

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

**Easton, PA
Monday
December 11, 2023
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: Robert Walker (Virtual)
 Theodore Veresink (In-Person)
 Wayne Barefoot (In-Person)
 Tom Rosenbauer (In-Person)
 Dave Hopkins (Virtual)
 Rosie Bukics (In-Person)
 Mike McGuire (In-Person)
 BJ Metz (In-Person)
 Joe Mauro (Virtual)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial Director; Thomas Walters, Solicitor:: Rachel Govelovich, Gannett Fleming; Erin Laux, Gannett Fleming; 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 Mrs. Bukics, seconded by Mr. Barefoot, the minutes of the November 13, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Metz, Hopkins, Bukics, McGuire, Mauro (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 Replacements – 4
 - 2– 3/4” 913/915 Reynolds Street (Easton, Lead)
 - 1 – 3/4” Parsons Street (Easton, Lead)
 - 1 – 3/4” 128 Pennsylvania Avenue (Easton, Lead)
- Service Repairs – 2
 - 1 – 3/4” 1780 Dayton Drive (Forks, Copper)
 - 1 – 3/4” 710 Daniels Road (Lower Nazareth, Partial Plastic)
- Main Breaks – 2
 - 6” – 7 Westgate Drive (Palmer, Radial)
 - 6” – 20 Blenheim Drive (Palmer, Radial)
- Hydrant Repairs – 2
 - 134 Main Street (Glendon)
 - William Penn Highway & Greenwood Avenue (Palmer, Vehicle)
- Valves – 1
 - Removed leaking 4” valve at Church Street & North 5th Street (Easton)
- Blow Offs – 1
 - Repaired 1” Blow Off at 502 Apple Hill Road (Forks)

Service:

- New Meter Installation – 26
 - 17 – 5/8” ESWA
 - 8 – 5/8” COE
 - 1 – 4” ESWA
- Meter Changes – 120
 - 22- 5/8” - COE
 - 91- 5/8” – ESWA
 - 1– 3/4” COE
 - 2 – 3/4” ESWA
 - 1– 1” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 4” COE
 - 1-4” ESWA

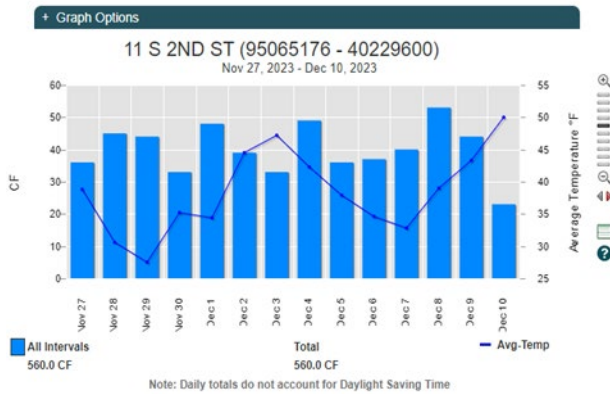
- MTU's - 83
 - 35 – COE
 - 48 – ESWA

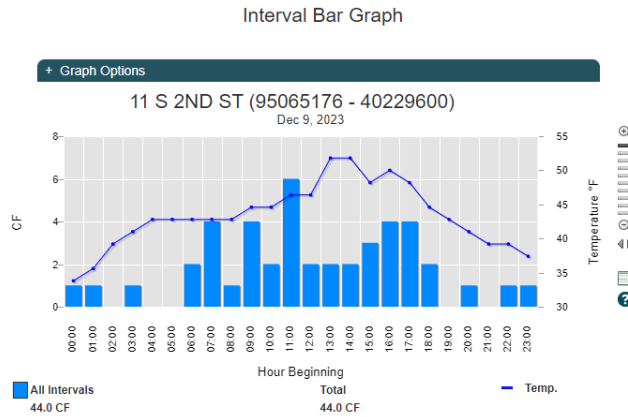
🔴 Article in Lehigh Valley Live 12/8

- Customers complaining of high water bills
- Bethlehem not AMI yet, supposed to be working toward it.
- <https://www.lehighvalleylive.com/bethlehem/2023/12/bethlehem-residents-say-they-came-home-from-vacation-to-huge-water-bills.html>

🔴 ESWA is 100% AMI, Advanced Metering Infrastructure – (Radio reading)

- 100 % since 2015, Started AMI back in 2008
- Hourly reads, continuous use, high/low usages





Customer Service Monthly Information

Billing Summary

- **Bill Date: 10/17 & 10/24 Due: 11/20/2023**
 - Meters Read & Billed = 13,681
 - Amount billed = \$1,570,243

Disconnections Summary: (Non-Payment):

48 hr termination calls: 282

48 hr door hangers (No phone numbers): 30

Actual terminations: 30

ESW = 17 (Bethlehem & Palmer)

COE = 13

- Turn Off for Non-Payment of Water- 30
- Turn Off for Non-Payment of Sewer – 4

Authority Projects

- 2023 Old Orchard Improvements
 - Final walk through performed, no outstanding issues.
 - Final Pay Estimate #4 (Final) for \$18,967.80 recommended for approval today.
- Lower Nazareth Pump Station
 - Gannett Fleming preparing resubmission to Lower Nazareth Township Planning Commission.
- COE Transmission Mains Design Group A
 - Gannett Fleming working on preliminary Design.
- Richmond Road
 - Advertisement for bids in early January.
 - Award bids at February Board Meeting.
- Dogwood Terrace Water System Improvements
 - Finalizing Design.
 - Bid in early 2024.
 - Construction Spring / Summer 2024.
- South Side Water System Improvements
 - Grant Application submitted 11/1/23.
 - PennVEST meeting 1/24/24.
 - Gannett Fleming provided 90% drawings for ESWA review.

Administration

- 2024 Capital & Operating Budgets
- Medical Insurance Renewal

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment December 11, 2023 (items 4327-4335, totaling \$274,952.36). No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Metz, Bukics, Hopkins, McGuire, Mauro (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and again today to discuss the agenda and changes to employee’s benefits.

Budget and Finance –

Mr. Rosenbauer stated we will discuss budgets and vote.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit November 2023; Cash Flow Forecast 2022; and Income Statement – Budget Comparison for October 2023.

Personnel, Wage & Benefit Committee –

Mr. Barefoot stated the committee had a meeting to review recommended wage increase for staff that they approved and discussed changes to the Employee Policy Manual.

Capital Improvement & Planning Committee-

No Report

Water Quality Committee-

No Report

Public Relations & Communications Committee-

No Report

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mrs. Bukics, seconded by Mr. Barefoot, the Board approved the 2024 Operating Budget.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Metz, Hopkins, McGuire, Mauro (9)

Nays: None

On a motion from Mr. Barefoot, seconded by Mrs. Rosenbauer, the Board approved the 2024 Capital Budget.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Metz, Hopkins, McGuire, Mauro (9)

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Mauro, The Board approved the Employee Manual Revisions for the vision plan.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Metz, Hopkins, McGuire, Mauro (9)

Nays: None

On a motion from Mr. Veresink, seconded by Mr. McGuire, the Board approved the Employee Manual Revisions for Personal Days.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Metz, Hopkins, McGuire, Mauro (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the meeting was adjourned at 3:42 PM.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Metz, Hopkins, McGuire, Mauro (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary