

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

**Easton, PA
Monday
February 13, 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 (In-Person)
Theodore Veresink (In-Person)
Wayne Barefoot (Virtual)
Dave Hopkins (Virtually)
Tom Rosenbauer (Virtually)
Rosie Bukics (In-Person)
Mike McGuire (Virtually)
Joe Mauro (Virtually)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Finance 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. Rosenbauer, the minutes of the January 9, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the January 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 – 3
 - 1– 2” 609 Weygadt Drive (Easton, Lead)
 - 1 – ¾” 855 Cattell Street (Easton, Leaking Lead)
 - 1 – ¾” 345 Park Avenue (Lower Nazareth, Leaking Plastic)
- Main Breaks – 4
 - 12” – 2200 Sullivan Trail (Forks, Radial)
 - 8” – 4070 Winfield Terrace (Palmer, Universal)
 - 6” – 623 Packer Street (Easton, Radial)
 - 4” – 525 Reynolds Street (Easton, Universal)
- Service Repairs – 2
 - 1 – ¾” 537 Reynolds Street (Easton, Copper)
 - 1 – ¾” 716 Bushkill Street (Easton, Copper)
- Main Abandonment – 1
 - 3” Hart Street (Easton)
- Valves – 2
 - Repaired 6” Valve at Lincoln Street & Centre Streets (Easton)
 - Repaired 4” Valve at Lincoln Street & Reynolds Street (Easton)

Service:

- New Meter Installation – 28
 - 2 – 5/8” COE
 - 26 – 5/8” ESWA
- Meter Changes – 98
 - 15- 5/8” - COE
 - 57- 5/8” – ESWA
 - 11- ¾” ESWA
 - 4- 1” COE
 - 3 – 1” ESWA
 - 2 – 1-1/2” ESWA
 - 1 – 2” ESWA
 - 5 – 3” ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU's - 51
 - 16 – COE
 - 35 – ESWA

Customer Service

- Bill Date:12/14 Due: 1/20/2023
 - Meters Read & Billed = 12,476
 - Amount billed = \$1,256,248

Disconnections Summary:

48 hr termination calls: 167

48 hr door hangers (No phone numbers): 36

Actual terminations: 32

ESW = 27

COE = 5

- Turn Off for Non-Payment of Water- 32
- Turn Off for Non-Payment of Sewer – 7

Authority Projects

- WTP Chemical Storage Project
 - Waiting on heater control panels.
 - Estimated Shipping Date is 3/24/23.
- WTP High Service Pump 4
 - Variable Frequency Drive (VFD) not working properly.
 - Replacing VFD based on age and hours.
 - Approximate cost \$100,000 (\$72K + For VFD)
 - 35 Week Lead Time
 - Having pump motor refurbished while out of service.
 - Having impeller checked as well.
 - Once completed, will have rebuilt pump and new VFD.
- 2022 Palmer Township Improvements
 - Few punch list items to address to close out project.

- Route 191 Project
 - Water system work completed.
 - Pavement restoration will be performed in the Spring.
- Old Orchard Water System Improvements
 - Bid Advertisement: 2/15/23
 - Bid Opening: 3/7/23
 - Tentative Award: 3/13/23
- Bushkill Creek Crossing / Tatamy Road
 - Project Includes”
 - 300’ 16” DIP Creek Crossing
 - 3400’ of 12” / 16” DIP on Tatamy Road (PennDOT)
 - Redundancy to existing 16” CIP Creek Crossing at Penn Pump Park.
 - Keystone Consulting Engineers Design Proposal for \$78,650 recommended for approval today.
 - Includes permitting for Creek Crossing
 - PennDOT Highway Occupancy Permit
 - Design 2023-2024
 - Construction 2025
- Dogwood Terrace Water System Improvements
 - Replacement of 5,750’ of 6” CIP in Forks Township:
 - Dogwood Terrace, Acorn Drive, Oak Tree Lane, Elizabeth Avenue & Paul Eaton Road
 - Keystone Consulting Engineers Design Proposal for \$33,700 recommended for approval today.

Administrative

- Grant Opportunities
 - H2O Grant
 - Ferry Street, Northampton Street
 - Application Submitted 12/21/22
 - June/July Award
 - Lead Services Grants
 - ESWA applying for two areas in City of Easton
 - Application Deadline is 5/3/23.
 - Gannett Fleming to provide design proposals for March Meeting.

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mrs. Bukics, requisitions were approved for payment February 13, 2023 (item 4261 - 4265, totaling \$70,430.55). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Rosenbauer, Hopkins, Barefoot, Mauro, Bukics, 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 a number of items that will be under new business. Mr. Walker stated the City of Easton did not approve the appointments for the Board. They will vote at this weeks meeting.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit January 2023; Cash Flow Forecast 2022; and Income Statement – Budget Comparison for December 2022.

Pension Committee –

No Report

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

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the Board authorized the acceptance of a certain proposal dated February 8, 2023, prepared by Keystone Consulting Engineers for professional survey and civil engineering services for the Dogwood Terrace Water Main Replacement Project, Forks Township, Northampton County, Pennsylvania for a total estimated cost of \$33,700.00.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mrs. Bukics, seconded by Mr. Rosenbauer, the Board authorized the acceptance of a certain proposal dated February 8, 2023, prepared by Keystone Consulting Engineers for professional survey and civil engineering services for SR 2017 (Tatamy Road) Water System Improvements and Bushkill Creek Crossing Project (Palmer Township and Forks Township (Northampton County) with a total estimated cost of \$78,650.00.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mrs. Bukics, seconded by Mr. Rosenbauer, the meeting was adjourned at 3:57 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary