

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

**Easton, PA  
Monday  
October 9, 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  
Robert Walker  
Donald Lockard  
David Veshosky  
Wayne Barefoot

Absent: 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 was no comment from the floor at this time.

**ACTION ON MINUTES**

On a motion from Mr. Colton, seconded by Mr. Hopkins, the minutes of the September 11, 2017 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

## **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the September 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 – 1
  - 1 – ¾" 2515 Sullivan Trail (Forks Township, lowered and replaced for UGI project)
- Hydrant Replacement - 1
  - Lower Nazareth Waterous Hydrants
    - 601 Municipal Drive
- Blow Off Repair- 1
  - Repaired 2" blow off at Eagle Creek Court & Turnberry Drive (Williams)
- Valve Repairs - 9
  - Repaired 8" valve at 3796 Easton-Nazareth Highway (Lower Nazareth)
  - Repaired 8" valve at Stonecroft Drive & Stonecroft Drive (Palmer)
  - Repaired 1-8" & 1-6" valve at Broad Street & Northampton Street (Palmer)
  - Repaired 6" valve at Broad Street & Liberty Street (Palmer)
  - Repaired 2-6" valves at 18<sup>th</sup> Street & Washington Boulevard (Wilson)
  - Repaired 6" valve at 17<sup>th</sup> Street & Washington Boulevard (Wilson)
  - Repaired 6" valve at 16<sup>th</sup> Street & Northampton Street (Wilson)
- Main Breaks - 1
- Flushing
  - Started June 12<sup>th</sup>
  - Water used to Date:
    - 30,482,747 gallons
  - Flushing completed In:
    - Bethlehem Township
    - Forks Township
    - Palmer Township
    - Lower Nazareth Township
    - Borough of Wilson
- New Meters Installation – 29
  - 3– 5/8" COE
  - 14 – 5/8" ESWA
  - 4 – ¾" ESWA
  - 4 – 1" COE
  - 2 – 1" ESWA

- 1 – 2” ESWA
- 1 – 3” ESWA
- Meter Changes - 220
  - 16 – 5/8” COE
  - 198 – 5/8” ESWA
  - 3 – 1” ESWA
  - 2 – 1-1/2 COE
  - 1 – 2’ COE
- MTU’s
  - 175 - COE
  - 42 – ESWA
- Scheduled Meter Changes (5/8” – 8”)
  - 2017 – 1,455
  - 2018 – 2,212
  - 2019 – 1,514
  - 2020 – 1,189
  - 2021 - 1,280
  - 2022 – 1,354

ESWA uses AWWA Standards for changeout schedule. Plus ESWA test, pulled meters to verify accuracy vs AWWA standards.

- Turn Off for Non-Payment of Water -34
  - 10 – COE
  - 24 – ESWA
- Turn Off for Non-Payment of Sewer - 19
  - 10 – COE
  - 9– ESWA

#### Customer Service

- Bill Date: 7/12/17, Due 8/20/17
  - Bills = 13,113 Meters read = 13,113
  - Amount billed = \$1,314,983
- July 2017
  - Termination List 9/11/17
  - Termination Calls = 331
  - 101 Termination door hangers
  - 55 Payment agreements /”will pay”
- Site Visits = 22
  - Wilson = 0
  - West Easton = 0
  - Williams = 0
  - Lower Nazareth = 0
  - City of Easton = 7
  - Glendon = 0
  - Forks = 5
  - Palmer = 10

- Bethlehem Twp = 0
- Actual Terminations = 37
  - Wilson = 0
  - West Easton = 0
  - Williams = 18
  - Forks = 0
  - Lower Nazareth = 1
  - Glendon = 1
  - Palmer = 9
  - Bethlehem Twp = 0
  - City of Easton = 10

#### Authority Projects

- Canal Street & Wood Avenue (Gannett Fleming)
  - Contractor to begin work on Wilkes Barre Street on Monday October 16<sup>th</sup>.
- Lower Nazareth Township Project
  - Gannett Fleming provided ESWA with a Preliminary Design Memorandum on August 7<sup>th</sup>.
  - Gannett Fleming provided ESWA with 60% Plans on September 21<sup>st</sup>.
  - ESWA & Gannett Fleming to conduct conference call on October 10<sup>th</sup> to review plans.
- 2017 Palmer Township Water System Improvements Project
  - Contractor will begin work on Northgate Boulevard on Monday October 16<sup>th</sup>.

#### Administration

- Pension Transfer
- Rates and Cost of Service Study

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Veresink, requisitions were approved for payment October 9, 2017 (items 3881-3887, totaling \$163,705.21). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Colton, Veresink, Hopkins, Lockard, Walker, Veshosky, 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 several ongoing items, pension changes, document signatures and Board positions.

**Budget and Finance –**

Mr. Barefoot stated they will have a meeting soon to review budgets.

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit September, 2017; Cash Flow Forecast 2017; and Income Statement – Budget Comparison for August, 2017.

**Pension Committee –**

No Report

**Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

Mr. Lockard stated the committee will meet in November to discuss employee raises.

**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 3:36 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary