

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

**Easton, PA
Monday
July 12, 2021
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
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Tom Rosenbauer (Virtually)
Mike McGuire (Virtually)
Mary Kennon (Virtually)
Dave Hopkins (Virtually)

Absent: None

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming Inc; 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 June 14, 2021 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the June 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:

- Main Installation – 2,781'
 - Lincoln Street (Easton, ESWA)
 - 32' of 12" on Reynolds Street
 - 1,187' of 8" on Lincoln Street
 - 37' of 6" on Lincoln Street
 - Fairview Avenue (Wilson, ESWA)
 - 537' of 8" on Fairview Avenue
 - 16' of 6" on Fairview Avenue
 - Palmer Point (Palmer)
 - 921' of 8" on Private Roads
 - 51" of 6" for hydrant laterals
- Service Installations – 61
 - 49 – 3/4" Traditions of America at Green Pond (Bethlehem)
 - 6 – 4" Palmer Point Apartments (Palmer)
 - 6 – 6" Fire Palmer Point Apartments (Palmer)
- Service Repair – 1
 - 1 – 3" 635 High Street (Easton)
- Main Breaks – 1
 - 1- 3" 220 Charles Street (Easton, Radial)
- Service Replacements – 25
 - 1 – 3/4" Lincoln Street (Easton)
 - 24 – 3/4" Fairview Avenue (Wilson)
- Service Reconnections – 21
 - 5 – 3/4" Lincoln Street (Easton)
 - 1 – 2" Fairview Avenue (Wilson)
 - 15 – 3/4" Fairview Avenue (Wilson)
- Fire Hydrant Installations – 4
 - Palmer Point (Palmer)
 - 4 Private Fire Hydrants

- Fire Hydrant Replacements – 2
 - Lincoln Street (Easton)
 - 457 West Lincoln Street
 - Fairview Avenue (Wilson)
 - 2253 Fairview Avenue

Service:

- New Meter Installation – 25
 - 2 – 5/8" COE
 - 21 – 5/8" ESWA
 - 1 – 3/4" COE
 - 1 – 4" ESWA
- Meter Changes – 258
 - 8 – 5/8" - COE
 - 205 – 5/8" – ESWA
 - 2 – 3/4" COE
 - 28 – 3/4" ESWA
 - 4 – 1" COE
 - 5 – 1" ESWA
 - 1 – 1-1/2" COE
 - 1 – 2" COE
 - 1 – 2" ESWA
 - 1 – 3" COE
 - 1 – 6" ESWA
 - 1 – 8" ESWA
- MTU's - 67
 - 6 – COE
 - 61 – ESWA
- Turn Off for Non-Payment of Water -8
- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 5/17 & 5/25 Due: 6/20/2021
 - Meters Read & Billed = 9,738
 - Amount billed = \$1,033,632

Disconnections Summary:

48 hr termination calls: 20

48 hr door hangers (No phone numbers): 7

Actual terminations: 8

ESW = 7

COE = 1

Updated: 7/12/2021 @ 10:15am

OPEN AR 2020/2021												
	#	#	#	11/9/2020	12/14/2020	1/11/2021	2/8/2021	3/8/2021	4/12/2021	5/10/2021	6/14/2021	7/12/2021
<30 days				\$ 1,112,707.60	\$ 679,120.82	\$ 1,119,570.78	\$ 978,482.60	\$ 719,573.51	\$ 896,536.74	\$ 891,586.54	\$ 574,030.02	\$ 1,028,893.26
31-60 days				\$ 174,578.22	\$ 163,390.22	\$ 161,001.98	\$ 171,119.07	\$ 172,968.54	\$ 64,389.69	\$ 97,477.75	\$ 99,181.09	\$ 69,341.54
61-90 days				\$ 69,925.58	\$ 92,565.38	\$ 114,424.14	\$ 86,675.14	\$ 85,985.84	\$ 82,971.20	\$ 46,118.32	\$ 67,502.80	\$ 75,632.00
91-120 days				\$ 73,315.46	\$ 45,653.02	\$ 82,723.22	\$ 94,545.30	\$ 59,137.21	\$ 61,169.59	\$ 68,821.31	\$ 40,183.80	\$ 61,992.35
>120 Days				\$ 151,817.56	\$ 174,745.97	\$ 188,432.99	\$ 227,395.62	\$ 259,252.48	\$ 233,529.56	\$ 242,496.61	\$ 262,210.57	\$ 263,369.38

OPEN AR COMPARE YEAR -- 2019/2020/2021				
		7/12/2019	7/12/2020	7/12/2021
<30 days		\$ 894,436.80	\$ 998,983.86	\$ 1,028,893.26
31-60 days		\$ 74,214.44	\$ 80,625.72	\$ 69,341.54
61-90 days		\$ 55,027.56	\$ 80,145.40	\$ 75,632.00
91-120 days		\$ 28,936.01	\$ 65,562.60	\$ 61,992.35
>120 Days		\$ 35,239.93	\$ 91,835.15	\$ 263,369.38
TOTAL AR		\$ 1,087,854.74	\$ 1,317,152.73	\$ 1,499,228.53

Authority Projects

- Lower Nazareth Project
 - Route 191 Water Mains
 - Plans and specifications being finalized for bidding.
 - Requesting authorization to advertise for bids today.
 - Pumping Station/Hecktown Road
 - Reviewing possible alternatives with Gannett Fleming.
- Arndt Road / Bushkill Park Drive Water Main
 - PennDOT Permit issued 6/16/21.
 - Finalizing plans & specifications for bidding.
 - Requesting authorizing to advertise for bids today.
- 2021 Bethlehem Township Water System Improvements
 - Contractor started work 6/14/21.
 - Water main installation completed 6/29/21.
 - Working on service reconnections now.
 - Water system work should be completed by 7/16/21.
 - Pavement restoration in fall.
 - Pay estimate #1 for \$495,195.10 recommended for approval.
- WTP Chemical Storage Project
 - New bulk tank completed, still trying to resolve heater issues.
 - Day tank to be replaced once new bulk tank is operational.
 - Existing bulk tank to be renovated once new day tank is in service.
 - Blooming Glen Pay Estimate #8 for \$17,042.48 recommended for approval. Steff will hold payment until new bulk tank is in service.
- Twin Reservoirs Cover Replacement
 - Contractor delayed getting new float covers from manufacturer.
 - Covers received week of 7/5, factory work being performed.
 - Contractor returning to site on 7/12 to complete work.
 - Reservoir will need to be disinfected and tested before being placed back in service.
- SCADA Upgrade
 - New panels should be completed late July/early August.
 - Factory test once completed.
- Lincoln Street Water System Improvements (Easton)
 - Water system work completed.
 - Permanent pavement restoration to be coordinated with City of Easton and Developers.

- Fairview Avenue (Wilson)
 - Water system work completed.
 - Permanent pavement restoration to be coordinated with Borough of Wilson.

- Flushing
 - Knox North System
 - Completed 6/16/21.
 - Knox Central System
 - Started on 6/16/21.
 - Completed 6/24/91.
 - Knox South System
 - Started 6/25/21.
 - Scheduled to be completed on 7/28/21.

 - Water used:

▪ June:	7,105,659 Gallons
▪ Year to Date:	17,600,673 Gallons

Administration

- Emergency Response Plan
 - Certified to EPA by 6/28/21 deadline.
- Alternate Source & Source Resiliency Study
 - City of Bethlehem Interconnection Flow Tests performed on 6/22/21.
 - 8/3/21 Meeting with Gannett Fleming to review information provided and potential alternatives.
- 2020 Audit
- Property & Liability Insurance
 - 8/8/21 Renewal

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Mauro, requisitions were approved for payment July 12, 2021 (items 4142-51, totaling \$869,902.43). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually today before the Board meeting to discuss authorizations for the bids, Mr. White's retirement and disability. They also discussed the Alternate Source Study and discussed setting up a committee to provide input to Craig and Rachel.

Budget and Finance –

Mr. Barefoot stated that the audit is complete and Stephanie will send out copies to Board members with dates for a committee meeting.

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

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

On a motion from Mr. Walker, seconded by Mrs. Kennon, the Board passed a Resolution authorizing the project engineer to advertise for bidding on the Bushkill Park Drive Water Main Project subject to legal review by the solicitor of the legal portions of the bid package.

Motion adopted by the following vote:

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

Nays: None

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On a motion from Mrs. Kennon, seconded by Mr. Mauro, the Board passed a Resolution authorizing the project engineer to advertise for bidding on the Route 191 Water Main Project subject to legal review by the solicitor of the legal portions of the bid package.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Mauro, seconded by Mr. Mr. Barefoot, the meeting was adjourned at 3:36 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary