

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

**Easton, PA
Monday
June 11, 2018
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)
Theodore Veresink
Robert Walker
Donald Lockard
David Veshosky
Mary Kennon
R. Kirkwood Colton
Wayne Barefoot

Absent: Dave Hopkins

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT 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. Barefoot, the minutes of the May 14, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

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

- Valve Replacements - 1
 - 6" – West Wilkes Barre Street & Seitz Street (Easton)
- Repaired Valves – 6 (All Easton)
 - 6" – 1150 Centre Street
 - 6" – Berwick Street & St. John Street
 - 6" – St. John Street & Grant Street
 - 6" – 7th Street & Walnut Avenue
 - 6" – Coleman Street & Burke Street
 - 6" – Porter Street & High Street
- Main Breaks – 2
 - 6" – 411 Cattell Street (Easton, radial break, found with loggers)
 - 6" – 3216 Vermont Street (Palmer, radial)
- Fire Hydrant Repairs – 3
 - 600 Kuebler Road (Forks, billed repair to owner)
 - Hillview Street & Quincy Avenue (Palmer, damaged by unknown vehicle)
 - 1350 Industrial Drive (Williams, damaged by unknown vehicle)
- Main Installation
 - Northwood Farms Phase 1 (Palmer Township)
 - 1,597' of 16"
 - 481' of 8"
 - 3 Fire Hydrants
 - 21 – ¾" Service Laterals
- Upcoming Developments
 - Sterling Crossing Phase III
 - Tri Farms Phase VI-A
 - St. Luke's Tower 2
- New Meters Installation – 36
 - 1 – 5/8" COE
 - 35 – 5/8" ESWA

- Meter Changes - 86
 - 19 – 5/8” COE
 - 62 – 5/8” ESWA
 - 1 – 2” COE
 - 2 – 3” COE
 - 1 – 4” COE
 - 1 – 8” ESWA

- MTU’s
 - 278 - COE
 - 104 – ESWA

- Turn Off for Non-Payment of Water -40
 - 18 – COE
 - 22– ESWA
- Turn Off for Non-Payment of Sewer - 6
 - 4 – COE
 - 2– ESWA

Customer Service

- Bill Date: 03/12/18, Due 4/20/18
 - Bills = 9,049 Meters read = 9,049
 - Amount billed = \$1,003,673
- May 2018
 - Termination List 5/11/18
 - Termination Calls = 212
 - 61 Termination door hangers
 - 4 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 22
 - COE – 18

Authority Projects

- Flushing
 - Suburban North High System completed 5/24.
 - Started flushing Knox Avenue System on 6/14/18.
 - 5,706,170 Gallons flushed to date.
- SCADA System
 - Utilize Cellular and Cable as a Redundant System.
 - Can utilize existing equipment at 11 of 17 sites.
 - Estimated cost of \$20,000.00.
 - Upgrade existing Radio Transmitters installed in 2003.
 - Estimated cost of \$45,000.00

- SCADA would operate based on information transmitted through both systems.
- In the event of failure at a site, other system would continue operation.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Water System Work Completed.
 - Pavement restoration work completed.
 - Few minor items remaining on punch list.
 - Pay Estimate #7 recommended for approval today in the amount of \$492,361.06.
 - Final Estimate #8 being prepared along with close out documentation for July Board Meeting.
- 2017 Palmer Township Water System Improvements Project (KCE)
 - Water System work completed.
 - Pavement restoration completed in the Bridalpath area.
 - Pavement restoration being performed in the Brentwood area, should be completed by June 15th.
 - Stones Crossing pavement restoration to be performed once Brentwood area is completed.
 - Pay estimate #8 in the amount of \$100,470.81 recommended for approval today.
- 2018 Forks Township Water System Improvements Project
 - Arndt Road & Devils Cave Trail work will be performed by ESWA to ensure water system work will be completed prior to the start of school.
 - Work will begin in early July and should be completed in early August.
 - ESWA will install temporary pavement in water trenches as work is completed.
 - Permanent pavement restoration will be coordinated with Forks Township, likely performed in 2018.
 - Old Mill work will be moved to 2019 Budget.

Water Treatment Plant

- Replacement of Project Logic Controllers – SCADA System
- DEP Required Turbidity Monitoring Equipment Upgrade (all 10 filters)
- Plant Equipment Asset management Survey
- Twin Reservoir Replacement Covers Proposal

Administration

- Property & Liability Renewal Insurance review
- Employee – HR Wellness Seminars Development

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment June 11, 2018 (items 3931-3936, totaling \$595,922.05). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed City Council Meeting and that there are resolutions on the agenda but not about our new Board members.

Budget and Finance –

Mr. Barefoot stated the committee meet with Palmer & Company to review the Audit. We received a clean opinion on the audit by Palmer & Company.

At this time, Mr. White, discussed the following reports: Funds on Deposit May, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for April, 2018.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

Mr. Veresink stated the committee will be meeting to look at the Property and Liability Insurance.

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Veshosky, seconded by Mr. Barefoot, the Board approved a proposal from CorrTech as the project manager for the replacement of the floating covers at the Twin Reservoirs with the cost not to exceed \$121,377.00.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 3:40pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary