

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

**Easton, PA
Monday
September 12, 2016
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
Robert Walker
Donald Lockard
Dave Hopkins
David Veshosky
Wayne Barefoot
Mary Kennon

Absent: None

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; Douglas Jon Tkacik, customer.

COURTESY OF THE FLOOR

Mr. Douglas Jon Tkacik asked to speak with the Board. He wanted to discuss the cost of backflow prevention and the reasons behind it. Mr. Cain said the Board will review the procedure and the Safe Drinking Act and we will get back to him in a month.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Hopkins, the minutes of August 8, 2016 were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the August 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 Installations - 3
 - 1 – ¾" 4465 Maria Drive (Lower Nazareth Township)
 - 1 – 3" 3701 Corriere Road (Anchor Health, Lower Nazareth Township)
 - 1 – 6" Fire 3701 Corriere Road (Anchor Health, Lower Nazareth Township)
- Service Replacements - 4
 - 2 – ¾" 2148/2150 Butler Street (Borough of Wilson, replaced leaking lead services)
 - 1 – ¾" 441 Northampton Street (City of Easton, replaced lead services)
 - 1 – ¾" 340 West Lincoln Street (City of Easton, replaced lead service)
- Service repair - 1
 - 1 – ¾" 3231 Forks Street (Palmer Township, replaced curb stop)
- New Meters Installation – 17
 - 13 – 5/8" ESWA
 - 2 – 1" ESWA
 - 1 – 1-1/2" ESWA
 - 1 – 2" ESWA
- Meter Changes - 195
 - 9 – 5/8" COE
 - 178 – 5/8" ESWA
 - 1 – 3/4" ESWA

- 1 – ¾” COE
 - 1 – 1” COE
 - 1 – 1-1/2” ESWA
 - 1 – 2” ESWA
 - 2 – 3” ESWA
 - 1 – 8” ESWA
- MTU’s
 - 171 - COE
 - 45 - ESWA
- Sensus Beta Test
 - ESWA was selected and participated in beta test of Sensus new Ally water meter.
 - ESWA is a 100% AMI meter readings systems so we were a good match for what they were looking for.
 - The meter has auto shut off capabilities
 - Pressure Sensor (identify leaks)
 - Water Temp sensors (water quality)
 - 7 Meters installed by ESWA staff, monitored by Sensus. Beta test will last about 2-3 months.
 - 1st Utility in world to have this meter system.
 - Ability to have input in final design and production on meter. They are taking our ideas. Installation, design, functionality ideas before final production.
 - Presenting at Sensus annual conference experience with meter and benefits of the meter in our system.
 - All this helps in making a good product, plus give us recognition within Sensus for cooperating. Ability to leverage good pricing and services from them.
- Senus Reach Award
 - 500th customer to utilize their host AMI platform that saved the Authority thousands a year on IT Systems for the meter reading.
- Turn Off for Non-Payment of Water -71
 - 37 – COE
 - 34 – ESWA
- Turn Off for Non-Payment of Sewer - 0
 - 0 – COE
 - 0 – ESWA

Authority Projects

- Wilden Acres Tank Painting
 - DEP Inspection Performed on July 21st..
 - Tank placed back in service on July 27th.
 - Contractor has demobilized from the site.

- One customer issue being addressed by contractor.
- Bethlehem & Palmer Township Improvements (KCE)
 - Low bid of \$1,698,847 was awarded to Joao & Bradley at the August BOD Meeting.
 - Work beginning on Southwood Drive in Palmer Township on Monday, September 12th.
 - Work beginning on Charles Street in Bethlehem Township on Tuesday, September 13th.
 - Anticipate Water System Completion by Thanksgiving.
 - ESWA inspector will be on site for all the water system installation and testing.
 - Township Engineers will be inspecting the backfilling of the trenches and pavement restoration at ESWA's expense.
- Canal Street & Wood Avenue (Gannett Fleming)
 - Preliminary design Complete.
 - Working on obtaining easements on Wood Avenue from the City of Easton.
 - Highway Occupancy Permit Application has been submitted to PennDot. Comments were received, addressed and revisions resubmitted.
- Ealer Avenue & Hay Street Water System Improvements
 - Water system work completed at the end of July.
 - Permanent trench restoration to be performed in September/early October.
- Crescent Street Water System Improvements
 - ESWA personnel completed connection of the new water main to existing water main on High Street. Eliminates two previous dead ends.

Administration

- Personnel Committee Meeting
- Pension Committee Meeting
- Long Term Financing Review
- High Service Pump Mediation

Water Quality & Treatment

- PA DEP Monitoring Requirements
 - Total Trihalomethanes
 - Lead and Copper
- Drought Watch

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot , seconded by Mr. Veshosky, requisitions were approved for payment September 12, 2016 (items 3819-3823, totaling \$161,252.40). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veshosky, Veresink, Walker, Hopkins, Lockard, Kennon (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting to discuss a legal issue, financing matters and a personnel matter.

Budget and Finance – No Report

At this time, Stephanie Kinsell, Business Manager, discussed the following reports: Funds on Deposit August, 2016; Cash Flow Forecast 2016; and Income Statement – Budget Comparison for July 2016.

Pension Committee –

Mr. Barefoot stated that the pension committee met to review our current provider. The committee recommended the Board replace Morgan Stanley with Cornerstone Financial Investment Advisor.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Lockard stated the committee met to review the employee manual updates. They made several modifications and will have a copy at our next meeting for the Board to approve.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the Board authorized the change from Morgan Stanley to Cornerstone Financial Investment Advisor.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, seconded by Mr. Barefoot, The Board authorizing, approving, ratifying and adopting a certain memorandum of understanding dated September 8, 2016, executed by Roy A. White, Executive Director, on behalf of the Easton Suburban Water Authority; said memorandum settling certain claims maintained by the Easton Suburban Water Authority against various parties relating to a dispute involving various matters including performance and replacement of certain high service pumps located at the Authority's water treatment plant.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Colton, Veshosky, Veresink,, Walker, Hopkins, Lockard, Kennon (9)

Nays: None

EXECUTIVE SESSION

The Board entered into Executive session at 3:48 PM to discuss a legal matter. The Board resumed regular session at 4:15 pm.

ADJOURNMENT

On a motion from Mr. Colton, seconded by Mr. Veresink, the meeting was adjourned at 4:19 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain (Chairman), Barefoot, Veresink, Veshosky, Walker, Colton, Lockard, Hopkins, Kennon (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary