

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

**Easton, PA
Monday
July 10, 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 (In-Person)
 BJ Metz (In-Person)
 Mike McGuire (Virtual)
 Dave Hopkins (Virtual)

Absent: Rosie Bukics

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Finance 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 Mr. Barefoot, the minutes of the June 12, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

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:

- Service Replacements – 11
 - 1 – 3/4" 3932 Hecktown Road (Lower Nazareth, Leaking Plastic)
 - 1 – 3/4" 204 North 13th Street (Easton, Lead)
 - 1 – 3/4" 228 North 14th Street (Easton, Lead)
 - 1 – 3/4" 1428 Bushkill Street (Easton, Lead)
 - 1 – 3/4" 1431 Bushkill Street (Easton, Lead)
 - 1 – 3/4" 1434 Bushkill Street (Easton, Lead)
 - 1 – 3/4" 1452 Bushkill Street (Easton, Lead)
 - 1 – 3/4" 1318 Spring Garden Street (Easton, Lead)
 - 1 – 3/4" 1328 Spring Garden Street (Easton, Lead)
 - 1 – 3/4" 1145 Washington Street (Easton, Lead)
 - 1 -3/4" 1239 Washington Street (Easton, Lead)
- Service Installations – 74
 - 1 – 1-1/2" 233 Northampton Street (Easton)
 - 1 – 4" Fire 233 Northampton Street (Easton)
 - 72 – 3/4" Lafayette Hills at the Bushkill Phase II (Forks)
- Hydrant Repairs – 1
 - 2732 Kingsview Avenue (Palmer)
- Service Removal - 3
 - 1 – 6" 25 South 3rd Street (Easton)
 - 1 – 4" 35 South 3rd Street (Easton)
 - 1 – 3/4" 24 Centre Square (Easton)
- Main Installation – 2,702'
 - Lafayette Hills at the Bushkill (Forks)
 - 507' of 12" on Ben Jon Road
 - 1,991' of 8" on Winding Road
 - 204' of 8" on Fox View Drive
- New Fire Hydrants – 2
 - Lafayette Hills at the Bushkill (Forks)
 - 114 Winding Road
 - 254 Winding Road
- Fire Hydrant Replacement – 1
 - Wilkes Barre Street & Charles Street (Easton)

- Valves - 2
 - Repaired 6" Valve at 35 South 3rd Street (Easton)
 - Replaced 6" Valve at Wilkes Barre & Charles Street (Easton)

Service:

- New Meter Installation – 49
 - 3 – 5/8" COE
 - 43 – 5/8" ESWA
 - 1 – 2" COE
 - 2 – 2" ESWA

- Meter Changes – 162
 - 16- 5/8" - COE
 - 137- 5/8" – ESWA
 - 1- 3/4" ESWA
 - 1 – 3/4" COE
 - 7- 1" COE
 - 1 – 1" COE
 - 1 – 1-1/2" ESWA
 - 1 – 1-1/2" COE
 - 1 – 2" ESWA
 - 1 – 3" ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU's - 111
 - 38 – COE
 - 73 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 5/16 & 5/23 Due: 6/20/2023**
 - Meters Read & Billed = 9,794
 - Amount billed = \$1,108,128

Disconnections Summary: (Non-Payment):

48 hr termination calls: 261

48 hr door hangers (No phone numbers): 59

Actual terminations: 28

ESW = 17 (Wilson, Palmer, Forks)

COE = 11

- Turn Off for Non-Payment of Water- 28
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- WTP Chemical Storage Project
 - Waiting on Revised Diagrams for Heater Control Panels from general Contractor.
- Route 191 Project
 - The remainder of pavement restoration completed.
 - Joao & Bradley Pay Estimate #5 for \$144,326.15 recommended for approval today.
 - Final Pay Estimate in August.
- Lower Nazareth Pump Station
 - Land Development submission in August / September.
- 2023 Old Orchard Improvements
 - Contractor began work on 7/5/23.
- COE Transmission Mains Design Group A
 - Survey started in June.
 - ESWA & Gannett Fleming reviewing main sizing/location in a few areas.
- Richmond Road
 - Gannett Fleming addressing PennDOT comments.
 - ESWA plan is for construction 2024.

- Bushkill Creek Crossing / Tatamy Road
 - Working on alignment of new main on Tatamy Road.
 - PennDOT permit application to follow.
 - ESWA plan is for construction in 2025

- Newburg Road Bridge Replacement
 - Existing water main located in easement outside of PennDOT ROW, so project will be 100% reimbursed by PennDOT.
 - Keystone Consulting Engineers completing Water Main Relocation Design.
 - ESWA acquiring new easement for proposed water main.

- Flushing
 - Knox Avenue completed on 6/30/23.
 - North High System started on 6/26/23.
 - Water used:
 - June 6,367,136 Gallons
 - Year to Date: 17,977,110 Gallons

Administration

- Property Insurance Renewal
 - Renewal Date 8/8/23.
 - Meeting with Broker 7/13/23.
- 2022 Audit
 - Budget & Finance Committee Meeting on 8/3/23 to review.

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mr. Rosenbauer, requisitions were approved for payment July 10, 2023 (items 4287-4292, totaling \$330,073.63). No public comment was received.

Motion adopted by the following vote:

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

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, items coming up under unfinished and new business.

Budget and Finance –

Mr. Rosenbauer stated the Audit review is scheduled for August.

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

On a motion from Mr. Barefoot, seconded by Mr. Mauro, The board approved the motion to change the Requisition No. 4292 from \$164,326.15 to \$144,326.15.

Motion adopted by the following vote:

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

Nays: None

Personnel, Wage & Benefit Committee –

Mr. Barefoot stated the committee will be having a meeting. He will send out a notice to the other members.

Capital Improvement & Planning Committee-

No Report

Water Quality Committee- Mr. Veresink stated the Water Quality Committee held its first meeting on June 28th. The Committee met with Craig as well as Don Mauro, the Water Treatment Plant Superintendent and Ed Martin, the Service Foreman. Don oversees the raw and finished water quality testing at the Water Treatment Plant and Ed oversees the Authority's water quality testing in the Distribution System. They reviewed the various sampling that is performed to meet the Pennsylvania DEP and Federal EPA's requirements. We reviewed the status of the Authority's Risk and Resilience Assessment and Emergency Response Plans as well as the Source Resiliency Study and Alternate Source Plan. The Risk and Resilience Assessment is due for updating and certification in 2025 and the Emergency Response Plan is due for updating and certification in 2026. With the Source Resiliency Study and Alternate Source Plan, we reviewed the potential upgrade of an existing interconnection and adding an additional interconnection with the City of Bethlehem that may be able to provide ESWA with 2.5 to 3.0 MGD on an emergency basis.

The last item of discussion was the revisions to the Lead and Copper Rules and the impact that will have on the Authority moving forward. We reviewed the status of the Service Line Inventory and the creation of the Authority's Lead Service Replacement Plan which will be completed by the end of 2023. There will be revisions to the Lead and Copper Sampling requirements as well, however, those requirements have not been finalized yet. The Service Line Inventory and the Lead Service Replacement Plan must be prepared by October 2024 and ESWA's intention is for both items to be meeting requirements by the end of 2023.

The Committee will meet again in November to review any sampling updates and issues as well as to review the Service Line Inventory and Lead Service Replacement Plan status and implementation.

Public Relations & Communications Committee-

Mr. Walker stated the July 6, 2023, meeting did not happen. They met at 230 before this meeting and Craig explained the 2 proposals for the consultants. There will be more information under new business.

REPORT OF SOLICITOR

Mr. Walters stated we need an amended resolution that we will vote on under Unfinished Business.

UNFINISHED BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the Board authorized an amended resolution approved June 12, 2023 relating to the acquisition of a certain property located in Lower Nazareth Township from parties Trimmer & Trimmer is hereby amended to permit the Authority to offer up to \$3,000.00 as compensation for the property.

Motion adopted by the following vote:

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

Nays: None

Mr. Barefoot stated that we are planning a party for Mr. Cain and Mrs. Kennon. The dates are either 9/14 or 10/5. They will be sending out the notice to see what everyone's availability is.

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Rosenbauer, the Board voted to accept a portion of a certain written proposal provided by Lehigh Mining and Navigation Company to provide certain services as set forth therein for a sum not to exceed \$20,000.00. The section entitled "Additional Option" and "Retainer Proposal" were not approved by the Board.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the meeting was adjourned at 3:50 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary