

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

**Easton, PA
Monday
February 12, 2024
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 (In -Person)
 Theodore Veresink (In-Person)
 Wayne Barefoot (Virtual)
 Tom Rosenbauer (In-Person)
 Dave Hopkins (Virtual)
 Rosie Bukics (In-Person)
 Mike McGuire (Virtual)
 BJ Metz (In-Person)
 Joe Mauro (In-Person)

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 Ms. Bukics, seconded by Mr. Veresink, the minutes of the January 8, 2024, meeting was 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 January 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 - 1
 - 1–3/4" 4494 Steuben Road (Lower Nazareth, Leaking Plastic)
- Service Repairs – 1
 - 1–3/4" 4517 Meadow Drive (Lower Nazareth, Rotted Service Saddle)
- Main Breaks – 12
 - 12" – 2905 Kesslersville Road (Forks, Longitudinal)
 - 6" – 6014 William Penn Court (Bethlehem, Radial)
 - 6" – 4373 Bayard Street (Bethlehem, Radial)
 - 6" – 619 Hamilton Street (Easton, Radial)
 - 6" – 230 Taylor Avenue (Easton, Radial)
 - 6" – 2812 Woodlawn Avenue (Palmer, Radial)
 - 6" – 305 South Watson Street (Palmer, Radial)
 - 6" – Vermont Street & Blair Street (Palmer, Radial)
 - 6" – 3510 Whitney Avenue (Palmer, Radial)
 - 6" – 2333 4th Street – (Wilson, Radial)
 - 4" – 413 West Grant Street (Easton, Radial)
 - 4" – 963 Lehigh Drive (Easton, Radial)
- Hydrant Repairs – 4
 - Iron Lane & Newlins Road (Forks)
 - Lower Nazareth Pumping Station (Lower Nazareth)
 - Park Avenue & Maria Drive (Lower Nazareth)
 - 1310 Wayne Street (Palmer)
- Hydrant Replacements – 2
 - 2721 Plymouth Drive (Palmer)
 - 216 Brentwood Avenue (Palmer)

Service:

- New Meter Installation – 20
 - 20 – 5/8" ESWA

- Meter Changes – 173
 - 27- 5/8” - COE
 - 144- 5/8” – ESWA
 - 1 – 3/4”-ESWA
 - 1 – 2” ESWA

- MTU’s - 64
 - 28 – COE
 - 36 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 12/14 & 12/22 Due: 1/20/2024**
 - Meters Read & Billed = 12,333
 - Amount billed = \$1,319,002

Disconnections Summary: (Non-Payment):

48 hr termination calls: 135

48 hr door hangers (No phone numbers): 21

Actual terminations: 49

ESW = 32

COE = 17

- Turn Off for Non-Payment of Water- 49

- Turn Off for Non-Payment of Sewer – 9

Authority Projects

- Lower Nazareth Pump Station
 - Gannett Fleming preparing resubmission to Lower Nazareth Township Planning Commission.
 - ESWA received letter of support from the Church for the project on 2/6/24.

- Richmond Road
 - Advertisement for bids published on 1/18/24.
 - Bids were opened on 2/28/24.
 - Joao & Bradley Apparent Low Bidder:
 - \$1,324,228.00
 - Bid Range: \$1,324,228.00 to \$2,840,827.00

- Dogwood Terrace Water System Improvements
 - Keystone Consulting Engineers Finalizing plans and specifications for the project.
 - Requesting authorization to advertise for bids pending Staff and Solicitor review.

- South Side Water System Improvements
 - Grant Application submitted 11/1/23.
 - PennVEST awarded \$1,102,099 grant and \$2,190,901 loan at 1/24/24 meeting.
 - Loan is 1% interest for a 30-year term.
 - Staff, solicitor and Engineer are reviewing the Funding Offer.

Administration

- 457 Year End Plan Review
 - February 27, 2024

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Ms. Bukics, requisitions were approved for payment February 12, 2024 (items 4342-4348, totaling \$152,054,97). 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, 2 items for new business and PennVEST funding.

Budget and Finance –

Mr. Rosenbauer stated they executed an agreement letter for the auditor.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit January 2024; Cash Flow Forecast 2024; and Income Statement – Budget Comparison for December 2023.

Personnel, Wage & Benefit Committee –

No Report – Mr. Barefoot stated there will be a pension meeting on 2/27/24.

Capital Improvement & Planning Committee-

No Report

Water Quality Committee-

No Report- Mr. Veresink stated they would schedule a meeting end of February.

Public Relations & Communications Committee-

Mr. Walker stated the committee met on 1/31/24 and were able to see the new logo the staff has chosen and discussed styles for the newsletter, changes online, emergency reporting and also adding educational information on website.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Rosenbauer, the Board approved the resolution authorizing the acceptance of the Bid of Joao & Bradley Construction Co., Inc. in the amount of \$1,324,228.00 and authorizing the awarding of said contract to the same subject to the terms and conditions pursuant to a certain project manual dated January 2024 for the purpose of construction of approximately 4,206 lineal feet of 12 inch, 32 lineal feet of 10 inch, 52 lineal feet of 8 inch, 129 lineal feet of 6 inch, 15 lineal feet of 4 inch and 7 lineal feet of 3 inch ductile iron pipe water main, and appurtenances including valves, combination air valve and manhole, lines, and incidental work including seeding and paving replacement in Township and state roadways, as more particularly described herein.

Motion adopted by the following vote:

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

Nays: None

On a motion from Ms. Bukics, seconded by Mr. Mauro, the Board approved a resolution authorizing the advertisement for bids for the Dogwood Terrace Water System Improvement Project.

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. Veresink, seconded by Mr. Mauro, the meeting was adjourned at 3:45 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