

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

**Easton, PA
Monday
July 11, 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)
Wayne Barefoot (Virtually)
Mike McGuire (Virtually)
Dave Hopkins (Virtually)

Absent: Tom Rosenbauer

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Rachel Govelovich, 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. Barefoot, seconded by Mr. Cain, the minutes of the June 13, 2022, meeting were approved with corrections. No public comment was received.

Motion adopted by the following vote:

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

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.

Distribution:

- Service Installations – 14
 - 9 – ¾ “/ 1” Fire Laurel Hill (West Easton)
 - 2 – 2” Sullivan Parke Apartments (Forks)
 - 1 – 2” Fire 4570 Steuben Road (Lower Nazareth)
 - 2 – 4” Fire Sullivan Parke Apartments (Forks)
- Service Replacements – 6
 - 2 – ¾” 1231 / 1233 Spring Garden Street (Easton, Lead)
 - 1 – ¾” 60 North 7th Street (Easton, Copper in stone)
 - 1 – ¾” 33 North 7th Street (Easton, Lead)
 - 1 – ¾” 624 Parsons Street (Easton, Lead)
 - 1 – ¾” 685 Pearl Street (Easton, Leaking Lead)
- New Fire Hydrants – 1
 - Lafayette Park Drive & Meco Road (Forks, Sullivan Parke Apartments)
- Repaired Fire Hydrants – 1
 - Keystone Drive (Lower Nazareth, Hit by unknown vehicle)

Service:

- New Meter Installation – 41
 - 39 – 5/8” ESWA
 - 1 – 1” COE
 - 1 – 2” COE
- Meter Changes – 235
 - 6- 5/8” - COE
 - 198– 5/8” – ESWA
 - 1 – ¾” COE
 - 7- ¾” ESWA
 - 1 – 1” ESWA
 - 17 – 2” COE
 - 4 – 2” ESWA
 - 1 – 4” COE

. Focusing on 100CF Meters, and high usage meters.

- MTU's - 59
 - 5 – COE
 - 54 – ESWA

Customer Service

- Bill Date: 5/17 & 5/26 Due: 6/20/2022
 - Meters Read & Billed = 10,110
 - Amount billed = \$1,071,495

Disconnections Summary:

48 hr termination calls: 212

48 hr door hangers (No phone numbers): 55

Actual terminations: 68

ESW = 38 (Forks, Palmer, Beth, L. Naz)

COE = 30

- Turn Off for Non-Payment of Water- 68
- Turn Off for Non-Payment of Sewer – 0

Updated 07/11/2022 @ 1:00 pm

OPEN AR 2021/2022													
	7/12/2021	8/9/2021	9/13/2021	10/11/2021	11/8/2021	12/13/2021	1/10/2022	2/14/2022	3/14/2022	4/11/2022	5/9/2022	6/13/2022	7/11/2022
<30 days	\$ 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	\$ 136,045.25	\$ 669,987.92	\$ 1,024,822.00	\$ 925,771.54	\$ 652,552.60	\$ 1,340,572.31
31-60 days	\$ 69,341.54	\$ 118,440.06	\$ (8,591.15)	\$ 90,822.19	\$ 132,210.61	\$ 126,697.6	\$ 77,914.66	\$ 616,051.00	\$ 99,898.61	\$ 60,361.80	\$ 109,360.27	\$ 4,234.32	\$ 107,071.18
61-90 days	\$ 75,632.00	\$ 49,946.85	\$ 187,032.14	\$ 75,647.19	\$ 52,562.75	\$ 76,363.95	\$ 77,290.23	\$ 138,758.09	\$ 68,598.14	\$ 34,996.51	\$ 25,329.10	\$ 132,832.34	\$ 62,231.70
91-120 days	\$ 61,992.35	\$ 68,340.80	\$ 37,952.41	\$ 61,726.85	\$ 67,126.71	\$ 44,266.70	\$ 65,635.70	\$ 181.34	\$ 33,076.06	\$ 50,639.97	\$ 22,291.65	\$ 17,885.04	\$ 32,271.34
>120 Days	\$ 263,369.38	\$ 271,123.93	\$ 262,128.21	\$ 248,363.75	\$ 250,450.69	\$ 248,379.60	\$ 208,759.57	\$ 225,781.17	\$ 174,880.46	\$ 117,066.00	\$ 92,814.49	\$ 29,746.95	\$ 28,922.31

OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	7/1/2019	7/1/2020	7/1/2021	7/1/2022
<30 days	\$ 938,384.27	\$ 999,015.36	\$ 1,056,089.90	\$ 1,340,572.31
31-60 days	\$ 78,662.86	\$ 80,594.22	\$ 84,221.59	\$ 107,071.18
61-90 days	\$ 55,376.69	\$ 80,145.40	\$ 82,537.54	\$ 62,231.70
91-120 days	\$ 29,440.36	\$ 65,562.60	\$ 62,698.53	\$ 32,271.34
>120 Days	\$ 36,894.17	\$ 91,835.15	\$ 265,344.20	\$ 28,922.31
TOTAL AR	\$1,138,758.35	\$ 1,317,152.73	\$ 1,550,891.76	\$ 1,571,068.84

Authority Projects

- WTP Chemical Storage Project
 - Heaters delayed again.
 - Investigating alternatives to get the existing tank into service.
- 2022 Palmer Township Improvements
 - Contractor began work on 6/8/22.
 - Main installation on western portion should be completed by 7/15/22.
 - Pay Estimate #1 for \$301,390.34 recommended for approval today.
- Lower Nazareth Project
 - Preconstruction Meeting on 7/15/22.
 - Contractor looking to begin work in late July/ early August.
- Centre Square
 - Contractor began work on 7/5/22.
 - Water system work should be completed by end of July.
 - Trench restoration in August.
- Flushing
 - Finishing Knox Avenue System on 7/11/22.
 - Starting Lower Nazareth on 7/12.
 - Water Used:
 - June: 6,156,536 Gallons
 - Year To Date: 15,665,229 Gallons

Administrative

- Rate Study / Capital Charges Study
- Water Treatment Plant Operators Schedule
- Property Insurance Renewal

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Mauro, requisitions were approved for payment July 11, 2022 (item 4219 - 4221, totaling \$563,981.27). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week to discuss the agenda for today's meeting. They also met today and discussed the agenda and status of Board seat, and he has sent the letter to the mayor. They also discussed the tour of the plant, possibly in September. Craig will email proposed dates.

Budget and Finance –

Stephanie Kinsell stated there will be a committee meeting on 8/10/22 at 2 pm for the Audit.

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

Pension Committee –

Mr. Barefoot stated there will be an in-person committee meeting on 8/23/22 at 10 am.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Stephanie Kinsell stated there will be a committee meeting towards end of August/ early September.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

None

NEW BUSINESS

Traditions of America Accommodation Agreement has been tabled to a future date.

ADJOURNMENT

On a motion from Mr. Barefoot seconded by Mr. Cain, the meeting was adjourned at 3:29 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary