting will be permitted, plans are being revised accordingly.
 - Public Water Supply Permit for construction issued January 21st.
 - Land Development Plans submitted to Lower Nazareth Township.
 - PennVEST application submitted on February 6th.

- Filbert Street, Schaffer Court Water Main Improvements
 - Main Installation completed on January 8th.
 - Reconnected all service laterals on Filbert Street to new main.
 - Installed 9 new ¾" copper service laterals on Schaffer Court.
 - All Schaffer Court properties have been connected to the new service laterals with the exception of 1 which is scheduled for February 21st.
 - The existing main will be abandoned after the last property is connected to the new service lateral.
- Queen Street Project
 - KCE began survey on January 21st.
 - Should be completed by February 15th.
- Forks Project
 - ESWA is revising the sequence and plan for work.
- Tank Maintenance Agreement
 - Update to the previous agreement with Gannett Fleming.

Administration

- America's Water Infrastructure Act
 - Recently passed by congress
 - Update by March 2020 and certification letters
 - Vulnerability Assessment 2003 (cybersecurity)
 - Emergency Response Plan – update annually
 - Workshop March 2019
 - Right To Know request
 - PA Utility Law Project – PMAA notified
 - Assisting low income households
 - Support HB – PUC has jurisdiction over authorities
 - Health Insurance Meeting
 - Employee Voluntary sign up
 - Employee signs bill over to AblePay
 - Average reduction – 15%
 - Employee Pension Meeting
 - Employee year end informational meetings

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Moorehead, requisitions were approved for payment February 11, 2019 (items 3972-76, totaling \$158,257.06). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed the PULP request, vulnerability assessment and emergency response plan.

Budget and Finance –

No Report

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

On a motion from Mr. Veresink, seconded by Mr. Walker, The Board passed a resolution authorizing the Authority to enter into a certain intermunicipal lease agreement with the Township of Palmer for lease of certain premises forming a portion of Riverview Park in the Township of Palmer presently used by the Authority for storage of its dirt, rock and millings emanating from its construction activities; and furthermore authorizing the Chairman, Vice Chairman, Secretary or Assistant Secretary to execute any and all documents necessary to carry out the purposes of this resolution.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veshosky, seconded by Mr. Barefoot, The Board authorized the execution of an Agreement for Consulting Engineering Services with Gannett Fleming, Inc., for the project Water Storage Tank Refurbishing and Maintenance Program signed by Gannett Fleming on January 16, 2019, and authorized the Executive Director, Roy A. White to execute said agreement on behalf of the Authority.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Veshosky, the meeting was adjourned at 3:39 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary