

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

**Easton, PA
Monday
January 10, 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)
Dave Hopkins (Virtually)
Wayne Barefoot (Virtually)

Absent: None

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business 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. Veresink, the minutes of the December 13, 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 (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the December 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 – 40'
 - 40' – 8" Hay Street (Wilson, 750 South 25th Street)
- Service Installations – 1
 - 1- 1-1/2" 750 South 25th Street (Wilson)
- Service Replacements – 4
 - 2 – 3/4" 216/218 West Burke Street (Easton, Lead)
 - 1 – 3/4" 1228 Pine Street (Easton, Leaking Lead)
 - 1 – 3/4" 303 9th Street (West Easton, Leaking Galvanized)
- Service Repair - 1
 - 1 – 3/4" 4480 Bayard Street (Bethlehem, Damaged by Plumber)
- Main Breaks – 4
 - 12" – 1826 Freemansburg Avenue (Wilson, Longitudinal)
 - 8" – 260 West St. Joseph Street (Easton, Radial)
 - 6" – Allen Street & Blair Street (Palmer, Radial)
 - 6" – 110 Kendon Street (Palmer, Radial)
- Valves – 1
 - Repaired 6" Valve at Ridge Trail & Apple Blossom Road (Forks)

Service:

- New Meter Installation – 44
 - 41 – 5/8" ESWA
 - 3 – 1" COE
- Meter Changes – 83
 - 3- 5/8" - COE
 - 79- 5/8" – ESWA
 - 1 – 3/4" ESWA
 - Paused Small Meter Replacement Program due to recent COVID spike in cases. Resume once it calms down.
- MTU's - 84
 - 14 – COE
 - 70 – ESWA

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Customer Service

- Bill Date: 11/17 & 11/23 Due: 12/20/2021
 - Meters Read & Billed = 9,703
 - Amount billed = \$1,117,374

Disconnections Summary:

48 hr termination calls: 104

48 hr door hangers (No phone numbers): 24

Actual terminations: 43

ESW = 33

COE = 10

- Turn Off for Non-Payment of Water- 43
- Turn Off for Non-Payment of Sewer – 7

Updated: 1/10/22 @ 11:35 AM

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
<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
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
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
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
>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

OPEN AR COMPARE YEAR -- 2018/2019/2020/2021				
	1/10/2019	1/10/2020	1/10/2021	1/10/2022
<30 days	\$ 944,196.77	\$ 889,564.30	\$ 1,137,464.31	\$ 962,854.85
31-60 days	\$ 72,230.81	\$ 88,947.75	\$ 172,589.01	\$ 77,914.66
61-90 days	\$ 47,780.54	\$ 58,659.90	\$ 119,299.60	\$ 77,290.23
91-120 days	\$ 31,123.82	\$ 25,850.49	\$ 83,732.21	\$ 65,635.70
>120 Days	\$ 31,853.52	\$ 31,026.34	\$ 190,622.42	\$ 208,759.57
TOTAL AR	\$ 1,127,185.46	\$ 1,094,048.78	\$ 1,703,707.55	\$ 1,392,455.01

Authority Projects

- Arndt Road / Bushkill Park Drive Water Main
 - Water main installation completed 11/30/21.
 - Service lateral installation began on 1/2/22 and was completed on 1/5/22.
 - Permanent pavement restoration to be performed in the spring once weather permits.

- WTP Chemical Storage Project
 - New bulk tank complete and in service.
 - New day tank complete and in service.
 - Existing bulk tank renovation to begin the week of 1/17/22.

- 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.
 - Have 4 of our 6 pressure zones on new system. Working to address some issues that have been found before finishing transition.
 - Radios will be replaced once new system is running on cellular.

- Alternate Source Study
 - Gannett Fleming finalizing the report.
 - ESWA working with City of Bethlehem to determine capacities of existing and proposed interconnections.
 - Gannett Fleming to provide additional information on groundwater investigations and WTP modifications.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, requisitions were approved for payment January 10, 2022 (item 4175 - 4181, totaling \$96,183.72). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met twice in the last week. They met January 5th and discussed a report on the covid situation. They also discussed a resolution regarding personnel and made final decisions on the agenda for today's meeting. They also met before today's meeting but didn't discuss anything new.

Budget and Finance –

No Report

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

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

No Report

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the Board authorized the advertising for bids on the 2022 Palmer Township Water System Improvements Project subject to review by the Authority Solicitor as well as professional staff.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The Board entered Executive Session at 3:33 pm. The Board resumed regular session at 3:46.

NEW BUSINESS

On a motion from Mr. Walker, seconded by Mr. Veresink, The Board accepted the Resolution recognizing December 31, 2021, as the last day of employment for Executive Director, Roy White.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, the Board voted to approve Mr. Hopkins as Assistant Secretary of the Board.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, the Board voted to approve Mr. Veresink as Secretary of the Board.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, the Board voted to approve Mr. Rosenbauer as Treasure of the Board.

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Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, the Board voted to approve Mr. Barefoot as Vice Chairman of the Board.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, the Board voted to approve Mr. Walker as Chairman of the Board.

Motion adopted by the following vote:

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

Nays: None

Mr. Walker thanked Mr. Cain for his continued years of dedication and time to The Board of Easton Suburban Water Authority. Mr. Walker also stated he will be emailing out the new committee assignments.

ADJOURNMENT

On a motion from Mr. Cain seconded by Mr. Veresink, the meeting was adjourned at 3:55 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary