

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

**Easton, PA
Monday
May 13, 2019
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)
Wayne Barefoot
Mike Moorehead
Joe Mauro
Dave Hopkins
Theodore Veresink
Robert Walker
Mary Kennon

Absent: 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

David Biddison with Traditions of America spoke to the Board in regards to asking for an extinguishment of an existing easement within a PennDOT right of way for his project on Green Pond Road.

ACTION ON MINUTES

On a motion from Mr. Barefoot, seconded by Mr. Moorehead, the minutes of the April 8, 2019 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

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.

- Service Lateral Installations – 3
 - 1 – 4" 3882 Eastgate Boulevard (Lower Nazareth Tru 2 Hotel)
 - 1 – 4" Fire 414 Northampton Street (Easton)
 - 1 – 6" Fire 3882 Eastgate Boulevard (Lower Nazareth Tru 2 Hotel)
- Service Lateral Replacements - 10
 - 9 – 3/4" Charlotte Avenue (Palmer, Replaced by Sanitary Sewer Contractor)
 - 1 – 3/4" 828 Burke Street (Easton, replaced lead service)
- Main Breaks – 1
 - 6" – 7th Street & Bushkill Street (Easton, Radial)
- Main Installation – 975'
 - Riverview Park (Palmer)
 - 60' of 8"
 - 915' of 6"
- Fire Hydrant Installation– 1
 - Riverview Park (Palmer)
- Fire Hydrant Replacement – 1
 - Steuben Road & Keystone Drive (Lower Nazareth)
- Fire Hydrant Repair – 1
 - Walter Road & Sapphire Lane (Bethlehem)
- Valve Repairs - 2
 - 6" Valve – Northwood Avenue & Van Buren Road (Palmer)
 - 6" Valve – 3121 Val Vista Road (Palmer)
- New Meters Installation – 21
 - 1 – 5/8" COE
 - 18 – 5/8" ESWA
 - 1 – 2" COE
 - 1 – 2" ESWA
- Meter Changes - 204
 - 19 – 5/8" COE
 - 176 – 5/8" ESWA
 - 1 – 3/4" ESWA
 - 1 – 1" COE
 - 2 – 1" ESWA

- 2 – 1-1/2” COE
 - 1 – 4” ESWA
 - 1 – 4” COE
- MTU’s - 303
 - 220 - COE
 - 83 – ESWA
- Turn Off for Non-Payment of Water -25
 - 10 – COE
 - 15– ESWA
- Turn Off for Non-Payment of Sewer - 22
 - 7 – COE
 - 15– ESWA

Customer Service

- Bill Date: 2/15/19, Due 3/20/19
 - Meters Read & Billed = 9,496
 - Amount billed = \$1,014,258
- March 2019
 - Termination List 4/9/2019
 - Termination Calls = 152
 - 44 Termination door hangers
 - 2 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 10
 - COE – 17

Authority Projects

- Twin Reservoirs Cover Replacement
 - Preconstruction Meeting held on April 23rd, 2019.
 - Discussion at Preconstruction Meeting regarding the Liner Condition.
 - Liner installed in late 1970’s.
 - Robotic inspection showed good condition.
 - Contractor experience: Age, exposure to light and work activity.
 - Contractor provided a lump sum cost of \$147,595.00 to install new liners in both reservoirs.
 - ESWA Staff recommending to install new liner.
 - Wait and see would result in reservoir being out of service longer.
 - Potential cover damage if liner needs to be repaired after installation.
- Knox Avenue Pump Station Upgrades
 - Gannett Fleming Finalizing Plans & Specifications.

- Estimated Construction Cost: \$650,000
- ESWA Staff requesting authorization to advertise pending Staff & Solicitor Review.
- Updated Schedule:
 - 5/13/19: Authorization to Advertise for Bids.
 - 5/20/19: Advertisement for Bids.
 - 6/6/19: Bid Opening
 - 6/10/19: Award Bid
 - 11/1/19: Begin Construction
- Lower Nazareth Project
 - Route 191 PennDOT permit ready to be resubmitted.
 - Still awaiting response on Route 33 PennDOT Permit Submittal.
 - Applied for extension for Land Development Approval from Lower Nazareth Township.
- Queen Street Project
 - KCE is finalizing plans and specifications.
 - Need to address detour and street opening permit with Palmer Township.
 - Finalize pavement restoration requirements with Palmer Township.
 - Updated Schedule:
 - June 10, 2019: Authorization to advertise
 - July 8, 2019: Award Bid
 - July 29, 2019: Start Construction
 - October 31, 2019: Substantial Completion
 - May 31, 2020: Final Completion
- Pump Motors Maintenance
 - ESWA ordered new motor for North High Pump Station.
 - Kohl Brothers to begin refurbishment of motors at Davis Street and Wood Avenue.
- City of Easton Transmission Main Study.
 - Gannett Fleming provided information request to ESWA for study. ESWA will respond this week.
- Flushing
 - Knox North started on April 29th. Will be completed on May 16th.
 - Knox Central starting on May 15th, will be completed on May 23rd.
 - Knox South will begin on May 28th.
- Valve Inspection
 - Distribution Department began valve inspection/exercising in March (9,457).
 - Have inspected 3,292 Valves to date.
 - 6,165 Valves still need to be inspected.
 - 9 repairs made from inspections 0.003% of inspected valves repaired.

Administration

- Pension Plan Issues

Operation

- Caustic Soda Storage
 - Project Schedule
 - 5/13/19: Authorization to Advertise for Bids.
 - 5/16/19: Bid Advertisement
 - 6/28/19: Bid Opening
 - 7/8/19: Award Bid
 - 8/5/19: Notice to Proceed
- Infrastructure Act of 2018

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment May 13, 2019 (items 3984-91, totaling \$135,931.28). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed five actions coming before the Board today and some additional items that will be coming up in the future.

Budget and Finance –

No Report

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

The solicitor reported that the plaintiffs in the Hutnik vs. ESWA lawsuit instituted in Northampton County had discontinued their claim of record against the Authority and that no payment was made by the Authority to the plaintiff.

The solicitor reported that in the case of T. Olick vs. City of Easton and Easton Suburban Water Authority that the Commonwealth Court affirmed the determination by the Northampton County Court that the case against the defendants should be dismissed based on statutory immunity.

NEW BUSINESS

On a motion from Mr. Walker, seconded by Mrs. Kennon, the Board authorized the advertising for bids for the Knox Avenue Pumping Station Upgrade Project subject to review of the bid by the solicitor.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Nays: None

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the Board authorized the advertising for bids for the Water Treatment Plant Caustic Soda Storage Project.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Walker, the Board authorized resolutions recognizing and honoring the service of two former board members, Donald Lockard and Kirk Colton.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Nays: None

On a motion from Mr. Hopkins, seconded by Mr. Barefoot, the Board authorized the payment of an additional \$147,595.00 to the Twin Reservoirs Project as a change order due to the need to replace both liners presently existing at the site.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Nays: None

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, the Board authorized the payment for professional services in the amount of \$12,250.00 to MHS Consulting Services to update the risk assessment and emergency response plans required by the Water Infrastructure Act of 2018.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Kennon, Walker, Veresink, Mauro, Hopkins, Moorehead (8)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the meeting was adjourned at 4:05 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Kennon, Veresink, Mauro, Hopkins, Moorehead (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary