

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

**Easton, PA
Monday
September 9, 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

Absent: David Veshosky
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; 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. Moorehead, seconded by Mr. Walker, the minutes of the August 12, 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 (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.

- Water Main Installation – 2,972'
 - March / McCartney Streets (Easton, ESWA)
 - 275' of 8" on March Street
 - 325" of 16" on McCartney Street
 - Steeplechase Phase VI (Forks, Zawarski)
 - 1,025" of 8" On Farrcroft Drive
 - 207' of 8" on Reston Drive
 - Northwood Farms Phase II (Palmer, Tuskes)
 - 790' of 8" on Lillian Lane
 - 214' of 8" on Fehnel Drive
 - 136' of 8" on Phyllis Drive

- Service Lateral Replacements - 5
 - 2 – 3/4" 2230/2232 Butler Street (Wilson, Lead)
 - 2 – 3/4" 912/914 Jackson Street (Easton, Lead)
 - 1 – 3/4" 518 March Street (Easton, Lead)
- Service Lateral Installations – 1
 - 1 – 3/4" 3360 Florian Avenue (Palmer)
- Service Repair – 2
 - 1 – 3/4" 2312 Forest Street (Wilson, replaced curb stop)
 - 1 – 3/4" 5 Brentwood Avenue (Palmer, reconnected at curb stop)
- Service Reconnections – 6
 - March / McCartney Street
 - 4 – 3/4"
 - 1 – 2"
 - 1 – 4"
- Main Breaks – 2
 - 16" – 3rd Street & Spring Garden Street (Easton, Leaking Lead Joint)
 - 6" – 515 Moravian Avenue (Palmer, Longitudinal)
- New Fire Hydrants – 3
 - Steeplechase Phase VI (Forks, Zawarski)
 - Farrcroft Drive & Reston Drive
 - Northwood Farms Phase II (Palmer, Tuskes)
 - Fehnel Drive
 - 1027 Lillian Lane
- Hydrant Replacement – 1
 - March Street & McCartney Street (Easton)

- Hydrant Repairs – 1
 - Chestnut Avenue & DeWalt Drive (Forks)
- Blow Off – 1
 - Repaired 2” blow off on Green Court (Forks)

- New Meters Installation – 34
 - 3 – 5/8” COE
 - 30 – 5/8” ESWA
 - 1 – 1-1/2” ESWA
- Meter Changes - 181
 - 15 – 5/8” COE
 - 155 – 5/8” ESWA
 - 2 – 3/4” COE
 - 2 – 3/4” ESWA
 - 1 – 1” COE
 - 2 – 1” ESWA
 - 3 – 1-1/2” COE
 - 1 – 3” COE

- MTU’s - 336
 - 40 - COE
 - 296 – ESWA

- Turn Off for Non-Payment of Water -33
 - 22 – COE
 - 11– ESWA
- Turn Off for Non-Payment of Sewer - 11
 - 11 – COE
 - 0 - ESWA

Customer Service

- Bill Date: 6/17/19 & 6/24/19 Due 7/20/19
 - Meters Read & Billed = 11,775
 - Amount billed = \$1,225,103
- July 2019
 - Termination List 8/13/19
 - Termination Calls = 278
 - 85 Termination door hangers
 - 0 Payment agreements /”will pay”

- Actual Terminations
 - ESWA – 21
 - COE – 12

Authority Projects

- Twin Reservoirs Cover Replacement
 - Reservoir filled to 4 feet and inspected, leaks found at hatches and a few field seams. Several issues found with float covers for drain system.
 - Atlantic drained the reservoir and began making repairs on August 27th.
 - Repairs halted on August 29th due to ESWA concerns.
 - Field meeting held on September 9th with Contractor, Corrttech, and Fabricator to discuss issues and what is expected.
 - Repair work to resume on September 10th.

- Knox Avenue Pump Station Upgrades
 - Bonds and Insurances submitted and acceptable. Contacts now being executed.
 - Preconstruction Meeting held on July 31st, 2019.
 - Contractors submitting shop drawings.
 - Work not likely to start until January 2020.
 - ESWA Staff requesting approval of Construction Phase Services from Gannett Fleming for a cost not to exceed \$54,900.
 - Design and Bid Phase Services approximately \$50,000 under budget.

- Lower Nazareth Project
 - Route 191 PennDOT Permit was received.
 - Route 33 PennDOT Permit Application returned July 5th, working on resubmission.
 - Gannett Fleming finalizing resubmission to PennDOT.
 - PennDOT right of way jurisdiction issue.
 - Land Development Approval granted from Lower Nazareth Board of Supervisors on August 14th.

- Queen Street Project
 - Contract executed.
 - ESWA reviewing material submittals.
 - Construction anticipated to begin in late September or early October.
 - Preconstruction Meeting to be held the week of September 16th.
 - Project Schedule:
 - November 30, 2019: Substantial Completion
 - May 31, 2020: Final Completion

- Arndt Road Water System Work
 - Permanent pavement restoration completed by Forks Township.

- March Street, McCartney Street Water System Work
 - New main on March Street and McCartney Street installed, tested and in service.
 - Service laterals transferred to new water mains.

- Arndt Road / Bushkill Park Drive Water Main
 - Install approximately 2,500' of new main on Arndt Road & Bushkill Park Drive.
 - Would eliminate 10" water main crossing of Bushkill Creek that broke in July. Previous repairs evident as well.
 - 10" water main is single feed to 6 customers on Friendly Tavern Lane.
 - KCE provided Engineering Proposal, not to exceed \$24,300.
 - Future Bushkill Creek crossing at Bushkill Park Drive Bridge could eliminate existing 16" CIP crossing of creek at Penn Pump Park.

- Flushing
 - Started North High System on August 2nd and completed on September 4th.
 - Started Lower Nazareth on September 5th.
 - Will be flushing Morgan Hill System next.

Administration

- Social Security / Medicare seminar 9/19

Operations:

- Sampling Exceedances

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, requisitions were approved for payment September 9, 2019 (items 4004-4006, totaling \$424,631.89). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board meeting and discussed water quality issues and future security regarding threats and some work that needs to be done. They also discussed human resources and public relations questions that are being looked at. The November 11th Board meeting will need to be changed to another date due to a holiday. They are looking at November 14th.

Budget and Finance –

Mr. Barefoot stated that the committee met with Mr. Fleming to discuss the audit. We received a "Clean Opinion". Mr. Fleming reported that he had full cooperation from Management going through the process.

On a motion from Mr. Moorehead, seconded by Mr. Hopkins, The Board accepted the Easton Suburban Water Authority Financial Statements Audit prepared by Palmer and Company for the year ending December 31, 2018.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit August, 2018; Cash Flow Forecast 2018; and Income Statement – Budget Comparison for July, 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 we made short term efforts to increase security for our office. Key pads and panic alarm system were installed. In the future, Palmer Township Police will do a training and risk assessment for our office.

REPORT OF SOLICITOR

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, the Board accepted and approved a certain proposal dated August 27, 2019, from Gannett Fleming, Inc., to provide engineering services in the nature of construction administration for the Knox Avenue Pumping Station Improvements Project.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

On a motion from Mr. Walker, seconded by Mr. Mauro, The Board accepted and approved a certain proposal dated August 20, 2019, from Keystone Consulting Engineers to provide engineering services for the Bushkill Water Main Extension Project, Forks Township.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

ADJOURNMENT

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the meeting was adjourned at 3:41 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Moorehead (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary