

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

**Easton, PA
Monday
March 11, 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 (Virtual)
 Dave Hopkins (In-Person)
 Mike McGuire (In-Person)
 BJ Metz (In-Person)
 Joe Mauro (In-Person)

Absent: Rosie Bukics

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial Director; 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. Veresink, seconded by Mr. Mauro, the minutes of the February 12, 2024, meeting was approved. No public comment was received.

Motion adopted by the following vote:

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

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 Replacements - 12
 - 10- 3/4" Jackson Street Lead Service Replacement Project (Easton)
 - 1 - 3/4" 104 North 11th Street (Easton, Leaking Lead)
 - 1 - 3/4" 37 North 7th Street (Easton, Galvanized)
- Service Installations - 2
 - 1 -3/4" 1932 Farmersville Road (Bethlehem)
 - 1 - 3/4" Berks Street (Palmer)
- Hydrant Repairs – 1
 - St Luke's (Bethlehem, Unknown Vehicle)
- Hydrant Replacements – 6
 - Moravian Avenue & Agnes Street (Palmer, Darling)
 - John Street & Farmersville Road (Palmer, Darling)
 - Watson Street & William Penn Highway (Palmer, Darling)
 - John Street & Shrine Avenue (Palmer, Darling)
 - John Street & Devon Drive (Palmer, Darling)
 - Seip Avenue & Shrine Avenue (Palmer, Darling)

Service:

- New Meter Installation – 11
 - 9 - 5/8" ESWA
 - 1 - 5/8" COE
 - 1 - 4" COE
- Meter Changes – 148
 - 11- 5/8" - COE
 - 126- 5/8" – ESWA
 - 5 - 3/4"-ESWA
 - 1 - 1" COE
 - 2 - 1" ESWA
 - 2 - 1-1/2" ESWA
 - 1 - 2" COE

- MTU's - 48
 - 14 – COE
 - 34 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 1/16 & 1/23 Due: 2/20/2024**
 - Meters Read & Billed = 13,637
 - Amount billed = \$1,448,105

Disconnections Summary: (Non-Payment):

48 hr termination calls: 222

48 hr door hangers (No phone numbers): 11

Actual terminations: 43

ESW = 17

COE = 26

- Turn Off for Non-Payment of Water- 43
- Turn Off for Non-Payment of Sewer – 0

Pending Board Approval

Authority Projects

- Lower Nazareth Pump Station
 - Gannett Fleming preparing resubmission to Lower Nazareth Township.
- Richmond Road
 - Bid award and contract execution is in progress.
 - Construction is planned for June through August.
- Dogwood Terrace Water System Improvements
 - Bid advertisement will be published on 3/11/2024.
 - Bid opening is on 4/4/24.
 - Tentative award at the 4/8/24 Board meeting.
- South Side Water System Improvements
 - PennVEST awarded \$1,102,099 grant and \$2,190,901 loan at 1/24/24 meeting.
 - Initial Settlement Meeting was held on 2/23/24.
 - ESWA is waiting on confirmation of loan requirements from PennVEST.
- City of Easton Transmission Main Improvements Group A
 - Gannett Fleming provided preliminary water main alignment plans on 3/4/24.
 - Alignment review meeting scheduled for 3/19/24.
- Jackson Street Water System Improvements
 - ESWA Personnel investigated service laterals in 2023.
 - 10th Street to 13th Street
 - Replacing 32 lead water service laterals.
 - Began in February.
 - Will be completed by end of March.
 - 7th Street to 13th Street
 - Replacing cast iron water main and lead water service laterals.
 - Replacing 1,400 feet of cast iron water mains
 - Replacing 45 lead water service laterals.
 - Will begin in March / April
 - Will be completed in April / May.

Maintenance

- ROV Inspections
 - February 27, 2024
 - Twin Reservoirs
 - No issues found
 - Water Treatment Plant Clearwells
 - Few minor cracks in clearwell 3 that need to be addressed, but do not require immediate attention.
 - Will plan to potentially address clearwell 3 and clean all 3 clearwells during winter of 2024-2025.

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mr. McGuire, requisitions were approved for payment March 8, 2024 (items 4349-4355, totaling \$102,519.03). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last Friday and discussed a personnel matter that will come up in Executive Session, current and upcoming projects, clarity of ROV inspections, and discussed other uses for Lehigh Mining.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit February 2024; Cash Flow Forecast 2024; and Income Statement – Budget Comparison for January 2024.

Personnel, Wage & Benefit Committee –

No Report – Mr. Barefoot stated there was a meeting on 2/27/24 to review the pension plans and there are no issues to report. The funds are performing well. There was another meeting on 3/5 to discuss the personal matter coming up in the Executive Session.

Capital Improvement & Planning Committee-
No Report

Water Quality Committee-

No Report- Mr. Veresink stated there will be a committee meeting on 3/20/24 at 1 pm.

Public Relations & Communications Committee-

Mr. Walker stated they did not have a meeting, but Craig and Stephanie are talking to the Consultant about possible other areas they may benefit us.

REPORT OF SOLICITOR

Mr. Walters stated he is working on a opinion letter that we need to give to our accounts by the end of March relating to what the affects of any claim or litigation matter that might have on the financial capacity of the Authority.

EXECUTIVE SESSION

The Board entered Executive Session at 3:25 pm to discuss a personnel matter. They resumed the regular session at 3:51 pm.

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Hopkins, the Board approved the resolution authorizing the adjustment for wages paid in the Distribution, Maintenance, and Service departments effective as of March 3, 2024. Said increase are based upon determination by the Personnel Committee and a recommendation to the Board therefrom, said approval being retroactive to March 3, 2024, accordingly. Said increases are recommended to enable the authority to be competitive in the marketplace.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. McGuire, seconded by Mr. Metz, the meeting was adjourned at 3:55 PM.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval