

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

**Easton, PA  
Monday  
September 10, 2018  
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)  
Theodore Veresink  
Robert Walker  
Dave Hopkins  
R. Kirkwood Colton  
Wayne Barefoot  
Mary Kennon

Absent: Joe Mauro  
David Veshosky

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Thomas Walters, Solicitor; Holly Frantz, Recording Secretary; Donald Lockard, former Board Member.

**COURTESY OF THE FLOOR**

There were no comments from the floor at this time.

**ACTION ON MINUTES**

On a motion from Mr. Colton, seconded by Mr. Veresink, the minutes of the August 13, 2018 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Kennon (7)

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 Lateral Installations
  - 1 – ¾" 170 East Kleinhans Street (Easton)
  - 1 – ¾" 189 Butztown Road (Lower Nazareth)
  - 1 – 2" 2640 Kingston Road (Palmer)
- Service Lateral Repairs – 1
  - 1 – ¾" 1774 Rhine Place (Bethlehem)
- Fire Hydrant Repairs – 1
  - High Street & Hamilton Street (Easton)
- Repaired Valve – 1
  - 6" Valve at Val Vista Drive & Fischer Road (Palmer)
- Main Installation
  - 22<sup>nd</sup> Street & Ferry Street Project (Wilson Borough)
    - 1,250' of 8" on 22<sup>nd</sup> Street
    - 720' of 8" on Ferry Street
    - 1 – Replaced Fire Hydrant
    - 1 – New Fire Hydrant
    - 24 – Service Lateral Replacements
    - 13 – Service lateral Reconnections
- New Meters Installation – 42
  - 9 – 5/8" COE
  - 28 – 5/8" ESWA
  - 3 – 1" COE
  - 2 – 2" COE
- Meter Changes - 146
  - 13 – 5/8" COE
  - 128 – 5/8" ESWA
  - 1 – 1" ESWA
  - 2 – 1-1/2" COE
  - 1 – 1-1/2 ESWA
  - 1 – 4" COE
- MTU's
  - 96 - COE
  - 63 – ESWA

- Turn Off for Non-Payment of Water -27
  - 10 – COE
  - 17– ESWA
- Turn Off for Non-Payment of Sewer - 0
  - 0 – COE
  - 0– ESWA

#### Customer Service

- Bill Date: 06/15/18, Due 7/20/18
  - Bills = 11,873 Meters read = 11,873
  - Amount billed = \$1,159,768
- August 2018
  - Termination List 8/10/18
  - Termination Calls = 263
  - 36 Termination door hangers
  - 7 Payment agreements /"will pay"
- Actual Terminations
  - ESWA – 17
  - COE – 10

#### Authority Projects

- Flushing
  - Completed Knox Avenue on 8/14.
  - Lower Nazareth started on 8/15 and completed on 9/5.
  - Flushing Suburban Morgan Hill Systems 9/6 to 9/12.
  - Will start Suburban 15<sup>th</sup> Street System on 9/13.
  - 6,956,427 gallons flushed in August.
  - 26,735,866 gallons flushed to date.
- 2017 Palmer Township Water System Improvements Project (KCE)
  - Final Estimate #10 in the amount of \$165,309.07 recommended for approval today.
- 2018 Forks Township Water System Improvements Project
  - Water system work on Arndt Road & Devil's Cave Trail was completed the week of 7/30.
  - Temporary pavement restoration completed.
  - Trench restoration to be performed prior to winter.
  - Coordinating mill and overlay work with Forks Township to be performed in 2019.
  - KCE Surveying Apple Blossom Road in September.
  - Working on alternatives of Old Mill Road Water Main Replacement.

- Wilson Borough Water System Improvements
  - 22<sup>nd</sup> Street (Northampton street to Washington Boulevard)
  - 2200 Block of Ferry Street
  - Water system work completed the week of 9/3.
  - Trench restoration to be performed prior to Borough of Wilson milling and overlaying the streets this fall.
- 2018 Storage Tank Maintenance Program Items
  - ROV Inspections
    - Farmersville Tank
    - Georgetown Tank
    - North High Reservoir
    - Morgan Hill High Service Tank
    - 15<sup>th</sup> Street Tank
  - Drain and Clean
    - Morgan Hill West Tank
  - Georgetown & North High Reservoir due to be painted in next few years, inspection to determine schedule.
- Security Cameras
  - Installed at Wood Avenue & Morgan Hill Pump Stations.
  - Lower Nazareth only station without, will be included when new station constructed.
- SCADA System
  - Cellular and Cable Redundant System.
    - Will be working on installing new equipment in September.

#### Water Treatment Plant

- Filter Plant Performance Evaluation
  - Comprehensive inspection of all treatment techniques.
  - Three day Inspection, once every three years.
  - October 30, 31, November 1
- Disinfectant By-Products
  - Chlorine reacts with organic matter creating disinfection by-products
  - Distribution samples taken every three months
  - During August sampling, Lab broke protocol resulting in:
    - PADEP did not issue ESWA a monitoring violation
    - DEP scheduled an inspection visit Nov. 6, 7, 8
- Safe Drinking Water Act
  - Changes became effective August 18<sup>th</sup>
  - Treatment techniques for pathogens amended
  - Requirements for alarm and shutdown capabilities of plants
  - New annual fee schedules (new fee for number of customers)

#### Administration

- Personnel Committee
  - Discussed retaining medical insurance consultant
  - Discussed retaining Social Security Consultant

- Pension Committee
  - Cornerstone reviewed 457 Plan
    - Market review
    - Financial summary
    - Plan Fee Schedule
      - Sponsor - \$19,500 -annually
      - Employee - \$20,100 - annually
- 2019 Operating Budget Review
  - Expense Analysis
  - Capital Investment
  - Rate Study
- Employee wage And benefit
  - Performance evaluations
  - Wage recommendations
  - Benefits review

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment September 10, 2018 (items 3946-3949, totaling \$462,780.57). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Kennon (7)

Nays: None

### **REPORT OF COMMITTEES**

#### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board Meeting. They discussed the pension and personnel committees and the restructuring of the Board and committees.

#### **Budget and Finance –**

No Report

At this time, Mr. Barefoot, discussed the following reports: Funds on Deposit August, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for July, 2018.

#### **Pension Committee –**

Mr. Barefoot stated the committee met with Cornerstone on August 24<sup>th</sup>. There were no recommendations to change investment options. Our funds are performing to the benchmarks that were set.

**Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

Mr. Lockard stated the committee met on August 16<sup>th</sup> to discuss a proposal to hire a medical consultant for the employees to help with retirement and social security. They also discussed other benefits that they may do in addition for the employees but no action was taken at that time.

**Risk Management Committee –**

No Report

**Buildings and Properties Committee –**

No Report.

**REPORT OF SOLICITOR**

No Report

**New Business**

On a motion from Mr. Colton, seconded by Mr. Barefoot, the Board approved to elect Mr. Walker as the new Vice Chairman of the Board.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Kennon (7)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, the Board approved to close the nominations.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Hopkins, Colton, Barefoot, Kennon (7)

Nays: None

Mr. Cain stated the Board elected Mr. Walker as Vice Chairman of the Board by affirmative votes.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Hopkins, Colton, Barefoot, Kennon (6)

Nays: None

Mr. Cain stated that we are moving the November Board meeting from November 12, 2018 to November 15, 2018 because the office will be closed for a National Holiday.

**ADJOURNMENT**

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the meeting was adjourned at 3:34pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Colton, Hopkins, Barefoot, Kennon (7)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary