

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

**Easton, PA
Monday
October 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
Mike Moorehead
Joe Mauro
Robert Walker
Theodore Veresink
David Hopkins
David Veshosky

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

Amanda Schumacher, Market Sector Leader for Borton Lawson Engineering and Architecture was present for the meeting. She stated that she was there just to observe.

ACTION ON MINUTES

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the minutes of the September 9, 2019 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Veshosky (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.

- Water Main Installation – 55'
 - Bushkill Drive / North 3rd Street (Easton, ESWA Relocation of Storm Sewer)
 - 45' of 8" on Bushkill Drive
 - 10' of 6" on Bushkill Drive
- Service Lateral Replacements - 2
 - 1 – ¾" 73 North 7th Street (Easton, Lead)
 - 1 – ¾" 915 Pine Street (Easton, Lead)
- Service Lateral Installations – 43
 - 3 – 1" East Nesquehoning Street (Easton)
 - 19 – ¾" Steeplechase Phase VI (Forks)
 - 17 – ¾" Northwood Farms Phase II (Palmer)
 - 1 – ¾" 4416 Schlegel Avenue (Lower Nazareth)
 - 3 – 1-1/2" Fire East Nesquehoning Street (Easton)
- Service Repair – 4
 - 1 – ¾" 133 Pinehurst Lane (Williams, Replaced Curb Stop)
 - 1 – ¾" 1165 Bushkill Drive (Easton, Replaced Curb Stop)
 - 1 – ¾" 125 W Nesquehoning Street (Easton, Damaged by UGI Contractor)
 - 1 – ¾" 289 West Berwick Street (Easton, Damaged by UGI Contractor)
- Service Reconnections – 1
 - 1 – ¾" 300 North 3rd Street (Easton)
- Main Breaks – 2
 - 6" – 14th Street & Ferry Street (Easton, Radial Break)
 - 2" – 791 Nazareth Pike (Lower Nazareth, Split Plastic)
- Valves – 5
 - Repaired 3 – 6" Valves at Hodle Avenue & Nicholas Street (Bethlehem)
 - Repaired 2 – 6" Valves at Fleetwood Drive & Kendon Drive (Palmer)
- New Meters Installation – 19
 - 2 – 5/8" COE
 - 17 – 5/8" ESWA
- Meter Changes - 255
 - 8 – 5/8" COE
 - 227 – 5/8" ESWA
 - 6 – ¾" ESWA
 - 2 – 1" COE
 - 5 – 1" ESWA

- 3 – 1-1/2” COE
 - 1 – 1-1/2” ESWA
 - 1 – 2” COE
 - 2 – 3” COE
- MTU’s - 235
 - 101 - COE
 - 134 – ESWA
- Turn Off for Non-Payment of Water -29
 - 12 – COE
 - 17– ESWA
- Turn Off for Non-Payment of Sewer - 9
 - 0 – COE
 - 9 - ESWA

Customer Service

- Bill Date: 7/17/19 & 7/23/19 Due 8/20/19
 - Meters Read & Billed = 13,061
 - Amount billed = \$1,365,276
- August 2019
 - Termination List 9/11/19
 - Termination Calls = 291
 - 91 Termination door hangers
 - 0 Payment agreements /”will pay”
- Actual Terminations
 - ESWA – 20
 - COE – 11

Authority Projects

- Twin Reservoirs Cover Replacement
 - Repair work on cover and floats completed October 11th.
 - Contractor proposed redesign of hatch floats.
 - Revised hatch design will be constructed this week.
 - ESWA will disinfect and begin filling once hatches are complete.
 - Replacement of West Reservoir Cover will be delayed until spring 2020.
 - East Reservoir will be put back in service for winter.
 - Pay estimate # 2 for \$404,215.40 recommended for approval.
 - Includes material for west Reservoir, stored on site.

- Knox Avenue Pump Station Upgrades
 - Contracts Executed
 - Contractors submitting Shop Drawings.
 - Work anticipated to begin in January 2020, based on lead times.
 - Substantial completion is March 31st.

- Lower Nazareth Project
 - Route 191 PennDOT Permit was received.
 - Route 33 PennDOT Permit Application resubmitted and returned for revisions on October 11th.
 - Gannett Fleming will work to revise and resubmit as soon as possible.

- Queen Street Project
 - Construct to begin on October 15th.
 - Customer notifications provided.
 - Final pavement restoration being coordinated with Palmer Township.
 - Project Schedule:
 - November 30, 2019: Substantial Completion
 - May 31, 2020: Final Completion

- Arndt Road / Bushkill Park Drive Water Main
 - The water main route is actually PennDOT roads, so a Highway Occupancy Permit will be required.
 - KCE contacted PennDOT to get feedback on requirements for HOP.
 - No alternative route for water main, work needs to be done.
 - Construction more than likely in 2021 due to PennDOT permitting.

- Flushing
 - Completed flushing in following systems.
 - Lower Nazareth, Completed September 25th.
 - Morgan Hill, Completed October 1st.
 - South Side Twin Reservoirs, Completed October 7th.
 - Water Used:
 - 35,212,491 Gallons (Year To Date)

Water Treatment Plant

- Plant Pilot Study
- Filter Plant Performance Evaluation
- Chemical Storage Project
 - Contracts Executed
 - Notice to Proceed Issued

Administration

- Committee Meetings

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment October 14, 2019 (items 4007-4011, totaling \$484,848.09). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board meeting and discussed financing and re-financing. They also discussed the future need for alternative water supply.

Budget and Finance –

No Report

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

Mr. Walker stated they are waiting on a call from Palmer Police Department to set up a meeting.

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Mr. Hopkins, seconded by Mr. Veresink, the meeting was adjourned at 3:35 pm. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary