

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

**Easton, PA
Monday
March 14, 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)
Dave Hopkins (Virtually)
Wayne Barefoot (Virtually)

Absent: Mike McGuire

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. Mauro, seconded by Mr. Rosenbauer, the minutes of the February 14, 2022 meeting were approved with corrections. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the February 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 – 2
 - 1 – 2" 41 McCartney Street (Easton)
 - 1 – 4" Fire 41 McCartney Street (Easton)
- Service Replacements – 4
 - 1 – 1" 1710 Butler Street (Wilson, Leaking Lead)
 - 2 – ¾" 451/453 West Berwick Street (Easton, Leaking Lead)
 - 1 – ¾" 204 North 8th Street (Easton, Lead)
- Main Breaks – 10
 - 6" – North 8th & Bushkill Streets (Easton, Radial)
 - 6" – South 8th Street (Easton, Longitudinal)
 - 6" – 217 East Madison Street (Easton, Radial)
 - 6" – 334 Porter Street (Easton, Radial)
 - 6" – North Union Street (Easton, Radial)
 - 6" – North Union Street (Easton, Radial)
 - 4" – 714 Pearl Street (Easton, Radial)
 - 4" -834 West Grant Street (Easton, Radial)
 - 4" – Church & 18th Streets (Wilson, Universal)
 - 3' – 61 North Oak Streets (Easton, Radial)
- Hydrant Repairs - 1
 - Derby Lane & Meyer Lane (Bethlehem)

Service:

- New Meter Installation – 10
 - 8 – 5/8" ESWA
 - 2 – 5/8" COE
- Meter Changes – 98
 - 10- 5/8" - COE
 - 77- 5/8" – ESWA
 - 3 – 1-1/2" ESWA
 - 3 – 2" ESWA
 - 3 – 3" ESWA
 - 1 – 4" COE

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

- MTU's - 32
 - 8 – COE
 - 24 – ESWA

Customer Service

- Bill Date: 1/14 & 1/24 Due: 2/20/2022
 - Meters Read & Billed = 13,414
 - Amount billed = \$1,360,950

Disconnections Summary:

48 hr termination calls: 113

48 hr door hangers (No phone numbers): 29

Actual terminations: 29

ESW = 22

COE = 7

- Turn Off for Non-Payment of Water- 29
- Turn Off for Non-Payment of Sewer – 1

Updated: 3/14/22 @ 11:05 AM

- 120+ in this section, decreasing. (Highlighted are the same section over the last year)

OPEN AR 2021/2022													
	3/8/2021	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	2/14/2022	3/14/2022
<30 days	\$719,573.51	\$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	\$136,045.25	\$669,987.92
31-60 days	\$172,968.54	\$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	\$616,051.00	\$99,898.61
61-90 days	\$85,985.84	\$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	\$138,758.09	\$68,598.14
91-120 days	\$59,137.21	\$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	\$181.34	\$33,076.06
>120 Days	\$259,252.48	\$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	\$225,781.17	\$174,880.46

OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	3/14/2019	3/14/2020	3/14/2021	3/14/2022
<30 days	\$ 502,734.94	\$ 524,480.15	\$ 541,970.00	\$ 669,987.92
31-60 days	\$ 95,676.85	\$ 101,610.17	\$ 151,565.40	\$ 99,898.61
61-90 days	\$ 55,850.88	\$ 40,424.76	\$ 84,905.69	\$ 68,598.14
91-120 days	\$ 21,586.56	\$ 22,061.68	\$ 56,694.64	\$ 33,076.06
>120 Days	\$ 36,548.58	\$ 32,495.58	\$ 246,909.34	\$ 174,880.46
TOTAL AR	\$ 712,397.81	\$ 721,072.34	\$ 1,082,045.07	\$ 1,046,441.19

Back to Applying penalties on past due accounts for all customers.

Shut offs- Customers > \$100 on past due. Must make completed payment.

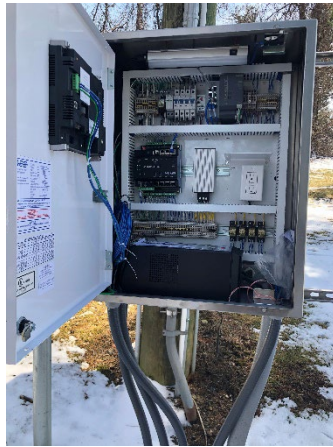
We are doing our best to work with customers and county funding programs to help the customers.

Authority Projects

- Arndt Road / Bushkill Park Drive Water Main
 - Water system work completed on 1/5/22.
 - PennDOT meeting on 3/9/22 to discuss pavement restoration.
 - Pavement restoration to begin in late March/ Early April.
- WTP Chemical Storage Project
 - New bulk tank complete and in service.
 - Existing bulk tank renovation completed.
 - Waiting on new heaters for existing bulk tank.
- SCADA Upgrade
 - All pressure zones have been transferred to the new system.
 - Replacement of the existing radios to begin in March.

Tank Site		Level	Pump Station		Pump Status	Station Values		
North High Twin Reservoir		20.13 Ft	Davis Street		Stopped	Suction Pressure	Flow	Disch. Press.
Morgan Hill Twin Tanks		30.2 Ft	Knock		Running	44.9 PSI	0 GPM	90.3 PSI
Farmersville Tank		29.4 Ft	Lower Nazareth		Running	18.9 PSI	0 GPM	90.7 PSI
Palmer Tank		54.452 Ft	Morgan Hill		Running	777 GPM	68.9 PSI	
Wilden Acres Tank		89.2 Ft	North High		Running	29 PSI	0 GPM	160.6 PSI
Buttdown Tank		26.91 Ft	Wood Ave		Running	17.7 PSI	0 GPM	91.5 PSI
Georgetown Tank		87.7 Ft			Running	76.1 PSI	1914 GPM	123 PSI
Morgan Hill Tank		28.7 Ft			Running			
Paxinosa Tank		17.9 Ft			Running			
Plainfield Tank		48.6 Ft			Running			
15th Street Tank		34.0 Ft			Running			

Filtration Plant		Key
Reservoir Level	20.13 Ft	Stopped
Effluent Flow	7.67 MGD	Running
		Fault



- 2022 Palmer Township Improvements
 - Contract being executed.
 - Contractor expecting pipe delivery in May.
- Old Orchard Water System Improvements Design
 - Customer notices of project sent out.
 - Survey to begin in April.
- Lower Nazareth Project
 - Route 191 Bid Advertisement
 - GF Construction Management Proposal.
- Alternate Source Study
 - ESWA working with City of Bethlehem to determine capacities of existing and proposed interconnections.
 - Gannett Fleming provided proposal to investigate groundwater (wells) options further.
- WTP NPDES Permit Renewal
 - Application submitted 1/31/22.
 - Permit expires 7/31/22.

Administrative

- Employee Manual
 - Staff will [provide recommended updates
- Grant Opportunities
 - Investigating whether ESWA would qualify.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Mauro, requisitions were approved for payment March 14, 2022 (item 4191 - 4192, totaling \$107,166.01). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, Rosenbauer, 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 a personnel matter that they will be going into Executive Session to discuss. They also talked about the need to replace Mary Kennon on the Board.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit February 2022; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for January 2021.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated the committee met virtually to discuss a personnel matter.

Risk Management Committee –

No Report

**Buildings and Properties Committee –
No Report**

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

The Board entered Executive Session at 3:27pm to discuss a personnel matter. The Board resumed regular session at 3:40.

On a motion from Mr. Veresink, seconded by Mr. Cain, The Board approved Craig Swinsburg to the position of Executive Director of Easton Suburban Water Authority.

Motion adopted by the following vote:

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

Nays: None

NEW BUSINESS

On a motion from Mr. Cain, seconded by Mr. Mauro, the Board accepted and approved a certain proposal for engineering services dated March 9, 2022, and submitted by Gannett Fleming, relating to the SR-191 Water Distribution Main Replacement Project located in Lower Nazareth Township. The Not-To-Exceed budget amount is \$65,900.00.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, the Board authorized the acceptance of a certain proposal from Fulton Bank for borrowing by the Authority in the aggregate principal amount of up to six million seven thousand dollars (\$6,007,000.00) to pay off and satisfy in full a certain 2007 water revenue note dated November 1, 2007, issued to East Penn Bank, now Key Bank; any to pay costs and expenses of securing such loan; authorizing the execution and delivery of a pledge of anticipated revenues and accounts receivable as more specifically defined in said proposal; Approving the form, terms and conditions of a certain commitment letter dated the 9th day of March, 2022, by Fulton Bank; Authorizing the execution of loan documents and providing for the authentication of delivery thereof; and all such other matters consistent with said loan agreement.

Motion adopted by the following vote:

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

Nays: None

Mr. Cain stated that it might be a good idea for the members of the Board and new staff to take a tour of the facilities. Craig and Tim said they will set something up in the next few months.

ADJOURNMENT

On a motion from Mr. Barefoot seconded by Mr. Cain, the meeting was adjourned at 3:48 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary