

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

**Easton, PA
Monday
August 8, 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)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Wayne Barefoot (Virtually)
Dave Hopkins (Virtually)
Tom Rosenbauer (Phone)

Absent: Mike McGuire
Joe Mauro

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. Veresink, seconded by Mr. Barefoot, the minutes of the July 11, 2022, meeting were approved with corrections. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Rosenbauer, Hopkins, Barefoot, (6)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the July 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 – 1
 - 1 – 1-1/2" 115 Northampton Street (Easton)
- Service Replacements – 12
 - Centre Square Water System Improvements
 - 2 – 6" Fire
 - 1 – 4" Fire
 - 3 – 1 "
 - 1 – 1" 515 College Avenue (Easton, Copper)
 - 1 – 3/4" 415 High Street (Easton, Leaking Lead)
 - 2 – 3/4" 1824/1826 Freemansburg Avenue (Wilson, Lead)
 - 2 – 3/4" 422/430 Berkley Street (Palmer, Connected to 6" Main, 2" Galvanized Line Abandoned)
- Fire Hydrants Replacement– 1
 - 322 South Watson Street (Palmer, Damaged by Vehicle)
- Main Installation – 1,051'
 - Centre Square Water System Improvements
 - 835' of 12"
 - 48' of 8"
 - 116' of 6"
 - 52' of 4"
- Main Breaks – 2
 - 6' Centre Square (Easton, Damaged by Contractor)
 - 2" 422 Berkley Street (Palmer, Galvanized Line)
- Valves – 2
 - Repaired 10" Valve at Old Nazareth Road & Park Avenue (Palmer)
 - Repaired 6" Valve at Mine Lane Road & Fairview Avenue (Palmer)
- Blow Offs – 2
 - Repaired 1" Blow Off at 607 South Greenwood Avenue (Palmer)
 - Repaired 1" Blow Off at 325 Dalton Street (Palmer)

4521

Service:

- New Meter Installation – 16
 - 13 – 5/8” ESWA
 - 1 – 2” ESWA
 - 1 – 4” ESWA
 - 1 – 6” ESWA

- Meter Changes – 167
 - 5- 5/8” - COE
 - 145– 5/8” – ESWA
 - 2 – 3/4” ESWA
 - 1 – 1” COE
 - 2 – 1” ESWA
 - 2 – 1-1/2” ESWA
 - 1 – 2” COE
 - 7 – 2” ESWA
 - 1 – 3” ESWA
 - 1 – 4” ESWA

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

- MTU’s - 55
 - 6 – COE
 - 49 – ESWA

Customer Service

- Bill Date:6/16 & 6/24 Due: 7/20/2022
 - Meters Read & Billed = 12,132
 - Amount billed = \$1,329,635

Disconnections Summary:

48 hr termination calls: 146

48 hr door hangers (No phone numbers): 43

Actual terminations: 41

ESW = 30 (Wilson, W. Easton, Glendon, Forks, Bethlehem,
Lower Naz)

COE = 11

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

Updated 08/08/2022 @ 11:30 am

| OPEN AR 2021/2022 | | | | | | | | | | | | | |
|-------------------|-----------------|---------------|-----------------|-----------------|---------------|---------------|---------------|---------------|-----------------|---------------|---------------|----------------|-----------------|
| | 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 | 8/8/2022 |
| <30 days | \$ 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 | \$ 1,106,179.76 |
| 31-60 days | \$ 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 | \$ 114,541.67 |
| 61-90 days | \$ 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 | \$ 38,601.64 |
| 91-120 days | \$ 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 | \$ 44,291.85 |
| >120 Days | \$ 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 | \$ 24,846.12 |

| OPEN AR COMPARE YEAR -- 2019/2020/2021/2022 | | | | |
|---|------------------------|------------------------|------------------------|------------------------|
| | 8/8/2019 | 8/8/2020 | 8/8/2021 | 8/8/2022 |
| <30 days | \$ 931,130.01 | \$ 1,096,150.01 | \$ 1,014,213.80 | \$ 1,106,179.76 |
| 31-60 days | \$ 135,618.26 | \$ 185,002.84 | \$ 131,131.52 | \$ 114,541.67 |
| 61-90 days | \$ 36,428.93 | \$ 46,898.12 | \$ 53,617.38 | \$ 38,601.64 |
| 91-120 days | \$ 43,088.34 | \$ 65,227.35 | \$ 68,846.91 | \$ 44,291.85 |
| >120 Days | \$ 44,214.73 | \$ 106,680.32 | \$ 272,015.73 | \$ 24,846.12 |
| TOTAL AR | \$ 1,190,480.27 | \$ 1,499,958.64 | \$ 1,539,825.34 | \$ 1,328,461.04 |

Authority Projects

- WTP Chemical Storage Project
 - Heaters being manufactured, scheduled to ship on 8/9/22.
- 2022 Palmer Township Improvements
 - Western portion water system work will be completed by 8/12/22.
 - Contractor will then move to Eastern portion between Fischer Road and Old Nazareth Road.
 - Pay Estimate #2 for \$194,686.71 recommended for approval today.
- Route 191 Project
 - Preconstruction Meeting on 7/15/22.
 - Contractor plans to start on 8/22/22.

- Centre Square Water System Improvements
 - Contractor began work on 7/5/22.
 - Water system work completed 8/1/22.
 - Trench restoration completed 8/3/22.
 - Pay Estimate #1 for \$397,323.25 recommended for approval today.

- Richmond Road Water System Design
 - Replacing 4,500' of 10" CIP with 12" CIP in Forks.
 - Design 2022-2023, Construction 2024.
 - PennDOT Permit Required
 - Gannett Fleming Design & Bid Phase Proposal
 - Not to Exceed \$70,000

- Water Treatment Plant Filter Media Replacement
 - 10 Filters, replacing Granular Activated Carbon
 - Will be replaced over 2 years
 - Starting in Fall 2023, Finishing in Fall 2024.
 - Gannett Fleming Design & Bid Phase Proposal
 - Not to Exceed \$39,000

- Flushing
 - Finishing Knox Avenue System on 7/11/22.
 - Flushed Lower Nazareth 7/12/22 to 8/1/22.
 - Started 15th Street on 8/2/22.
 - Water Used:
 - June: 6,454,939 Gallons
 - Year To Date: 22,595,972 Gallons

Administrative

- Property Insurance Renewal
 - Renewed on 8/8/22
 - Increased Deductible from \$10,000 to \$25,000.
 - Savings of \$15,000 on premium.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment August 8, 2022 (item 4222 - 4224, totaling \$772,924.10). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Rosenbauer, Hopkins, Barefoot (6)

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 new Board member, and he also stated the mayor wants to talk to the new Board member. They also discussed the tour of the plant. Craig will email proposed dates.

Budget and Finance –

Mr. Rosenbauer stated the Finance Committee will be meeting with Auditors to discuss the report. Pending the review, they will be sending out the audit for Board review.

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

Pension Committee –

Mr. Barefoot stated the pension committee will have a virtual meeting on 8/23 at 10 am.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the Board accepted a proposal dated July 22, 2022, for engineering services submitted by Gannett Fleming to provide design and bid phase services as described herein. Proposed services not to exceed the sum of \$70,000.00.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Rosenbauer, Hopkins, Barefoot (6)

Nays: None

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, The Board accepted a proposal dated August 1, 2022, for engineering services, design and bid phase, submitted by Gannett Fleming to provide services as described herein. Said contract not to exceed the sum of \$39,000.00.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Rosenbauer, Hopkins, Barefoot (6)

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot seconded by Mr. Veresink, the meeting was adjourned at 3:28 pm.

Motion adopted by the following vote:

Yeas: Cain, Walker, Veresink Barefoot, Rosenbauer, Hopkins (6)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary