

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

**Easton, PA
Monday
July 13, 2020
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 (Chairman, Virtually)
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
David Hopkins (Virtually)
Mike Moorehead (Virtually)
Mary Kennon (Virtually)

Absent: None

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming Inc; 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. Barefoot, seconded by Mrs. Kennon, the minutes of the June 8, 2020 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Kennon (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the June 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.

- Main Installation – 1,790'
 - Northwood Farms Phase II (Tuskes, Palmer)
 - 897' of 8" on Lisa Lane
 - 318' of 8" on Phyllis Place
 - 404' of 4" on Jean Court
 - 15th Street & Ferry Street Project (Wilson, ESWA)
 - 125' of 12" on Ferry Street
 - Applewood Drive & Russet Drive Project (Palmer, ESWA)
 - 11' of 8" on Applewood Drive
 - 8' of 8" on Russet Drive
 - 6' of 6" on Audubon Avenue
 - 10' of 6" on Glen Avenue
 - 11' of 6" on Applewood Drive

- Service Lateral installations - 19
 - 19 – 3/4" Northwood Farms Phase II (Tuskes, Palmer)
- Service Lateral Replacements - 4
 - 2 – 3/4" 1053/1055 Jackson Street (Easton, Lead)
 - 1 – 3/4" 109 N 4th Street (Easton, Lead)
 - 1 – 3/4" 275 Nazareth Pike (Lower Nazareth, Plastic)
- Service Lateral Repair – 1
 - 1 – 3/4" 155 Ann Street (Easton)
- Service Lateral Reconnections – 17
 - 5 – 3/4" 15th Street & Ferry Street Project (Wilson)
 - 12 – 3/4" Applewood, Russet Drive Project (Palmer)
- Main Breaks – 0
- New Hydrants - 2
 - Northwood Farm Phase II (Tuskes, Palmer)
 - Phyllis Place & Lisa Lane
 - Lisa Lane & Jean Court
- Hydrant Repairs – 5
 - Front Street & 23rd Street (Wilson)
 - 4th Street & 23rd Street (Wilson)
 - Elizabeth Avenue & Richmond Road (Forks)
 - Elizabeth Avenue & Sullivan Trail (Forks)
 - Van Buren Road & Corriere Road (Palmer)

- New Meters Installation – 40
 - 11 – 5/8” COE
 - 26 – 5/8” ESWA
 - 1 – 1” ESWA
 - 1 – 2” ESWA
 - 1 – 3” ESWA
- Meter Changes – 33
 - 11– 5/8” COE
 - 7 – 5/8” ESWA
 - 1 – 1” ESWA
 - 5 – 1 ½ “ COE
 - 1 - 1 ½” ESWA
 - 3 – 2” COE
 - 1 – 2” ESWA
 - 1 – 3” ESWA
 - 3 – 4” ESWA
- MTU’s - 181
 - 29 – COE
 - 152 - ESWA
- Turn Off for Non-Payment of Water -0
- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 6/16 & 6/23 Due 7/20/2020
 - Meters Read & Billed = 12,166
 - Amount billed = \$1,286,954
- Actual Terminations
 - ESWA – 0
 - COE – 0

Administration

COVID-19 Status

- ESWA personnel returned to full force operations on Tuesday, May 26th.
- Northampton County moved to State’s Green Phase on 6/26/20.
 - ESWA Office opening to the public on 6/8/20.
 - ESWA work activities will follow outline provided in the Transition Plan.
- Contractors may resume work if COVID-19 Safety Plan is satisfactory.

- ESWA Implementing quarantine requirements for travel by 7/17/2020.
 - Employees with already scheduled trips to locations on state’s list will be required to quarantine when returning for 14 days.
 - Employees may use additional COVID time ESWA provided (10 days) if it was not used already or vacation time.
 - Vacations scheduled after 7/17/20 will be at the employee’s risk. If restrictions are in place during the trip, they will be required to quarantine upon return and may use vacation time only or will be unpaid.

Effects of COVID-19

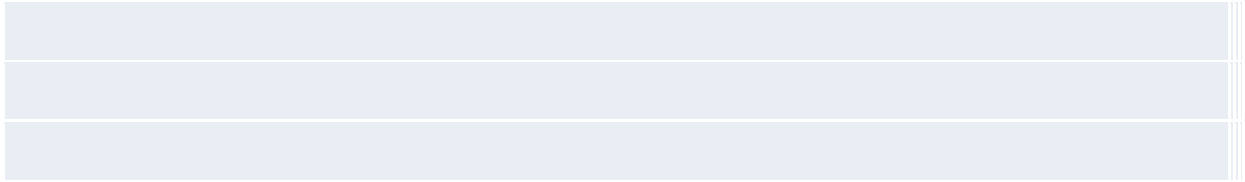
WTP Production for 2019/2020 (million gallons)

	2019	2020
January	194.42	191.70
February	181.99	184.56
March	191.68	194.54
April	182.74	186.57
May	199.94	207.24
June	197.55	222.16

March & April & May 2020 increase of 2.4%

Open Accounts Receivables

OPEN AR						
	6/5/2020	7/13/2020	8/5/2020	9/5/2020	10/5/2020	
unbilled	\$ 2,012.18	\$ 3,674.10				
<30 days	\$ 756,999.75	\$ 1,001,160.66				
31-60 days	\$ 167,174.18	\$ 50,914.34				
61-90 days	\$ 93,781.15	\$ 73,894.27				
91-120 days	\$ 43,365.30	\$ 65,126.88				
>120 Days	\$ 77,150.66	\$ 90,200.20				



Past Due Notices Mailed Out

	<u>2019</u>	<u>2020</u>
Jan 20 Due Date	1,581	1,525
Feb 20 Due Date	1,631	1,748
March 20 Due Date	1,032	935
April 20 Due Date	1600	1329
May 20 Due Date	1531	1737
June 20 Due Date	1170	795

Penalties

** Average of about **\$13,000.00** in lost Revenue
February, March, April, May - so far

Miscellaenous Revenue

** Average of about **\$1,000.00** in lost Revenue
February, March, April, May - so far
(Turn on/Turn off Fees)

Consumption

		<u>Suburban</u>		<u>City of Easton</u>		
		<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	
Domestic	Jan	136,290	138,529	51,131	51,926	
	Feb	103,431	102,945	27,234	27,616	
	Mar	114,550	118,690	46,557	47,966	
	Apr	131,422	134,426	50,686	50,894	
	May	113,909	105,124	26,593	27,344	
Commercial	Jan	23,873	22,952	7,830	6,493	
	Feb	25,741	24,343	11,363	10,345	
	Mar	23,410	24,242	5,511	6,783	
	Apr	25,789	13,705	8,459	6,652	about \$50,000 Less - Suburban.....\$7,650.00 Less - COE
	May	27,904	17,511	11,120	9,715	about \$38,000 Less - Suburban.....\$4,250.00 Less - COE
Industrial	Jan	7,700	5,691	568	392	
	Feb	9,121	7,247	2,369	1,401	
	Mar	7,104	9,763	1,352	1,152	
	Apr	7,827	4,430	766	534	about \$14,450 Less - Suburban.....\$850.00 Less - COE
	May	7,219	5,823	387	310	about \$4,250 Less - Suburban
Public	Jan	2,340	2,569	4,587	4,926	
	Feb	2,837	3,096	9,105	10,234	
	Mar	2,929	3,668	7,956	8,301	
	Apr	3,865	667	8,205	3,741	about \$12,750 Less - Suburban.....\$17,000.00 Less - COE
	May	3,626	785	11,676	6,278	about \$10,625 Less - Suburban.....\$17,000.00 Less - COE
						\$ 102,700.00 Estimated April Loss of Revenue
						\$ 74,125.00 Estimated May Loss of Revenue
						<u>\$ 176,825.00 Total</u>

Authority Projects

- **Twin Reservoirs Cover Replacement**
 - Started draining West Reservoir on 5/26/20.
 - Contractor started work on 6/1/20.
 - Liner Installed.
 - Contractor installing floats on cover.
 - Anticipated completion 7/24/20.
 - Filling & Testing anticipated to take two weeks.

- **Knox Avenue Pump Station Upgrades**
 - Electrical / Pump work scheduled to begin on 10/1/20.
 - Need to implement COVID Plan for work with contractors.

- **Lower Nazareth Project**
 - Working to finalize plans and specifications for bidding.
 - Working to finalize Water Main and Pump Station Easements.

- Queen Street Project
 - Pavement restoration was completed on 6/4/20.
 - Final pay estimate of \$312,122.67 recommended for approval today.
- Arndt Road / Bushkill Park Drive Water Main
 - HOP Application returned with comments.
 - KCE is working on revisions to plans for resubmission to PennDOT.
 - ESWA working with Forks and Palmer Townships on detour plan for work.
- 15th & Ferry Street
 - Started main installation on 6/3/20.
 - Water system work completed on 6/19/20.
 - Eliminated single cast iron feed for City of Easton West Ward.
- Georgian Lane
 - Will be started week of 7/13/20.
- Applewood Drive, Russet Drive
 - Water system work completed on 7/1/20.
 - Coordinating pavement restoration prior to Township overlay of street in fall.
- WTP Chemical Storage Project
 - Covid-19 Work Requirement Plan was created by ESWA and KCE.
 - Provided to contractors on 6/5/20.
 - Contractors will need to provide their own Covid-19 Safety Plans and provide comments regarding ESWA Covid-19 Requirement Plan.
 - Still waiting on response from contractors.

Administration

- Power Purchase Contract – 3 year Term
- Asset Management Inspection - EPA
- Alternative Source & Source Resiliency Study

APPROVAL OF REQUISITIONS

On a motion from Mrs. Kennon, seconded by Mr. Barefoot, requisitions were approved for payment July 13, 2020 (items 4055-63, totaling \$530,135.35). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Kennon (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually and reviewed power bid information and the new travel policy.

Budget and Finance –

No Report

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

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

ADJOURNMENT

On a motion from Mr. Moorehead, seconded by Mr. Mauro, the meeting was adjourned at 3:41 pm in Memory of David Veshosky who served on the Authority Board for seven years. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Moorehead, Kennon (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary