

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

**Easton, PA
Monday
July 11, 2016
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
Robert Walker
Donald Lockard
Mary Kennon
Dave Hopkins

Absent: David Veshosky
Wayne Barefoot

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 June 13, 2016 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

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

- Main Installation (ESWA)
 - Crescent Street (Borough of Glendon)
 - 728' of 8" DIP
 - Steuben Road (Lower Nazareth Township)
 - 66' of 10" DIP
 - ESWA will be reimbursed by Northampton
- Service Installations - 3
 - 1 – 2" Domestic & 1 – 4" Fire Service 2003 Sullivan Trail (Forks Township, Sullivan March MOB)
 - 1 – ¾" 4934 Steuben Road (Lower Nazareth Township)
 - 1 – ¾" 4740 Henry Street (Bethlehem Township)
- Service Replacements - 11
 - 8 – ¾" Crescent Street (Borough of Glendon, replaced lead services)
 - 2 – ¾" 1026/1028 Bushkill Street (City of Easton, replaced lead services)
 - 1 – ¾" 29 South Sitgreaves Street (City of Easton, replaced lead service)
- Service Reconnections – 6
 - 6 – ¾" Crescent Street (Borough of Glendon, reconnected to copper services)
- Hydrant Replacements – 9
 - Route 248 & Van Buren Road (Palmer)
 - Sullivan Trail & Spengler Avenue (Forks)
 - Sullivan Trail & Elizabeth Avenue (Forks)
 - Sullivan Trail & Raub Street (Easton)
 - Morrison Avenue & George Street (Easton)
 - 6th Street & Pine Street (Easton)
 - Monroe Street & Brodhead Street (Easton)
 - Wilkes Barre Street & Filbert Street (Easton)
 - North Delaware Drive & Taylor Avenue (Easton)
- Hydrant Installations – 2
 - Madison Farms Phase II
 - Emanuel Court
 - Cook Drive

- New Meters Installation – 13
 - 10 – 5/8” ESWA
 - 2 – 1” ESWA
 - 1 – 3” ESWA

- Meter Changes - 175
 - 13– 5/8” COE
 - 150 – 5/8” ESWA
 - 1 – 1-1/2” COE
 - 3 – 1-1/2” ESWA
 - 1 – 2” COE
 - 2 – 2” ESWA
 - 1 – 3” ESWA
 - 2 – 4” COE
 - 1 – 6” COE
 - 1 – 6” ESWA

- MTU’s
 - 191 - COE
 - 99 - ESWA

- Sensus Beta Test
 - ESWA was selected and participated in beta test of Sensus new Ally water meter.
 - ESWA is a 100% AMI meter readings systems so we were a good match for what they were looking for.
 - The meter has auto shut off capabilities
 - Pressure Sensor (identify leaks)
 - Water Temp sensors (water quality)
 - 7 Meters installed by ESWA staff, monitored by Sensus. Beta test will last about 2-3 months.
 - 1st Utility in world to have this meter system.
 - Ability to have input in final design and production on meter. They are taking our ideas. Installation, design, functionality ideas before final production.
 - Presenting at Sensus annual conference experience with meter and benefits of the meter in our system.
 - All this helps in making a good product, plus give us recognition within Sensus for cooperating. Ability to leverage good pricing and services from them.

- Sensus Reach Award
 - 500th customer to utilize their host AMI platform that saved the Authority thousands a year on IT Systems for the meter reading.

- Turn Off for Non-Payment of Water -37
 - 21 – COE
 - 16 – ESWA

- Turn Off for Non-Payment of Sewer - 11
 - 0 – COE
 - 11 – ESWA

Authority Projects

- Wilden Acres Tank Painting
 - Intermediate and top coat have been applied.
 - Some touch up work is still needed, should be completed Monday or Tuesday.
 - Mixer should be installed Monday or Tuesday.
 - ESWA will begin refilling tank once DEP inspection is completed.

- Bethlehem & Palmer Township Improvements (KCE)
 - Plans and Specifications being finalized.
 - Planning to advertise on July 15th.
 - Estimated Construction Cost:
 - Bethlehem Township: 7,200 Feet of Pipe
 - \$1,119,305
 - Palmer Township: 7,800 Feet of Pipe
 - \$1,188,342
 - Total Estimated Cost: \$2,307,647

- Canal Street & Wood Avenue (Gannett Fleming)
 - Preliminary design Complete.
 - Working on obtaining easements on Wood Avenue.
 - Must submit for Highway Occupancy Permits from PennDOT for Wood Avenue.

- Crescent Street Water System Improvements
 - Borough of Glendon will be completely reconstructing Crescent Street this summer.
 - Water system work completed on June 14th.
 - Street reconstruction work has begun.

- Ealer Avenue & Hay Street Water System Improvements
 - 2100 Block of Hay Street to be paved by UGI/Wilson Borough.
 - ESWA replacing two 6” cast iron mains on 2100 block of Hay Street and Ealer Avenue with approximately 1,200 feet of 8” DIP.
 - Water mains installed in 1914.
 - 57 of 64 service laterals are potential lead services.
 - Project will eliminate two dead ends and improve water quality.

Flushing

- Suburban North High System completed on May 20th.
- Suburban 15th street System completed on June 9th.

- Suburban Morgan Hill Low and High Systems to be flushed the week of June 13th.
- Knox Avenue System will be started the week of June 20th.

Administration

- Employee Manual Update sent to Personnel Committee
- Pension Committee Meeting
- Lehigh Valley Planning Commission – Land Use Plan
- PMAA Convention

Water Quality & Treatment

- Cyanotoxin Sample Result - Negative
- Drought Watch

Lead Service Replacement Plan

- Potential Plan Costs
 - Service Lateral Replacements Only
 - 3,239 Service Laterals
 - Unit Cost of \$1,500
 - Total Estimated Cost: \$5,374,800
 - Water Main & Service Lateral Replacement
 - 4,479 Service Laterals
 - Unit Cost of \$1,200
 - Total Estimated Cost: \$5,374,800
 - 166,100 Feet of Water Main
 - Average Unit Cost of \$160 per foot.
 - Total Estimated Cost: \$26,576,000
 - Total Plan Cost: \$36,809,300
 - Annual Costs
 - 3%: \$1,104,279 (30 Years)
 - 5%: \$1,840,465 (20 Years)
 - 7%: \$2,576,651 (15 Years)
 - 10%: \$3,680,930 (10 Years)
 - Costs Based on all unknown potential lead services being lead.
 - As we move forward, we can determine what percentage of potential lead services are in fact lead.

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mr. Lockard, requisitions were approved for payment July 11, 2016 (items 3805-3813, totaling \$60,439.27). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss the number of water quality issues.

Budget and Finance – No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit June, 2016; Cash Flow Forecast 2016; and Income Statement – Budget Comparison for May 2016.

Pension Committee –

Mr. Walker stated the committee met and heard a presentation from Cornerstone Group. They are looking at the way the pension fund is being managed. They are going to look for another independent company to do another presentation to compare information.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated the committee met and discussed several items with Roy. They reviewed Marna Hayden's retirement and Carol Morgan will be retained as required. Roy appointed Stephanie Kinsell as Human Resource Administrator.

Risk Management Committee –

Mr. Veresink stated that the committee had met to discuss insurance issues and Roy is waiting on information from the Insurance Company.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

Mr. Walters stated there is a pending request from Easton Suburban Water Authority to Palmer Township to extend our status through the end of this year for our land development plan for the possible extension of our Facility.

NEW BUSINESS

On a motion from Mr. Lockard, seconded by Mrs. Kennon, the Board accepted the audit as presented by Palmer & Company for 2015.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:04 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary