

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

**Easton, PA  
Monday  
June 8, 2020  
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 (Chairman, Virtually)  
Wayne Barefoot (Virtually)  
Joe Mauro (Virtually)  
Robert Walker (Virtually)  
Theodore Veresink (Virtually)  
David Hopkins (Virtually)  
Mike Moorehead (Virtually)

Absent: Mary Kennon  
David Veshosky

Also in attendance were Roy White, Executive Director, 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. Barefoot, the minutes of the May 11, 2020 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, (7)

Nays: None

## **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the May 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.

- Service Lateral Replacements - 1
  - 1 – 3/4" 623 McCartney Street (Easton, lead service)
- Service Lateral Repairs - 2
  - 1 – 3/4" 610 Folk Street (Easton, damaged by UGI Contractor)
  - 1 – 3/4" 1221 Spruce Street (Easton, replaced curb stop)
- Main Breaks – 1
  - 12" – 12423 Tatamy Road (Palmer, joint leak)
- Hydrant Replacements – 2
  - 12<sup>th</sup> Street (Easton, Paxinosa Elementary)
  - 10<sup>th</sup> & Butler Streets (Wilson, hit by vehicle)\
- Valves – 15
  - Repaired 2 – 12" & 1 – 8" valves at Clubhouse Drive & Galway Lane (Williams)
  - Repaired 4 – 8" valves at Silo Drive & Upstream Farm Road (Forks)
  - Repaired 4 – 8" valves at Steeplechase Drive & Shadowstone Drive (Forks)
  - Repaired 3 – 8" valves at Carrington Circle & Carrington Circle (Bethlehem)
  - Repaired 6" valve at Giant & Centre Streets (Easton)
- New Meters Installation – 21
  - 1 – 5/8" COE
  - 20 – 5/8" ESWA
- Meter Changes – 12
  - 8 – 5/8" COE
  - 3 – 5/8" ESWA
  - 1 – 1" ESWA
- MTU's - 155
  - 43 – COE
  - 112 - ESWA
- Turn Off for Non-Payment of Water -0
- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 4/15 & 4/22 Due 5/20/2020
  - Meters Read & Billed = 13,129
  - Amount billed = \$1,247,454
- Actual Terminations
  - ESWA – 0
  - COE – 0

#### Administration

##### COVID-19 Status

- ESWA personnel returned to full force operations on Tuesday, May 26<sup>th</sup>.
  - Transition plan finalized & Implemented
- Northampton County moved to State's Yellow Phase on 6/5/20.
  - ESWA Office opening to the public on 6/8/20 with social distancing requirements.
  - Outside vendors/contractors permitted in ESWA Facilities as needed to reactive and proactive maintenance.
  - ESWA work activities will follow outline provided in the Transition Plan.
- Contractors may resume work if COVID-19 Safety Plan is satisfactory.

##### Effects of COVID-19

##### WTP Production for 2019/2020 (million gallons)

|          | 2019   | 2020   |
|----------|--------|--------|
| January  | 194.42 | 191.70 |
| February | 181.99 | 184.56 |
| March    | 191.68 | 194.54 |
| April    | 182.74 | 186.57 |
| May      | 199.94 | 207.24 |

March & April & May 2020 increase of 2.4%

## Open Accounts Receivables

|            | 6/5/2020      | 7/5/2020 | 8/5/2020 | 9/5/2020 |
|------------|---------------|----------|----------|----------|
| unbilled   | \$ 2,012.18   |          |          |          |
| <30 days   | \$ 756,999.75 |          |          |          |
| 31-60 days | \$ 167,174.18 |          |          |          |

|             |              |  |  |  |
|-------------|--------------|--|--|--|
| 61-90 days  | \$ 93,781.15 |  |  |  |
| 91-120 days | \$ 43,365.30 |  |  |  |
| >120 Days   | \$ 77,150.66 |  |  |  |

### Past Due Notices Mailed Out

|                   | <u>2019</u> | <u>2020</u> |
|-------------------|-------------|-------------|
| Jan 20 Due Date   | 1,581       | 1,525       |
| Feb 20 Due Date   | 1,631       | 1,748       |
| March 20 Due Date | 1,032       | 935         |
| April 20 Due Date | 1600        | 1329        |
| May 20 Due Date   | 1531        | 1737        |

### Penalties

\*\* Average of about **\$13,000.00** in lost Revenue  
February, March, April, May - so far

### Miscellaenous Revenue

\*\* Average of about **\$1,000.00** in lost Revenue  
February, March, April, May - so far  
(Turn on/Turn off Fees)

## Authority Projects

- Twin Reservoirs Cover Replacement
  - Started draining West Reservoir on 5/26/20.
  - Contractor started work on 6/1/20.
  - Final completion date in 7/31/20.
  
- Knox Avenue Pump Station Upgrades
  - Contract II, Pay Estimate 2 in amount of \$36,191.88 is recommended for payment today. (Stored Material)
  - Electrical/Pump Work scheduled to begin 10/1/20.
  
- Lower Nazareth Project
  - Working to finalize plans and specifications for bidding.
  - Addressing outstanding items prior to bidding the project.
  
- Queen Street Project
  - Pavement restoration started on 5/18/20.
  - Pavement restoration was completed on 6/4/20.
  - Final pay estimate will be at the July Board Meeting.
  
- Arndt Road / Bushkill Park Drive Water Main
  - KCE submitted Highway Occupancy Permit application to PennDOT on 5/26/20.
  
- 15<sup>th</sup> & Ferry Street
  - Started main installation on 6/3/20.
  
- Georgian Lane
  - Will be completed in Yellow/Green Phase.
  
- Applewood Drive, Russet Drive
  - Will be completed in Yellow/Green Phase.
  
- WTP Chemical Storage Project
  - Covid-19 Work Requirement Plan was created by ESWA and KCE.
  - Provided to contractors on 6/5/20.
  - Contractors will need to provide their own Covid-19 Safety Plans and provide comments regarding ESWA Covid-19 Requirement Plan.
  - Work hopefully resuming by the end of June.

- Engineering Proposals
  - Projects planned for construction in 2021 and 2022.
  - Will perform survey and design now to get the projects shovel ready.
  - Shovel ready if an infrastructure stimulus package is passed.
  
- Eldridge & Hermitage Avenue Project
  - PA One calls placed
  - Survey began week of 6/1/20.
  
- Embur Terrace
  - PA One calls placed
  - Survey to be done once survey is completed for Eldridge & Hermitage project.

Administration

- Water Infrastructure Act
  - Asset Ranking
- Alternative Source & Source Resiliency Study:
  - Gannett Fleming Proposal in the amount of \$26,500 recommended for approval.

**APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mr. Walker, requisitions were approved for payment June 8, 2020 (items 4053-56, totaling \$283,889.13). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

**REPORT OF COMMITTEES**

**Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met on 6/4/20 via Go To Meeting and reviewed plan to return to full operation and staff vacations. They also spoke about Pension Plans, secondary water supply and the passing of Mr. Carl Fleming.

**Budget and Finance –**

No Report

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

**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. Moorehead, seconded by Mr. Barefoot, the Board passed a resolution accepting a proposal from Gannett Fleming dated May 7, 2020 to provide civil engineering services to the Authority for the Alternative Source and Source Resiliency study. The total cost is estimated to be \$26,500.00.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the Board passed a resolution confirming the continuation of the Authority's 457(b) Plan, the continuation of the Authority's 401 (a) Plan and the substitution of Great-West Trust Company LLC as Trustee of each.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

On a motion from Mr. Mauro, seconded by Mr. Barefoot, the Board unanimously voted to amend Paragraph 11.5 of the Authority Employee Manual entitled carryover vacation, providing that any employee in good standing solely for calendar year 2020 may request that the Authority buyback from said employee up to one full week of vacation earned by the employee during said term. The employee will only be qualified for the buyback if at least one week of accrued vacation remains earned available to the employee after buyback. Said provision is and shall expire upon conclusion of the 2020 employment year.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

### **ADJOURNMENT**

On a motion from Mr. Moorehead, seconded by Mr. Barefoot, the meeting was adjourned at 3:50 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Moorehead (7)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary