

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

**Easton, PA
Monday
December 13, 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 (Present)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Tom Rosenbauer (Present)
Mike McGuire (Virtually)
Dave Hopkins (Virtually)
Wayne Barefoot (Virtually)
Mary Kennon (Virtually)

Absent: None

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Thomas Walters, Solicitor (Virtually); 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. Rosenbauer, seconded by Mr. Walker, the minutes of the October 11, 2021 meeting were approved with corrections. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Barefoot, Kennon (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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 – 2
 - 1- 1-1/2" 416 Canal Street (Easton)
 - 1 – 2" Fire 54 South 5th Street (Easton)
- Service Replacements – 7
 - 2 – 3/4" 717/719 Porter Street (Easton, lead)
 - 1 -3/4" 54 South 5th Street (Easton)
 - 1 – 3/4" 4664 Steuben Road (Lower Nazareth, Plastic)
 - 1 – 3/4" 4542 Steuben Road (Lower Nazareth, Plastic)
 - 1 – 3/4" 4254 Gradwohl Switch Road (Lower Nazareth, Plastic)
 - 1 – 3/4" 261 Butztown Road (Lower Nazareth, Plastic)
- Service Repair - 2
 - 1 – 3/4" 3076 Eldridge Avenue (Palmer)
 - 1 – 3/4" 5687 Freedom Drive (Bethlehem)
- Main Breaks – 5
 - 8" – 2319 Ben Jon Road (Forks, Longitudinal)
 - 6" – 1352 Ridge Trail (Forks, Radial)
 - 6" – 3300 Division Street (Palmer, Radial)
 - 6" – 3073 Eldridge Avenue (Palmer, Radial)
 - 3" – 228 Charles Street (Easton, Radial)
- Fire Hydrant Repairs – 2
 - Holly Street & Cresnet Street (Glendon, Vehicle)
 - Michael J. Koury Place (Easton, Vehicle)
- Valves – 2
 - Repaired 6" Valve at Dogwood Terrace & Acorn Drive (Forks)
 - Repaired 6" Valve at 16th Street & Liberty Street (Wilson)

Service:

- New Meter Installation – 32
 - 28 – 5/8" ESWA
 - 2 – 1" COE
 - 1 – 1-1/2" ESWA
 - 1 – 2" ESWA

- Meter Changes – 186
 - 5- 5/8” - COE
 - 169– 5/8” – ESWA
 - 2 – 3/4” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 3” ESWA
 - 1 – 4” ESWA

- MTU’s - 51
 - 3 – COE
 - 48 – ESWA

Customer Service

- Bill Date: 10/15 & 10/22 Due: 11/20/2021
 - Meters Read & Billed = 13,752
 - Amount billed = \$1,485,536

Disconnections Summary:

48 hr termination calls: 76

48 hr door hangers (No phone numbers): 13

Actual terminations: 15

ESW = 7 (5 Palmer / 2 Bethlehem Township)

COE = 8

- Turn Off for Non-Payment of Water- 15

- Turn Off for Non-Payment of Sewer – 6

Updated: 12/13/2021 @ 12:07pm

OPEN AR 2020/2021											
	2/8/2021	3/8/2021	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
<30 days	\$978,482.60	\$719,573.51	\$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
31-60 days	\$171,119.07	\$172,968.54	\$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
61-90 days	\$86,675.14	\$85,985.84	\$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
91-120 days	\$94,545.30	\$59,137.21	\$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
>120 Days	\$227,395.62	\$259,252.48	\$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

OPEN AR COMPARE YEAR -- 2018/2019/2020/2021				
	12/13/2018	12/13/2019	12/13/2020	12/13/2021
<30 days	\$ 597,899.92	\$ 581,011.95	\$ 701,752.77	\$ 710,329.30
31-60 days	\$ 87,673.33	\$ 106,313.68	\$ 180,556.18	\$ 126,697.56
61-90 days	\$ 20,620.27	\$ 34,035.87	\$ 99,378.06	\$ 76,363.95
91-120 days	\$ 40,124.27	\$ 15,753.71	\$ 46,013.90	\$ 44,266.70
>120 Days	\$ 30,853.30	\$ 35,539.42	\$ 176,650.67	\$ 248,379.60
TOTAL AR	\$ 777,171.09	\$ 772,654.63	\$ 1,204,351.58	\$ 1,206,037.11

47% of 120+ Suburban Usage - \$117,603.92

8% is Suburban Service Fee – \$19,883.35

30% of 120+ City Usage - \$75,318.55

8% is City Service Fees - \$19,198.90

Penalties will be starting again January 2022

January Bills: 1st bills going out that will be subject to penalty, if not paid by 2/20

January will be regular shut off >\$100 dollars

Authority Projects

- Arndt Road / Bushkill Park Drive Water Main
 - Water main installation began on 11/15/21 and completed 11/30/21.
 - Water main testing to be performed the week of 12/13/21.
 - Service lateral installation likely after 1/1/22.
 - Permanent pavement restoration to be performed in spring of 2022.
 - Pay estimate #1 for \$540,044.60 recommended for approval.
- 2021 Bethlehem Township Water System Improvements
 - Pay Estimate #4 Final for \$39,511.13 recommended for approval.
 - Working on contract close out documents.

- WTP Chemical Storage Project
 - New bulk tank complete and in service.
 - New day tank complete and in service.
 - Existing bulk tank still needs to be renovated.

- Twin Reservoirs Cover Replacement
 - East Reservoir was placed back into service on 9/27/21.
 - Working on Warranty & Contract Close Out.

- SCADA Upgrade
 - Begin changeover to new system the week of 11/15/21.
 - Changeover to new system should be completed the week of 12/13/21.
 - Radios will be replaced once new system is running on cellular.

- 2021 Tank Inspections
 - Palmer Tank was drained, cleaned, inspected and the old mixer removed.
 - Tank out of service on 11/18/21.
 - Tank placed back in service on 11/19/21.
 - Robotic Inspections 11/16/21 & 11/17/21.
 - Butztown Reservoir
 - Georgetown Standpipe
 - Wilden Standpipe
 - Paxinosa Reservoir
 - Morgan Hill East Reservoir
 - No major issues, inspection reports to follow.

Administration

- Alternate Source Study
 - Risk Management Committee met on 12/1/21 to review the draft report.
 - ESWA / Gannett Fleming working on resiliency measures to further investigate.
- Budgets
 - Capital & Operating Budgets provided to Board on 11/5/21 for review.

- Water Treatment Plant
 - NPDES Permit expires in July 2022, application must be submitted in February 2022.

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mrs. Kennon, requisitions were approved for payment December 13, 2021 (item 4170 - 4174, totaling \$704,528.39). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Barefoot, Kennon (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met briefly last Wednesday to review the agenda. They also met today briefly to discuss late matters for today's meeting. They also discussed Mrs. Kennon's term expiring in January and the City's approval of resolution for additional terms. Mr. Cain thanked Mrs. Kennon for her years of service and dedication to the Authority Board. They also discussed the alternate source study and the Lower Nazareth proposed pumping station.

Budget and Finance –

No Report

At this time, Mr. Barefoot, discussed the following reports: Funds on Deposit November 2021; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for October, 2021.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mrs. Kennon stated the committee met to review the wage recommendations by the management team. They also discussed the annual longevity bonuses and decided to increase it in 2021. They will also research it again in 2022.

Risk Management Committee –

Mr. Veresink stated the committee met and reviewed the alternate source study that was completed by Gannett Fleming. They will be looking at several other options including interconnections with The City of Bethlehem and also the Lehigh River.

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, the Board approved the 2022 Operating Budget as presented.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Barefoot, Kennon (9)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Walker, the Board approved the 2022 Capital Budget as presented.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Barefoot, Kennon (9)

Nays: None

NEW BUSINESS

On a motion from Mrs. Kennon, seconded by Mr. Barefoot, the Board passed a resolution accepting of a certain proposal from Gannett Fleming, Inc., dated December 8, 2021, to provide consulting services relating to the Easton Suburban Water Authority Rate Study and Capital Tapping Fee Study. The not-to-exceed budget for the rate study is \$21,500.00 and for the tapping fee study the sum of \$17,000.00.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, McGuire, Rosenbauer, Veresink, Hopkins, Barefoot, Kennon (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Mauro, the meeting was adjourned at 4:10 pm.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, McGuire, Rosenbauer, Veresink, Hopkins, Barefoot, Kennon (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary