

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

**Easton, PA
Monday
March 12, 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
Dave Hopkins
Robert Walker
Donald Lockard
David Veshosky

Absent: R. Kirkwood Colton
Wayne Barefoot
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. Veresink, seconded by Mr. Veshosky, the minutes of the February 12, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Hopkins, Walker, Lockard, Veshosky (6)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the February 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 Replacements – 3
 - 2 – ¾" 720/722 Pearl Street (Easton, Lead)
 - 1 – ¾" 759 Nazareth Pike (Lower Nazareth, Plastic)
- Service Repairs - 2
 - 1 – ¾" 3168 Hodle Avenue (Bethlehem, leaking coupling on copper service)
 - 1 – ¾" 611 Ferry Street (Easton, leaking copper service)
- Main Breaks – 5
 - 8" – 2 Walter Avenue (Palmer, Universal)
 - 8" – 10 Walter Avenue (Palmer, Universal)
 - 6" – 2726 John Street (Palmer, Universal)
 - 6" – 25 North 10th Street (Easton, Radial)
 - 4" – Spruce Street & 8th Street (Easton, Radial)
- 2017-2018 Cold Weather Related (non- main breaks)
 - Work Orders:
 - Turned off = 3
 - Meter Changes = 1
 - Removed Meter = 0
 - No Usage = 0
 - MDM Reports = 7
 - Frozen Meters = 0
 - Leaking Service/Meter = 0
 - Meter Alarms / High Usage Reports
 - Meter Alarms and Usage Reports reviewed daily by Service Department.
 - Extremely High Usage – ESWA sends out Tech
 - Average usage – Automated call to customer
- New Meters Installation – 34
 - 2 – 5/8" COE
 - 22 – 5/8" ESWA
 - 10 – 1" ESWA
- Meter Changes - 123
 - 18 – 5/8" COE
 - 89 – 5/8" ESWA
 - 1 – ¾" COE
 - 3 – ¾" ESWA

- 1 – 1” ESWA
 - 2 – 1-1/2” ESWA
 - 2 – 2” COE
 - 1 – 3” COE
 - 2 – 4” ESWA
- MTU’s
 - 166 - COE
 - 110 – ESWA
- Turn Off for Non-Payment of Water -31
 - 15 – COE
 - 16 – ESWA
- Turn Off for Non-Payment of Sewer - 1
 - 1 – COE
 - 0– ESWA

Customer Service

- Bill Date: 12/11/17, Due 1/20/18
 - Bills = 11,456 Meters read = 11,456
 - Amount billed = \$1,123,467
- February 2017
 - Termination List 02/12/2018
 - Termination Calls = 238
 - 69 Termination door hangers
 - 15 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 16
 - COE – 25

Customer Service & Disconnects Non Payment

% of Customers Called, shut off.

2014 – 28%
 2015 – 24%
 2016 – 26%
 2017 – 18%

% of customers from a section, shut off.

2014 - <=1%
 2015 - <=1%
 2016 - <=1%
 2017 – V=1%

Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
 - Knox Avenue Chamber Installed & Tested
 - Canal Street work began on February 12th. Likely to be finished by the end of March.
 - Pay Estimate #5 in the amount of \$561,972.50 is recommended for approval today.
 - Pavement restoration to be performed in spring once weather improves.
 - Pavement restoration will be discussed / coordinated with City of Easton.

- 2017 Palmer Township Water System Improvements Project (KCE)
 - Water System work completed.
 - Contractor began working on Stones Crossing additional work on February 26th. Should be completed by March 23rd.
 - Pay Estimate #5 in the amount of \$110,418.53 recommended for approval today.
 - Pavement restoration to be performed in the spring.

- 2018 Forks Township Water System Improvements Project
 - Survey completed.
 - Waiting on Preliminary Plans from KCE.
 - Will be requesting authorization to advertise at the April Board Meeting.
 - Advertise for bids in April.
 - Construction to start in June.

Water Treatment Plant

- Consumers' Confidence Report
- PADEP Triennial Inspection
- EPA – Lead and Copper Revisions

Administration

- 457 Meeting – Q4 review – March 14th

APPROVAL OF REQUISITIONS

On a motion from Mr. Veshosky, seconded by Mr. Lockard requisitions were approved for payment March 12, 2018 (items 3914-3917, totaling \$691,671.61). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Hopkins, Lockard, Walker, Veshosky (6)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed updating school's information about water to students. They also discussed Board appointments which are not on the City of Easton's agenda yet.

Budget and Finance –

No Report

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

Mr. Walter stated he reviewed the law in regards to the request made by Wilson Borough at our last meeting and said it would be inappropriate for the Authority to enter into an arrangement like this.

ADJOURNMENT

On a motion from Mr. Walker, seconded by Mr. Veresink, the meeting was adjourned at 3:33pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Hopkins, Lockard, Walker, Veshosky(6)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary