

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

**Easton, PA
Monday
November 14, 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
Joe Mauro
Robert Walker
Theodore Veresink
David Hopkins

Absent: Mary Kennon
Mike Moorehead
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 were no comments from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Mauro, the minutes of the October 14, 2019 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins (6)

Nays: None

REPORT OF ENGINEER

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

- Water Main Installation – 1,836'
 - Trio Farms Phase VII (Lower Nazareth)
 - 1,281' of 8" on Sweetgum Drive
 - 406' of 8" on Beech Drive
 - CarMax (Lower Nazareth)
 - 149' of 12" on Easton Nazareth Highway
- Main Breaks – 2
 - 16" – Davis Street (Easton, Longitudinal, Main was laying on rock peak)
 - 6" – Bethman Road (Bethlehem, Radial Break)
- Service Lateral Replacements - 5
 - 2 – ¾" 1905/1907 Lehigh Street (Wilson, Lead)
 - 2 – ¾" 1841/1843 Lehigh Street (Wilson, Lead)
 - 1 – ¾" 1847 Lehigh Street (Wilson, Lead)
- Service Lateral Installations – 59
 - 32 – ¾" Tri Farms Phase VII (Lower Nazareth, Kay Builders)
 - 23 – ¾" Domestic/ 1" Fire Trio Farms Phase VII (Lower Nazareth, Kay Builders)
 - 1 – 3" 3835 Easton Nazareth Highway (Lower Nazareth, Carmax)
 - 1 – 4" 223 McCartney Street (Easton, Lafayette Dorm Project)
 - 1 – 6" Fire 3835 Easton Nazareth Highway (Lower Nazareth, Carmax)
 - 1 – 6" Fire 223 McCartney Street (Easton, Lafayette Dorm Project)
- Service Repair – 1
 - 1 – ¾" 369 West Grant Street (Easton, copper)
- Valves – 1
 - Repaired – 6" valve on Bethman Road (Bethlehem)
- New Hydrants – 2
 - Trio Farms Phase VII – 2
- Service Reconnections- 1
 - 1 – ¾" 300 North 3rs Street (Easton)
- New Meters Installation – 29
 - 1 – 5/8" COE
 - 26 – 5/8" ESWA
 - 1 – 2" COE
 - 1 – 3" ESWA

- Meter Changes - 113
 - 11 – 5/8” COE
 - 94 – 5/8” ESWA
 - 2 – 3/4” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 2” ESWA
 - 2 – 3” COE
 - 1 – 4” COE
 - 1 – 4” ESWA
 - 1 – 8” ESWA

- MTU’s - 317
 - 81 - COE
 - 236 – ESWA

- Turn Off for Non-Payment of Water -28
 - 12 – COE
 - 16– ESWA

- Turn Off for Non-Payment of Sewer - 29
 - 10 – COE
 - 19 - ESWA

Customer Service

- Bill Date: 8/16/19 & 8/22/19 Due 9/20/19
 - Meters Read & Billed = 9,296
 - Amount billed = \$1,122,862
- September 2019
 - Termination List 10/14/19
 - Termination Calls = 174
 - 48 Termination door hangers
 - 0 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 18
 - COE – 12

Authority Projects

- Twin Reservoirs Cover Replacement
 - Hatch repairs completed the week of October 14th.
 - ESWA began refilling on October 18th, completed filling on November 1st.
 - Check samples taken on November 4th and 5th, all samples passed.
 - VOC results expected by November 15th.

- DEP Inspection November 15th, after which Reservoir will be placed in service.
- Replacement of West Reservoir Cover will be delayed until spring 2020.
- Knox Avenue Pump Station Upgrades
 - Contractors submitting Shop Drawings.
 - Potential lead time issue with new pumps, awaiting further information.
 - Work anticipated to begin in January 2020.
 - Substantial completion is March 31st.
 -
- Lower Nazareth Project
 - Route 191 PennDOT Permit was received.
 - Route 33 PennDOT Permit Application resubmitted on October 21st, awaiting a response.
 - Will revise schedule once permit is attained.
- Queen Street Project
 - Water main installation began on October 28th.
 - Fischer Road installation should be completed by November 15th.
 - Queen Street water main installation will begin once Fischer Road is completed.
 - No pay estimate this month.
 - Project Schedule:
 - November 30, 2019: Substantial Completion
 - May 31, 2020: Final Completion
- Arndt Road / Bushkill Park Drive Water Main
 - Revised proposal from KCE Based on PennDOT Permitting Requirements.
 - Survey: \$8,200 to \$9,800 increased to \$12,200 to \$16,800.
 - PennDOT Permitting and Detour Plan now included: \$24,500 to \$53,000.
 - Construction Services: \$2,600 to \$3,800, increased to \$6,800 to \$8,000.
 - Original Proposal: \$19,500 to \$24,300
 - Revised Proposal: \$52,200 to \$89,000
 - Increase: \$32,700 to \$64,700

Water Treatment Plant

- Performance Evaluation
- Pilot Study

Administration

- American Water Infrastructure Act
- Committee Meeting Time Frame

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment November 14, 2019 (items 4012-17, totaling \$306,139.04). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins (6)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board meeting to discuss refinancing and strategy on how to handle that. Mr. White also discussed the National Hazzard Events under the American Water Infrastructure Act.

Budget and Finance –

Mr. Barefoot stated the Finance committee met with management to discuss the Operating Budget and Capital Budget for next year. Copies were handed out today. We will discuss and vote on next meeting.

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

Pension Committee –

Mr. Barefoot stated the Committee met with Cornerstone to review our portfolio. It was determined that no changes will be made and Plan is moving forward.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated there will be a Personal Committee meeting on 12/6 at 9 am.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the meeting was adjourned at 3:45 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins (6)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval