

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

**Easton, PA
Monday
May 8, 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
Robert Walker
Donald Lockard

Absent: Mary Kennon
David Veshosky

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 April 10, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the April 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 – 2
 - 1 – 3/4" 43 Leeman Street (Palmer)
 - 1 – 3/4" 217 Cedar Park Boulevard (Williams)
- Service Replacements – 2
 - 1 – 3/4" 34 South 12th Street (Easton, lead service)
 - 1 – 3/4" 1315 Liberty Street (Easton, lead service)
- Hydrant Replacement - 1
 - 693 Lexington Road (Lower Nazareth Township)
- Valve Repairs – 1
 - 6" – Philadelphia Road & Folk Street (Easton)
- Blow Off Repair – 4
 - 1" – 221 Spring Street (West Easton)
 - 2" – Anthony Court (Palmer)
 - 2" – Ruby Court (Bethlehem)
 - 2" – Christine Ann Lane (Lower Nazareth)
- New Meters Installation – 14
 - 9 – 5/8" ESWA
 - 3 – 1" ESWA
 - 1 – 1-1/2 " COE
 - 1 – 2" ESWA
- Meter Changes - 210
 - 16 – 5/8" COE
 - 173 – 5/8" ESWA
 - 1 – 3/4" COE
 - 3 – 3/4" ESWA
 - 2 – 1-1/2" COE
 - 7 – 1-1/2" ESWA
 - 5 – 2" ESWA
 - 2 – 3" COE
 - 1 – 4" COE
- MTU's
 - 185 - COE
 - 44 – ESWA

- Turn Off for Non-Payment of Water -34
 - 8 – COE
 - 26 – ESWA
- Turn Off for Non-Payment of Sewer - 25
 - 7 – COE
 - 18 – ESWA

Customer Service

- Bill Date: 2/13/17, Due 3/20/17
 - Bills = 9,402 Meters read + 9,402
 - Amount billed = \$946,932
- February 2017
 - Termination List 04/07/2017
 - Termination Calls = 149
 - 94 Termination door hangers
 - 18 Payment agreements /"will pay"
- Site Visits = 26
 - Wilson = 8
 - West Easton = 5
 - Williams = 1
 - Lower Nazareth = 5
 - City of Easton = 7
 - Glendon = 0
 - Forks = 0
 - Palmer = 0
 - Bethlehem Twp = 0
- Actual Terminations
 - Wilson = 17
 - West Easton = 2
 - Williams = 1
 - Forks = 1
 - Lower Nazareth = 3
 - Glendon = 0
 - Palmer = 0
 - Bethlehem Twp = 0
 - City of Easton = 7

Authority Projects

- Bethlehem & Palmer Township Improvements (KCE)
 - All water system work is complete.
 - Pavement restoration was completed in Bethlehem and Palmer Townships in April.
 - Pay Estimate #4: \$498,277.97 is recommended for approval today.
 - ESWA holding 2% Retainage for a few minor punchlist items.
 - Final Pay estimate at May Board Meeting.

- Canal Street & Wood Avenue (Gannett Fleming)
 - Highway Occupancy Permit issued on April 17th.
 - Bids advertised on April 17th
 - Bid Opening scheduled for May 17th at 1 pm
 - Knox Avenue Easement
 - Provided final draft of agreement to owner on April 28th.
 - PennVest Approved funding at April 19th Meeting.

- Lower Nazareth Township Project
 - New Pumping Station
 - Provided draft easement agreement to Northampton County on February 15th for their review.
 - No Response to follow up inquiries.
 - Gannett Fleming performed survey work for Suction and Discharge Mains the week of February 13th.
 - Gannett Fleming completed survey work for Route 191 the week of March 13th.

- Wilden Acres Tank
 - Received Final Pay Estimate Request in the amount of \$74,306.23. Holding payment until blast media cleanup is completed.
 - JMT Environmental Technologies Prepared Cleanup/Remediation Plan that has been approved by DEP.
 - Working to carry out plan over next few weeks.
- Tank Inspections/Cleaning
 - Spring Robotic Inspections performed 4/11 to 4/13.
 - No major issues found.
 - Working to Schedule Cleaning and Inspection.
 - Morgan Hill East Tank
 - Georgetown Tank
 - Mixers
 - Mixer will be installed at Georgetown once cleaning is completed.
 - Repaired mixer at Plainfield Tank.

- 2017 Palmer Township Water System Improvements Project
 - KCE completed survey work the week of April 3rd.
 - Design proceeding should be completed by the end of May.
 - Advertise: Late May
 - Open Bids/Award: July
 - Construction August to November

Water Quality & Treatment

- Water Treatment Plant
 - Chemical Storage
 - Twin Reservoirs

Administration

- Personnel Committee
- Pension Plan Meeting – May 14th
- PennVest Loan - \$3,401,900
- Line of Credit - \$3,000,000

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mr. Lockard, requisitions were approved for payment May 8, 2017 (items 3860-3865, totaling \$649,505.07). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed the PennVest loan situation and the personnel matter that Roy discussed.

Budget and Finance –

No Report

At this time, Mr. Barefoot discussed the following reports: Funds on Deposit April, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for March 2017.

Pension Committee –

Mr. Barefoot stated he needs the Board Approval to select a new Record Keeper.

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. Hopkins, seconded by Mr. Barefoot, the Board approved a certain proposal with attachments dated May 3, 2017, from Gannett Fleming Engineers, to provide engineering services for the construction phase of the Wood Avenue, Canal Street and Berwick Street Water Distribution System Improvements project and for administration services with PennVest, in amounts not to exceed \$55,400.00 for the construction phase services and \$53,000.00 for the PennVest administration services.

Motion adopted by the following vote:

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

Nays: None

NEW BUSINESS

On a motion from Mr. Lockard, seconded by Mr. Hopkins, the Board authorized the pension committee to proceed in the selection of a new Record Keeper.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 3:56 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary