

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

**Easton, PA
Monday
June 14, 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)

Absent: Mary Kennon
Dave Hopkins

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Rachel Govelovich, Gannett Fleming Inc; Holly Frantz, Recording Secretary.

COURTESY OF THE FLOOR

Mr. Moorehead joined our meeting. The Board presented Mr. Moorhead with a resolution accepting his resignation from Easton Suburban Water Authority and thanking him for his years of service to the Authority.

ACTION ON MINUTES

On a motion from Mr. Mauro, seconded by Mr. Barefoot, the minutes of the May 10, 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 (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.

Distribution:

- Main Installation – 1,932'
 - Northwood Farms Phase IV (Palmer, Tuskes)
 - 696' of 8" on Lisa Lane
 - 674' of 8" on Fehnel Drive
 - 233' of 8" on Highland Drive
 - 318' of 4" on Lisa Lane
 - 11' of 6" for hydrant laterals
- Service Installations – 30
 - 29 – 3/4" Northwood Farms Phase IV (Palmer, Tuskes)
 - 1 – 3/4" 4303 Newburg Road (Lower Nazareth)
- Fire Hydrant Installations – 2
 - Lisa Lane & Highland Drive
 - Fehnel Drive & Lisa Lane

Service:

- New Meter Installation – 17
 - 16 – 5/8" ESWA
 - 1 – 4" COE
- Meter Changes – 213
 - 9 – 5/8" - COE
 - 199 – 5/8" – ESWA
 - 2 – 2" ESWA
 - 3 – 6" ESWA
- MTU's - 68
 - 9 – COE
 - 59 – ESWA
- Meter Changes
 - 2018 = 1391 of 1225
 - 2019 = 1870 of 1267

- 2020 = 1047 of 1161
- 2021 = 875 of 1247
- 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
- Actual Terminations
 - ESWA – 7
 - COE – 1

Updated: 6/14/2021 @ 11:50 am

OPEN AR 2020/2021											
	#	#	10/9/2020	11/9/2020	12/14/2020	1/11/2021	2/8/2021	3/8/2021	4/12/2021	5/10/2021	6/14/2021
<30 days			\$ 1,168,940.30	\$ 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
31-60 days			\$ 104,205.13	\$ 174,578.22	\$ 163,390.22	\$ 161,001.98	\$ 171,119.07	\$ 172,968.54	\$ 64,389.69	\$ 97,477.75	\$ 99,181.09
61-90 days			\$ 90,052.32	\$ 69,925.58	\$ 92,565.38	\$ 114,424.14	\$ 86,675.14	\$ 85,985.84	\$ 82,971.20	\$ 46,118.32	\$ 67,502.80
91-120 days			\$ 83,089.55	\$ 73,315.46	\$ 45,653.02	\$ 82,723.22	\$ 94,545.30	\$ 59,137.21	\$ 61,169.59	\$ 68,821.31	\$ 40,183.80
>120 Days			\$ 125,807.71	\$ 151,817.56	\$ 174,745.97	\$ 188,432.99	\$ 227,395.62	\$ 259,252.48	\$ 233,529.56	\$ 242,496.61	\$ 262,210.57

OPEN AR COMPARE YEAR -- 2019/2020/2021				
		6/14/2019	6/14/2020	6/14/2021
<30 days		\$ 528,249.83	\$ 489,558.59	\$ 574,030.02
31-60 days		\$ 100,039.31	\$ 115,485.62	\$ 99,181.09
61-90 days		\$ 1,122.49	\$ 77,022.67	\$ 67,502.80
91-120 days		\$ 57,627.81	\$ 4,421.13	\$ 40,183.80
>120 Days		\$ 38,563.30	\$ 113,927.84	\$ 262,210.57
TOTAL AR		\$ 725,602.74	\$ 800,415.85	\$ 1,043,108.28

Authority Projects

- Knox Avenue Pump Station Upgrades
 - Project complete.
 - Final Pay Estimates:
 - Contract I Blooming Glen: \$36,487.91
 - Contract II Eastern Environmental: \$17,970.10

- Lower Nazareth Project
 - ESWA Staff & Gannett Fleming reviewed components of project.
 - Pump Station: Dependent on location
 - Route 33 Crossing: Station location could alter
 - Hecktown Road Mains: Station location could alter.
 - Route 191 Mains: Not impacted by station, needed regardless of pump station project.
 - Based on the above plan is as follows:
 - Decline the present PennVEST Funding offer.
 - Finalize Route 191 Water Main Project and request authorization to advertise for bids in July.
 - Project to be paid for with existing ESWA funds.
 - Delay Route 33 Crossing until pump station location is finalized or PennDOT permit extension is an issue.
 - Delay Hecktown Road Water Mains until pump station location is finalized.
 - Secure pump station location and move forward with station design.

- Arndt Road / Bushkill Park Drive Water Main
 - HOP Application resubmitted 5/17/21.
 - Response due 6/17/21.

- 2021 Bethlehem Township Water System Improvements
 - Contractor starting June 14th.
 - Water system work should be completed by end of July.
 - Pavement restoration in Fall.

- WTP Chemical Storage Project
 - New bulk tank completed, heater issue being addressed.
 - Day tank to be replaced once new bulk tank is operational.
 - Existing bulk tank to be renovated once new day tank is in service.

- Twin Reservoirs Cover Replacement
 - Contractor began repairs on 5/10/21.
 - Repairs should be completed the week of June 14th.
 - Reservoir will need to be disinfected and tested before being placed back in service.

- SCADA Upgrade
 - ESWA Personnel completed outside panel and conduit installation at 7 tank sites.
 - Waiting to factory test the new panels.

- Lincoln Street Water System Improvements (Easton)
 - Seitz Street to Reynolds Street
 - Replaced 1,200' of 6" CIP with 8" DIP
 - Work began 6/1/21
 - Water system work to be completed by 6/1/21

- Fairview Avenue (Wilson)
 - 2200 block, Wilson Borough Paving Street
 - Replacing 600' of 6" CIP with 6" DIP
 - Work began 6/10/21.
 - Water system work to be completed in June.

- Flushing
 - ESWA 15th Street System
 - Starting on 5/10/21.
 - Completed 5/26/21.
 - Knox North System
 - Started on 5/27/21.
 - Water used:

▪ May:	5,171,902 Gallons
▪ Year to Date:	10,495,014 Gallons

Administration

- Emergency Response Plan
 - Final review with Consultant on 6/17/21.
 - Certification required by 6/28/21.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Mauro, requisitions were approved for payment June 14, 2021 (items 4133-4141, totaling \$353,385.60). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, McGuire, Rosenbauer (7)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually twice, June 4th and again today before the Board meeting. The June 4th meeting was about giving input to Craig about the Lower Nazareth projects. They also discussed the current lease with the City of Easton. Today they discussed the alternate source study and the PMAA letter to the State Legislature that could change the way the water authorities would operate.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit May 2021; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for April, 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. Barefoot, seconded by Mr. Rosenbauer, the Board passed a resolution revoking the acceptance of a certain amended funding offer dated July 1, 2019, from the Pennsylvania Infrastructure Investment Authority for borrowing by the Authority in an aggregate principal amount of up to \$7,617,500.00 for upgrade to the Easton Suburban Water Authority Lower Nazareth Water Distribution System.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Mauro, McGuire, Rosenbauer, Veresink (7)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Mauro, the meeting was adjourned at 3:55 pm.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Mauro, McGuire, Rosenbauer, Veresink (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary