

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

**Easton, PA
Monday
January 8, 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)

Absent: Joe Mauro

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 Mr. Veresink, seconded by Mr. Rosenbauer, the minutes of the December 11, 2023, meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

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

- Service Installations – 6
 - 1– 3/4” 1220 Lieb Road (Forks)
 - 1 – 1” 52 South 5th Street (Easton)
 - 1 – 2” 1200 Braden Boulevard (Forks)
 - 1 – 4” 2401 Emrick Boulevard (Bethlehem)
 - 1 – 2” Fire 52 South 5th Street (Easton)
 - 1 – 8” Fire 2401 Emrick Boulevard (Bethlehem)
- Main Installation – 1,159’
 - Lafayette Hills at the Bushkill (Forks)
 - 1,159’ of 8” on Winding Road
- Service Repairs – 1
 - 1 –3/4” 121 North 3rd Street (Easton, Copper)
- Main Breaks – 5
 - 8” – 260 West St. Joseph Street (Easton, Radial)
 - 8” – George Street & Ridge Trail (Forks, Radial)
 - 8” – 2760 Stephens Street (Palmer, Universal)
 - 6” – 1215 Ann Marie Street (Palmer, Radial)
 - 6” – 2360 Edgemore Avenue (Palmer, Radial)
- Hydrant Repairs – 20
 - 1 – Bethlehem Township
 - 2 – City of Easton
 - 13 – Forks Township
 - 2 – Palmer Township
 - 2 – Wilson Borough
- Hydrant Replacements – 2
 - Chestnut Lane & Sycamore Drive (Forks)
 - Meadow lane Drive & Ramblewood Drive (Forks)
- Hydrant Installations – 1
 - Lafayette Hills at the Bushkill (Forks)
 - 154 Winding Road

Service:

- New Meter Installation – 12
 - 11 – 5/8” ESWA
 - 1 – 4” ESWA
- Meter Changes – 125
 - 6- 5/8” - COE
 - 118– 5/8” – ESWA
 - 1 – 2” COE
- MTU’s - 37
 - 6 – COE
 - 31 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 11/15 & 11/27 Due: 12/20/2023**
 - Meters Read & Billed = 9,792
 - Amount billed = \$1,176,433

Disconnections Summary: (Non-Payment):

48 hr termination calls: 318

48 hr door hangers (No phone numbers): 44

Actual terminations: 18

ESW = 6 (Forks & Palmer)

COE = 12

- Turn Off for Non-Payment of Water- 18
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- Lower Nazareth Pump Station
 - Gannett Fleming preparing resubmission to Lower Nazareth Township Planning Commission.
 - ESWA requested letter of support from Church.
- COE Transmission Mains Design Group A
 - Gannett Fleming working on preliminary Design.
- Richmond Road
 - Advertising for bids on 1/10/24 pending Staff & Solicitor review.
 - Open bids on 2/8/24.
 - Potentially award low bid at February Board Meeting.
- Dogwood Terrace Water System Improvements
 - ESWA provided KCE with water main alignment/layout.
 - Bid in February/March.
- South Side Water System Improvements
 - Grant Application submitted 11/1/23.
 - PennVEST meeting 1/24/24.
 - Project schedule will be finalized based on outcome of grant application.
- H2O Grant Application for Ferry & Northampton Streets
 - ESWA did not receive funding.
 - ESWA will look to replace main on 300 Block of Ferry Street internally.

Administration

- Water Treatment Plant Operators Schedule
 - Starting 10- Hour Schedule on 1/7/24.
 - Two-week rotation
 - 4 days per week
 - Every other weekend off
 - Former 8-Hour Schedule
 - 8-week rotation
 - 6 shifts on, 2 shifts off
 - One true weekend off during 8-week rotation.

APPROVAL OF REQUISITIONS

On a motion from Mr. Bukics, seconded by Mr. Rosenbauer, requisitions were approved for payment January 8, 2024 (items 4336-4341, totaling \$116,006.35). No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Metz, Bukics, Hopkins, McGuire (8)

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 a legal matter they will discuss in the Executive Session.

Budget and Finance –

Mr. Rosenbauer stated the Auditor is engaged and will be meeting with staff at the end of March.

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

Personnel, Wage & Benefit Committee –

No Report

Capital Improvement & Planning Committee-

No Report

Water Quality Committee-

No Report

Public Relations & Communications Committee-

No Report

REPORT OF SOLICITOR

Mr. Walters stated his office participated in the attempt to locate someone who can act as special counsel.

EXECUTIVE SESSION

The Board entered Executive Session at 3:27 pm to discuss a legal matter. They resumed the regular session at 3:37 pm.

NEW BUSINESS

On a motion from Mr. Metz, seconded by Mrs. Bukics, the Board approved the resolution that hereby appoints as special counsel the law firm of Dilworth Paxson LLP, by Marc Feller, Esq. The law Firm shall represent the Authority pursuant to certain terms and conditions as set forth in a certain proposal dated November 20, 2023 and December 21, 2023, including the law firm's special terms and conditions.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Metz, Hopkins, McGuire (8)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. McGuire, the meeting was adjourned at 3:39 PM.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Metz, Hopkins, McGuire (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary