

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

**Easton, PA
Monday
April 12, 2021
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
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
David Hopkins (Virtually)
Tom Rosenbauer (Virtually)
Mike McGuire (Virtually)

Absent: Mary Kennon

Also in attendance were 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 were no comments from the floor at this time.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the minutes of the March 8, 2021 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, McGuire, Rosenbauer (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the March 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.

Distribution:

- Main Installation – 2,142'
 - Northwood Farms Phase III (Palmer, Tuskes)
 - 919' of 8" on Lisa Lane
 - 716' of 8" on Jean Court
 - 487' of 8" on Highland Drive
 - 20' of 6" for Hydrant Laterals
- Service Installations – 62
 - 33 – ¾" Traditions of America at Green Pond (Bethlehem, TOA)
 - 29 – ¾" Northwood Farms Phase III (Palmer, Tuskes)
- New Fire Hydrants – 3
 - Northwood Farms Phase III (Palmer, Tuskes)
 - 1015 Jean Court
 - 1015 Lisa Lane
 - Highland Drive & Lisa Lane
- Service Replacements - 3
 - 2 – ¾" 1216/1218 Chidsey Street (Easton, Lead)
 - 1 – ¾" 5 North Mulberry Street (Easton, Lead)
- Service Repairs - 1
 - 1 – ¾" 10 Morgan Hill Road (Williams, UGI)
- Fire Hydrant Inspections are completed.
- Hydrant Repairs – 4
 - Ramblewood Drive & Fernwood Drive (Forks)
 - March Street & Porter Street (Easton)
 - 107 North 10th Street (Easton)
 - Rexford Drive & Thomas Court (Bethlehem)
- Main Breaks – 8
 - 12" – 2704 William Penn Highway (Palmer, Radial)
 - 8" – 106 Fairfield Avenue (Easton, AC Longitudinal)
 - 8" – 40 North Wright Street (Wilson, Universal)
 - 6" – 1610 Bushkill Street (Wilson, Universal)
 - 6" – 522 Philadelphia Road (Easton, Radial)
 - 6" – 360 Taylor Avenue (Easton, Radial)
 - 4" – 111 Lachenour Avenue (Easton, Radial)
 - 4" – 1201 Chidsey Street (Easton, Radial)

- Maintenance
 - Pump Curve Testing
 - Performed at all Pump Stations
 - Davis Street
 - Rebuilt Check Valve 1 (Proactive)

Service:

- New Meter Installation – 21
 - 21 – 5/8” ESWA
- Meter Changes – 212
 - 7– 5/8” COE
 - 181 – 5/8” ESWA
 - 3 – 3/4” ESWA
 - 4 – 1” COE
 - 2 – 1-1/2” COE
 - 2 – 1-1/2” ESWA
 - 6 – 2” ESWA
 - 1 -2” COE
 - 1 – 4” COE
 - 1 – 6” ESWA
- MTU’s - 51
 - 6 – COE
 - 45 – ESWA
- Turn Off for Non-Payment of Water -0
- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 3/17 & 3/24 Due: 4/20/2021
 - Meters Read & Billed = 12,214
 - Amount billed = \$1,211,587
- Actual Terminations
 - ESWA – 0
 - COE – 0

4522

OPEN AR 2020/2021								
	10/9/2020	11/9/2020	12/14/2020	1/11/2021	2/8/2021	3/8/2021	4/12/2021	
<30 days	\$ 1,168,940.30	\$ 1,112,707.60	\$ 679,120.82	\$ 1,119,570.78	\$ 978,482.60	\$ 719,573.51	\$ 896,536.74	
31-60 days	\$ 104,205.13	\$ 174,578.22	\$ 163,390.22	\$ 161,001.98	\$ 171,119.07	\$ 172,968.54	\$ 64,389.69	
61-90 days	\$ 90,052.32	\$ 69,925.58	\$ 92,565.38	\$ 114,424.14	\$ 86,675.14	\$ 85,985.84	\$ 82,971.20	
91-120 days	\$ 83,089.55	\$ 73,315.46	\$ 45,653.02	\$ 82,723.22	\$ 94,545.30	\$ 59,137.21	\$ 61,169.59	
>120 Days	\$ 125,807.71	\$ 151,817.56	\$ 174,745.97	\$ 188,432.99	\$ 227,395.62	\$ 259,252.48	\$ 233,529.56	

OPEN AR COMPARE YEAR -- 2019/2020/2021				
	4/12/2019	4/12/2020	4/12/2021	
<30 days	\$ 710,207.86	\$ 1,027,771.58	\$ 896,536.74	
31-60 days	\$ 60,950.98	\$ 99,697.07	\$ 64,389.69	
61-90 days	\$ 44,313.73	\$ 70,008.15	\$ 82,971.20	
91-120 days	\$ 37,830.19	\$ 33,148.22	\$ 61,169.59	
>120 Days	\$ 30,527.42	\$ 43,039.74	\$ 233,529.56	
TOTAL AR	\$ 883,830.18	\$ 1,273,664.76	\$ 1,338,596.78	

Total >= \$600 = 123
 >= \$800 = 64

ESWA Shut Off Reimplementation Plan

- Present High Balances
 - >\$600 = 123
 - >\$800 = 64
- Begin shutoffs in 2nd Quarter (Bills due May, June, July)
 - Balances due greater than \$800
 - Must bring balance below \$600
- 3rd Quarter 2021 (Bills due August, September, October)
 - Balance due greater than \$600
 - Must bring balance below \$400
- 4th Quarter 2021 (Bills due November, December, January)
 - Balance due greater than \$400
 - Must bring balance below \$200
- Late Fees to be assessed beginning with 3rd Quarter Billing (Start as of 7/1/21)
- Step procedure to be placed on past due notices & bills
- Send notification letters to all with past due balances.

Re-evaluate in 4th Quarter 2021 to determine how to proceed in 2022.

Authority Projects

- Knox Avenue Pump Station Upgrades
 - Substantial completion certificates issued.
 - O & M Manuals and spare parts being submitted.
 - SCADA being upgraded for automatic operation of new pumps.
 - Pay Estimates
 - Contract II Eastern Environmental Contractors
 - Blooming Glen Contractors
 - Pay Estimate #7: \$47,359.81

- Lower Nazareth Project
 - Pump Station Site
 - ESWA provided preliminary plans to property owner for review and comment.

- Arndt Road / Bushkill Park Drive Water Main
 - HOP Application returned again and being resubmitted.

- 2021 Bethlehem Township Water System Improvements
 - Bonds and insurances received.
 - Contract to be executed.
 - Notice to Proceed to be issued.
 - Construction to start in May.

- WTP Chemical Storage Project
 - New bulk tank completed, waiting on heater to test.
 - Updating project completion schedule with contractors.
 - No pay estimates.

- SCADA Upgrade
 - ESWA Personnel working on installing outside panels, removing from underground vaults.
 - Equipment all received by OCC.
 - New SCADA panels being constructed and will be factory tested.
 - Transfer to new system delayed until May due to equipment delays.

- Flushing
 - North High System started on 4/7/21.

Administration

- 2021 Drinking Water Infrastructure Needs Survey and Assessment
- Alternate Source Study
 - Phase I Draft received by ESWA.
 - Phase I identifies potential disruptions to current source of supply.
- Water Treatment Plant Long Range Planning Proposal
 - Gannett Fleming
 - Identify major improvements in next 20-25 years.
 - Not to exceed \$10,500.
- Board Member Training
 - 4/28/21 & 4/29/21
- Covid-19 Vaccine

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, requisitions were approved for payment April 12, 2021 (items 4121-4129, totaling \$267,969.22). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, McGuire, Rosenbauer (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually before the meeting and discussed the status of the Lower Nazareth Project, PennVEST financing and the Water Treatment Plant.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit March 2021; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for February, 2021.

Stephanie Kinsell also stated that Palmer and Company will start audit 4/15/21 and as of July 1st we will begin charging penalties.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

On a motion from Mr. Walker, seconded by Mr. Barefoot, the Board accepted the proposal dated March 30, 2021, submitted by Gannett Fleming, Inc. to provide engineering service relating to the Water Treatment Plant Long Range Planning, said cost not to exceed the price of \$10,500.00 without prior notification and approval by the Authority.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, McGuire, Rosenbauer (8)

Nays: None

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, the Board passed a resolution authorizing the Executive Committee of the Easton Suburban Water Authority to meet with the authorized representatives of the City of Easton to discuss possible modifications to the presently existing Lease Agreement in effect and between the Authority and the City of Easton.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, McGuire, Rosenbauer (8)

Nays: None

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Mauro, the Board approved the resolution to thank Mr. Moorehead for his years of service and dedication on the Board of Easton Suburban Water Authority.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, McGuire, Rosenbauer (8)

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the meeting was adjourned at 4:09 pm.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Mauro, Hopkins, McGuire, Rosenbauer, Veresink (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary