

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

**Easton, PA
Monday
September 11, 2023
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 (In-Person)
 Tom Rosenbauer (In-Person)
 Joe Mauro (Virtual)
 BJ Metz (In-Person)
 Dave Hopkins (Virtual)
 Rosie Bukics (In-Person)
 Mike McGuire (Virtual)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Thomas Walters, Solicitor; Erin Laux, Gannett Fleming; 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 Mrs. Bukics, the minutes of the August 14, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Mauro, Hopkins, Metz, Bukics, McGuire (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the August 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 – 6
 - 1– 3/4” 1203 Washington Street (Easton, Lead)
 - 1 – 3/4” 671 Northampton Street (Easton, Lead)
 - 1 – 3/4” 1313 Liberty Street (Easton, Lead)
 - 1 – 3/4” 1314 Liberty Street (Easton, Lead)
 - 1 – 3/4” 1316 Liberty Street (Easton, Lead)
 - 1 – 3/4” 1318 Liberty Street (Easton, Lead)
- Service Installations – 6
 - 6–3/4” Domestic/ 1” Fire (Wilshire Villas, Easton)
- Main Breaks – 1
 - 1 – 12” Glendon Hill Road & Iron Street (West Easton, Lead Plug)
- Hydrant Repairs – 2
 - 219 North 3rd Street (Easton, Damaged by Unknown Vehicle)
 - McCartney Street & College Avenue (Easton, Damaged by Unknown Vehicle)

Service:

- New Meter Installation – 21
 - 21 – 5/8” ESWA
- Meter Changes – 170
 - 6- 5/8” - COE
 - 159– 5/8” – ESWA
 - 2– 3/4” ESWA
 - 4– 1” COE
 - 1 – 2” COE

Focusing on 100CF Meters, and high usage meters.

- MTU's - 62
 - 12 – COE
 - 50 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 7/17 & 7/26 Due: 8/20/2023**
 - Meters Read & Billed = 13,997
 - Amount billed = \$1,626,373

Disconnections Summary: (Non-Payment):

48 hr termination calls: 311

48 hr door hangers (No phone numbers): 55

Actual terminations: 41

ESW = 23

COE = 18

- Turn Off for Non-Payment of Water- 41
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- WTP Chemical Storage Project
 - Still waiting on Revised Diagrams for Heater Control Panels from general Contractor.
- Route 191 Project
 - Joao & Bradley coordinating remaining pavement restoration with their subcontractor.
 - Project will be closed out and final pay estimate approved when completed.

- 2023 Old Orchard Improvements
 - Water system work completed on 8/28/23.
 - Pavement restoration to be performed in October.
 - Pay Estimate #2 for \$308,071.70 recommended for approval.
- COE Transmission Mains Design Group A
 - Met with Gannett Fleming on 8/16/23 to finalize alignment.
 - Gannett Fleming completing survey based on final alignment.
- Richmond Road
 - Highway Occupancy Permit Application returned from PennDOT, minor comment.
 - Should receive Highway Occupancy Permit with next submittal.
 - Project to bid over Winter, with construction in 2024.
- Newburg Road Bridge Replacement
 - Easement has been recorded.
 - Final reimbursement agreement has been received and is being reviewed.
 - Construction based on PennDOT's schedule.
- Dogwood Terrace Water System Improvements
 - Finalizing water main alignment.
 - Project to be bid over Winter, with construction in 2024.
- Valley Street Water Main Replacement
 - Replacing existing 4: CIP with 8" DIP on Valley Street in Easton between Berwick Street and Lincoln Street.
 - Replacing approximately 175 feet of 4" Cast Iron.
 - Started 9/6/23.
 - Should be completed the week of 9/18/23.
- Flushing
 - 15th Street System completed on 8/23/23.
 - Morgan Hill High Service completed on 8/25/23.
 - Morgan Hill Low Service completed on 8/30/23.
 - COE South Side Twin Reservoirs completed on 9/5/23.
 - Lower Nazareth started on 9/6/23.
 - Water used:
 - August 6,229,971 Gallons
 - Year to Date: 30,571,021 Gallons

Administration

- Property/Worker's Compensation Renewal
 - 2024 Operating Budget
 - 2024 Capital Budget

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment September 11, 2023 (items 4303-4311, totaling \$464,137.89). No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Mauro, Metz, Bukics, Hopkins, McGuire (9)

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.

Budget and Finance –

No Report

At this time, Tom Rosenbauer, discussed the following reports: Funds on Deposit August 2023; Cash Flow Forecast 2022; and Income Statement – Budget Comparison for July 2023.

Personnel, Wage & Benefit Committee –

Mr. Barefoot stated the committee had a meeting with Cornerstone to review where we stand on the 457 B and 401 A Plans for the company. Funds are doing well.

Capital Improvement & Planning Committee-

No Report. The committee will meet on 9/28/23.

Water Quality Committee- No Report

Public Relations & Communications Committee-

Mr. Walker stated the committee did not meet this month and he did an interview with our consultant as part of the focus groups and all the input they are seeking from our customers.

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

Mr. Walker stated there is a deadline for the RSVP for the dinner. They are due by the end of the week.

ADJOURNMENT

On a motion from Mr. Mauro, seconded by Mr. Barefoot, the meeting was adjourned at 3:35 pm.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Mauro, Hopkins, Metz, McGuire (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary