

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

**Easton, PA
Monday
April 11, 2022
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 (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Tom Rosenbauer (Virtually)
Mike McGuire (Virtually)
Wayne Barefoot (Virtually)

Absent: Dave Hopkins

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Rachel Govelovich, Gannett Fleming Inc(Virtually) ; 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. Barefoot, seconded by Mr. Mauro, the minutes of the March 14, 2022 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, Rosenbauer, McGuire, Barefoot (7)

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:

- Service Installations – 23
 - 1 – 6" 3943/3965 Easton Nazareth Highway (Lower Nazareth)
 - 1 – 3/4" 4060 Farmersville Road (Palmer)
 - 1 – 12" Fire 3943/3965 Easton Nazareth Highway (Lower Nazareth)
 - 20 – 1" Fire Riverview Estates Phase III (Forks)
- Service Replacements – 3
 - 1 – 3/4" 4602 Steuben Road (Lower Nazareth, Leaking Plastic)
 - 1 – 3/4" 720 Milton Street (Easton, Lead)
 - 1 – 3/4" 834 Grant Street (Easton, Lead)
- Main Breaks – 1
 - 6" –2544 Broad Street (Palmer, Universal Joint)
- Main Installation – 3,250"
 - Route 248 Warehouses (Lower Nazareth, Jaindl)
 - 2,782" of 12" on Easton Nazareth Highway
 - 468" of 12" on Access Driveway
- New Fire Hydrants
 - Route 248 Warehouses (Lower Nazareth, Jaindl)
 - Easton Nazareth Highway & Hollo Road
 - 3943 Easton Nazareth Highway
 - 3965 Easton Nazareth Highway
- Hydrant Repairs - 14
 - Freedom Court (Bethlehem)
 - Clubhouse Drive & Quaker Drive (Bethlehem)
 - Fairway Drive (Bethlehem)
 - 118 Franklin Court (Bethlehem)
 - Independence Drove (Bethlehem)
 - 14th Street & Lehigh Street (Easton)
 - Lafayette Street & Cattell Street (Easton)
 - 190 Vista Drive (Easton)
 - McCartney Street & High Street (Easton)
 - McCartney Street & Parsons Street (Easton)
 - Meco Road & Hopkins Lane (Forks)
 - Gable Drive & Circle Drive (Lower Nazareth)
 - Morris Street & Hermitage Avenue (Palmer)
 - Freemansburg Avenue & Stones Crossing (Palmer)

4521

Service:

- New Meter Installation – 26
 - 25 – 5/8” ESWA
 - 1 – 1-1/2” ESWA

- Meter Changes – 199
 - 7- 5/8” - COE
 - 151– 5/8” – ESWA
 - 1- 3/4” COE
 - 32 – 3/4” ESWA
 - 2 – 1” ESWA
 - 1 – 1-1/2” ESWA
 - 4 – 2” ESWA
 - 1 – 3” ESWA

. Focusing on 100CF Meters, and high usage meters.

- MTU’s - 51
 - 6 – COE
 - 45 – ESWA

Customer Service

- Bill Date: 2/16 & 2/23 Due: 3/20/2022
 - Meters Read & Billed = 9,707
 - Amount billed = \$1,075,428

Disconnections Summary:

48 hr termination calls: 246

48 hr door hangers (No phone numbers): 51

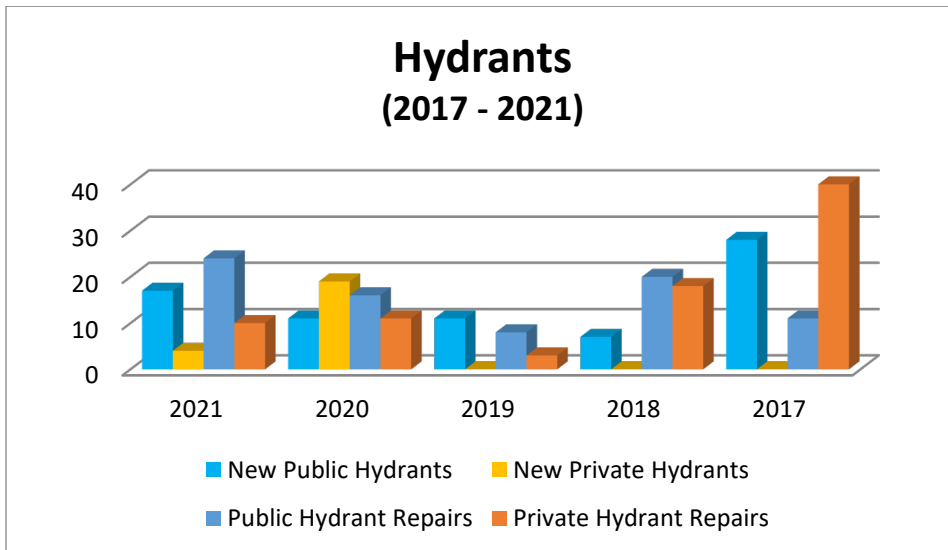
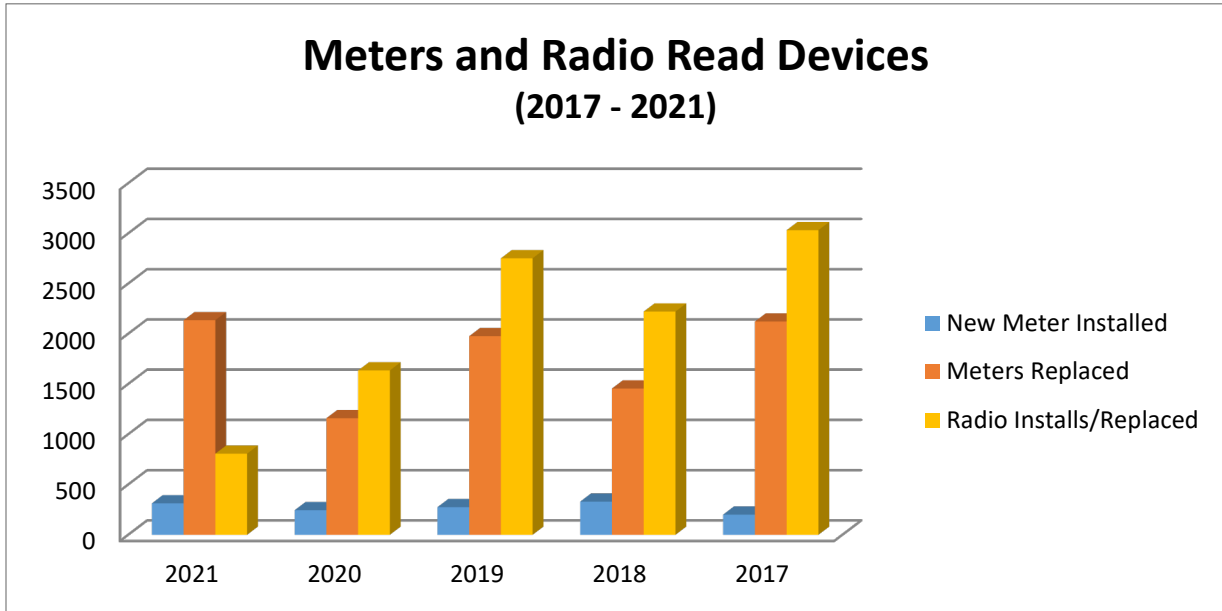
Actual terminations: 29

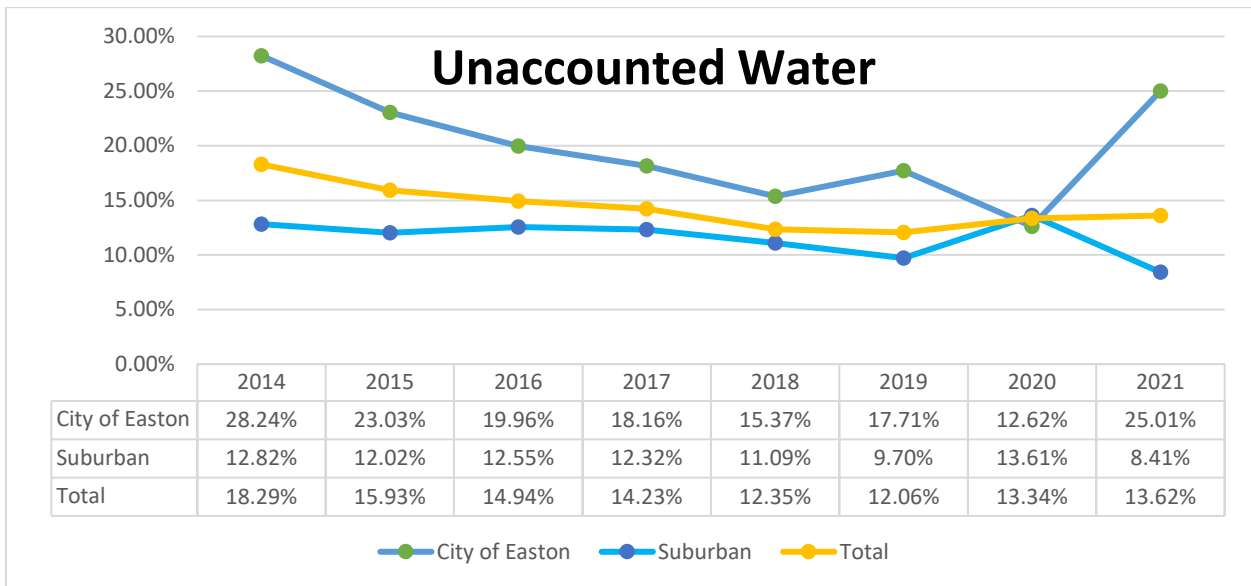
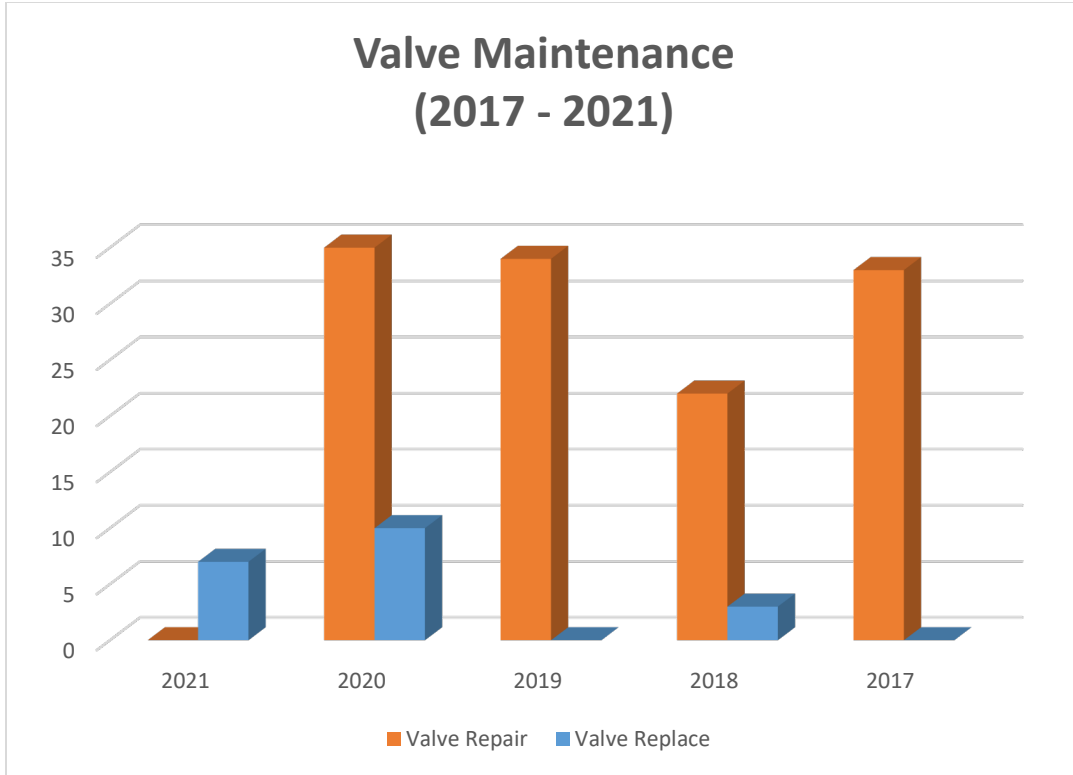
ESW = 60 (34 Forks, 25 Palmer, 1 Bethlehem)

COE = 4

- Turn Off for Non-Payment of Water- 64

- Turn Off for Non-Payment of Sewer – 4





Updated: 4/11/22 @ 10:54 AM

- 120+ in this section, decreasing. (Highlighted are the same section over the last year)

OPEN AR 2021/2022													
	4/12/2021	5/10/2021	6/14/2021	7/12/2021	8/9/2021	9/13/2021	10/11/2021	11/8/2021	12/13/2021	1/10/2022	2/14/2022	3/14/2022	4/11/2022
<30 days	\$896,536.74	\$891,586.54	\$574,030.02	\$1,028,893.26	\$1,012,292.58	\$643,256.32	\$1,105,050.64	\$1,031,750.23	\$710,329.30	\$962,854.85	\$136,045.25	\$669,987.92	\$1,024,822.00
31-60 days	\$ 64,389.69	\$ 97,477.75	\$ 99,181.09	\$ 69,341.54	\$ 118,440.06	\$ (8,591.15)	\$ 90,822.19	\$ 132,210.61	\$ 126,697.6	\$ 77,914.66	\$616,051.00	\$ 99,898.61	\$ 60,361.80
61-90 days	\$ 82,971.20	\$ 46,118.32	\$ 67,502.80	\$ 75,632.00	\$ 49,946.85	\$187,032.14	\$ 75,647.19	\$ 52,562.75	\$ 76,363.95	\$ 77,290.23	\$138,758.09	\$ 68,598.14	\$ 34,996.51
91-120 days	\$ 61,169.59	\$ 68,821.31	\$ 40,183.80	\$ 61,992.35	\$ 68,340.80	\$ 37,952.41	\$ 61,726.85	\$ 67,126.71	\$ 44,266.70	\$ 65,635.70	\$ 181.34	\$ 33,076.06	\$ 50,639.97
>120 Days	\$233,529.56	\$242,496.61	\$262,210.57	\$ 263,369.38	\$ 271,123.93	\$262,128.21	\$ 248,363.75	\$ 250,450.69	\$248,379.60	\$208,759.57	\$225,781.17	\$174,880.46	\$ 117,066.00

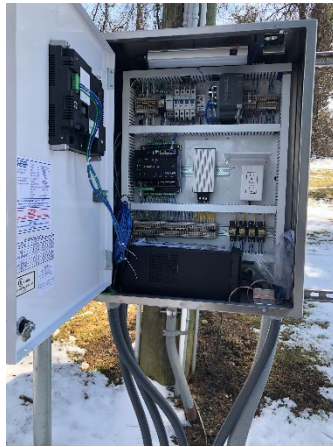
OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	3/11/2019	3/11/2020	3/11/2021	4/11/2022
<30 days	\$ 738,631.66	\$ 1,027,799.23	\$ 903,168.30	\$ 1,024,822.00
31-60 days	\$ 64,596.78	\$ 99,671.77	\$ 76,519.03	\$ 60,361.80
61-90 days	\$ 45,047.34	\$ 70,025.02	\$ 87,802.96	\$ 34,996.51
91-120 days	\$ 38,643.40	\$ 33,131.35	\$ 61,962.55	\$ 50,639.97
>120 Days	\$ 31,885.79	\$ 43,037.39	\$ 234,887.91	\$ 117,066.00
TOTAL AR	\$ 918,804.97	\$ 1,273,664.76	\$ 1,364,340.75	\$ 1,287,886.28

Authority Projects

- Arndt Road / Bushkill Park Drive Water Main
 - Water system work completed on 1/5/22.
 - PennDOT meeting on 3/9/22 to discuss pavement restoration.
 - Pavement restoration to begin the week of April 18th and should be completed by the end of April.
- WTP Chemical Storage Project
 - New bulk tank and day tank complete and in service.
 - Existing bulk tank renovation completed.
 - Still waiting on new heaters for existing bulk tank.
- SCADA Upgrade
 - All pressure zones have been transferred to the new system.
 - Radio replacements started the week of March 28th.

Tank Site		Level	Pump Station	Pump Status	Station Values		
North High Twin Reservoir		20.13 Ft	Davis Street		Suction Press	Flow	Disch Press
Morgan Hill Twin Tanks		30.2 Ft	Knox		44.9 PSI	0 GPM	90.3 PSI
Farmersville Tank		29.4 Ft	Lower Nazareth		1.8 PSI	1.8 PSI	1.8 PSI
Palmer Tank		54.452 Ft	Morgan Hill		19.9 PSI	0 GPM	90.7 PSI
Wilden Acres Tank		89.2 Ft	North High		Station Flow	777 GPM	68.9 PSI
Buttdown Tank		26.91 Ft	Wood Ave		Station Press	29 PSI	0 GPM
Georgetown Tank		87.7 Ft			Suction Press	Flow	Disch Press
Morgan Hill Tank		28.7 Ft			17.7 PSI	0 GPM	91.5 PSI
Paxinosa Tank		17.9 Ft			78.1 PSI	1914 GPM	123 PSI
Plainfield Tank		48.6 Ft					
15th Street Tank		34.0 Ft					

Filtration Plant		Key
Reservoir Level	20.13 Ft	Stopped
Effluent Flow	7.67 MGD	Running
		Fault



- 2022 Palmer Township Improvements
 - Preconstruction meeting to be held on April 21st.
 - Contractor [planning to begin work in May.
- Old Orchard Water System Improvements Design
 - Customer notices of project sent out.
 - Survey starting in April.
- Lower Nazareth Project
 - Route 191 Main advertised on April 6, 2022.
 - Bid Opening is Wednesday May 4th at 1:00 PM.
- Alternate Source Study
 - ESWA received City of Bethlehem's Interconnection Evaluation.
 - Gannett Fleming investigating groundwater (wells) options further.
- Centre Square
 - City of Easton repaving Centre Square.
 - ESWA to replace water mains within Centre Square prior to paving work.

Administrative

- Grant Opportunities
 - Keystone Consulting Engineers reviewing potential lead investigate & replacements grants.
 - Conference call with City of Bethlehem on 4/13/22 to discuss their investigation and replacement project.

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mr. Rosenbauer, requisitions were approved for payment April 11, 2022 (item 4193 - 4199, totaling \$260,062.40). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, Rosenbauer, McGuire, Barefoot (7)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week to discuss the agenda for today's meeting. They also met today and discussed the agenda and received some updates from Craig Swinsburg.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit March 2022; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for February 2021.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated the committee met virtually to discuss a personnel matter.

Risk Management Committee –

No Report

Buildings and Properties Committee –

4527

No Report

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

Mr. Walker stated there will be a meeting on 4/26 in the am for the Key Bank Loan Refinancing.

NEW BUSINESS

On a motion from Mr. Cain, seconded by Mr. Mauro, the Board accepted and approved an engineering service proposal dated April 7, 2022, submitted by Keystone Consulting Engineers for the City of Easton Centre Square Main Replacement Project. Total Estimated cost \$22,850.00 to \$27,175.00.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, Rosenbauer, Veresink, McGuire, Barefoot (7)

Nays: None

On a motion from Mr. Mauro, seconded by Mr. Rosenbauer, the board approved the request to advertise for bids on the Centre Square Water System Improvements.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, Rosenbauer, Veresink, McGuire, Barefoot (7)

Nays: None

Mr. Swinsburg stated the Authority is participating with the LIHWAP program that offers assistance to our customers for help with paying our bills.

Mr. Walker acknowledged the passing of Mr. Roy White and he spoke about all of Mr. White's accomplishments with the Authority. Mr. Walker asked for a moment of silence so we could reflect on our fond memories of Mr. White.

On a motion from Mr. Veresink, seconded by Mr. Cain, the board approved to have Attorney Walters draw up a resolution to honor Mr. White.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, Rosenbauer, Veresink, McGuire, Barefoot (7)

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot seconded by Mr. Veresink, the meeting was adjourned at 3:45 pm.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, Rosenbauer, Veresink, McGuire, Barefoot (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary