

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

**Easton, PA
Monday
January 9, 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
Theodore Veresink
Dave Hopkins
Wayne Barefoot (Skype)
Robert Walker
David Veshosky

Absent: Donald Lockard

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. Colton, the minutes of the December 13, 2016 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Colton, Veresink, Barefoot, Hopkins, Veshosky, Walker (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.

- New Service Laterals - 26
 - 1 – 4" 901 Bushkill Drive (City of Easton, Lafayette College)
 - 1 – 6" Fire 901 Bushkill Drive (City of Easton, Lafayette College)
 - 24 – ¾" Saratoga Farms Phase II (Lower Nazareth Township)
- Replaced Service Laterals - 7
 - 1 – 4" 2400 Northampton Street (Palmer Township)
 - 1 – 6" Fire 2400 Northampton Street (Palmer Township)
 - 2 – ¾" 1205/1207 Bushkill Street (City of Easton, replaced lead services)
 - 1 – ¾" 248 West Lincoln Street (City of Easton, replaced lead service)
 - 2 – ¾" 145/147 James Street (City of Easton, replaced lead services)
- Service Repair – 2
 - 1 – ¾" 7461 Township Line Road (Lower Nazareth, main broke at service)
 - 1 – ¾" 345 Park Avenue (Lower Nazareth Township, lateral damaged by sinkhole)
- Main Breaks – 11
 - 12" – 2121 Sullivan Trail (Forks Township, radial break)
 - 8" – 419 West St. Joseph Street (City of Easton, radial break)
 - 6" – 503 South Greenwood Avenue (Palmer Township, radial break)
 - 6" – 2354 Edgemore Avenue (Palmer Township, radial break)
 - 6" – 12 Logan Drive (Palmer Township, radial break)
 - 6" – 109 Ridgewood Road (Palmer Township, radial break)
 - 6" – King Avenue & Embur Terrace (Bethlehem Township, radial break)
 - 6" – 715 Packer Street (City of Easton, radial break)
 - 6" – 10th Street & Wood Avenue (City of Easton, radial break)
 - 6" – 258 Frank Street (Lower Nazareth Township, radial break)
 - 3" – 7461 Township Line Road (Lower Nazareth Township, radial break)
- New Meters Installation – 18
 - 11 – 5/8" ESWA
 - 3 – 5/8 COE
 - 1 – 1" ESWA
 - 1 – 1" COE
 - 1 – 2" COE

- 1 – 3” ESWA
- Meter Changes - 83
 - 16 – 5/8” COE
 - 63 – 5/8” ESWA
 - 2 – 3/4” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 4” COE
- MTU’s
 - 379 - COE
 - 47 - ESWA
- Turn Off for Non-Payment of Water -41
 - 12 – COE
 - 29 – ESWA
- Turn Off for Non-Payment of Sewer - 18
 - 12 – COE
 - 6 – ESWA

Authority Projects

- Wilden Acres Tank Painting
 - Final Inspection performed on September 27th. Small punch list received and provided to contractor.
 - Contractor on site to address punch list on November 18th.
 - Final Pay Estimate sent to Contractor to execute.
- Bethlehem & Palmer Township Improvements (KCE)
 - All water system work is complete.
 - Permanent pavement restoration to be performed in the Spring.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Survey performed for additional work (Berwick, Seitz and Wilkes Barre Street) in December.
 - Gannett Fleming working on PennVEST application and addressing PennDOT comments..
- Lower Nazareth Township Project
 - New Pumping Station
 - Meeting with Lower Nazareth Township on January 12th to discuss code, planning and permitting requirements for the proposed pumping station.

- Lead Service Update
 - Possible lead services to be addressed:
 - June 2016: 7,853
 - January 1, 2017: 7,172
 - Replace service line only - 2,851
 - Replace service lines and water mains – 4,321

Water Quality & Treatment

- Water Treatment Plant
 - Drought Status – remain in a “Watch”
 - Chemical Storage Study – Increase capacity
 - Hypochlorite – Disinfection
 - Caustic Soda – pH and coagulation
 - Orthophosphate – corrosion control
 - NPDES Permit – Submitted to PADEP

Administration

- Pension Plan – conversion to Cornerstone Financial Consultant
- PennVest Loan Applications
 - Canal Street / Wood Avenue Project
- Manpower Allocation Study

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mr. Walker, requisitions were approved for payment January 9, 2017 (items 3838-3841, totaling \$324,754.09). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. Roy reviewed the water quality matters that he presented to the Board. They also discussed the Canal Street Project and the need for action on the Gannett Fleming proposal for the chemical storage at the plant.

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 –

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

No Report

UNFINISHED BUSINESS

On a motion from Mr. Veshosky, seconded by Mrs. Kennon, the Board reviewed and approved certain modifications to the Employee Policy Manual as set forth in a certain attached exhibit and confirmed and readopted the Employee Policy Manual including such modifications.

Motion adopted by the following vote:

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

Nays: None

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Walker, the Board authorized the engagement of Gannett Fleming, Inc to provide consulting engineering services relating to the Water Treatment Plant Chemical Systems Improvement Evaluation.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Colton, seconded by Mr. Hopkins, The Board authorized the submission of a financial assistance application to the Pennsylvania Infrastructure Investment Authority for purposes of securing financing for the construction, rehabilitation and/or extension of the water system as part of the Canal Street and Wood Avenue Water Main and Control Valve Chamber Improvements Project, and authorizing the offering of security as required by Pennsylvania Infrastructure Investment Authority in connection therewith and authorizing the payment of professional services and other necessary expenses incurred in connection with obtaining such financial assistance, and furthermore, authorizing the Officers of the Board and its Executive Director or Business Manager to take any further actions necessary and to execute any further documentation necessary to complete said application.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

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

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary