

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

**Easton, PA
Monday
June 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)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Tom Rosenbauer (Virtually)
Wayne Barefoot (Present)

Absent: Mike McGuire
Dave Hopkins

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor ; 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. Barefoot, seconded by Mr. Veresink, the minutes of the May 9, 2022 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, Rosenbauer, Barefoot, (6)

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:

- Service Installations – 2
 - 1 – 4" 197 Padula Road (Forks)
 - 1 – 10" Fire 197 Padula Road (Forks)
- Service Replacements – 5
 - 1 – 1" 4031 Freemansburg Avenue (Bethlehem, increased from ¾" to 1")
 - 2 – ¾" 808/810 Northampton Street (Easton, Lead)
 - 1 – ¾" South 12th Street (Easton, Lead)
 - 1 – ¾" 77 North Oak Street (Easton, Leaking Lead)
- Main Installation – 16'
 - 197 Padula Road (Forks)
 - 16' of 12" on Glover Road
- Valves – 1
 - Repaired 6" valve at Woodlawn & Lynwood Avenue (Palmer)
- Blowoffs- 2
 - Repaired 1" blow off at Applewood Drive & Chain Dam Road (Palmer)
 - Repaired 1" blow off at 2201 Park Avenue (Palmer)
- New Fire Hydrants – 1
 - 197 Padula Road (Forks)
- Repaired Fire Hydrants – 3
 - Larry Holmes Drive & Spring Garden Street (Easton)
 - Marc Lane & Bridlepath Road (Palmer)
 - Surrey Drive & Central Drive (Palmer)

Service:

- New Meter Installation – 33
 - 1 – 5/8" COE
 - 31 – 5/8" ESWA
 - 1 – 1" ESWA
- Meter Changes – 250
 - 7- 5/8" - COE
 - 235- 5/8" – ESWA
 - 5 – ¾" ESWA
 - 1 – 1" COE
 - 1 – 1" ESWA

- 1 – 1-1/2” ESWA

. Focusing on 100CF Meters, and high usage meters.

- MTU’s - 79
 - 4 – COE
 - 75 – ESWA

Customer Service

- Bill Date: 4/14 & 4/21 Due: 5/20/2022
 - Meters Read & Billed = 13,280
 - Amount billed = \$1,381,739

Disconnections Summary:

48 hr termination calls: 371

48 hr door hangers (No phone numbers): 103

Actual terminations: 75

ESW = 43 (Forks, Palmer, Beth, L. Naz)

COE = 32

- Turn Off for Non-Payment of Water- 75
- Turn Off for Non-Payment of Sewer – 5

Updated 06/13/2022 @ 11:00 am

	OPEN AR 2021/2022												
	6/14/2021	7/12/2021	8/9/2021	9/13/2021	10/11/2021	11/8/2021	12/13/2021	1/10/2022	2/14/2022	3/14/2022	4/11/2022	5/9/2022	6/13/2022
<30 days	\$574,030.02	\$1,028,893.26	\$1,012,292.58	\$643,256.32	\$1,105,050.64	\$1,031,750.23	\$710,329.30	\$962,854.85	\$136,045.25	\$669,987.92	\$1,024,822.00	\$ 925,771.54	\$ 652,552.60
31-60 days	\$ 99,181.09	\$ 69,341.54	\$ 118,440.06	\$ (8,591.15)	\$ 90,822.19	\$ 132,210.61	\$ 126,697.6	\$ 77,914.66	\$616,051.00	\$ 99,898.61	\$ 60,361.80	\$ 109,360.27	\$ 4,234.32
61-90 days	\$ 67,502.80	\$ 75,632.00	\$ 49,946.85	\$187,032.14	\$ 75,647.19	\$ 52,562.75	\$ 76,363.95	\$ 77,290.23	\$138,758.09	\$ 68,598.14	\$ 34,996.51	\$ 25,329.10	\$ 132,832.34
91-120 days	\$ 40,183.80	\$ 61,992.35	\$ 68,340.80	\$ 37,952.41	\$ 61,726.85	\$ 67,126.71	\$ 44,366.70	\$ 65,635.70	\$	\$ 181.34	\$ 33,076.06	\$ 50,639.97	\$ 22,291.65
>120 Days	\$262,210.57	\$ 263,369.38	\$ 271,123.93	\$262,128.21	\$ 248,363.75	\$ 250,450.69	\$248,379.60	\$208,759.57	\$225,781.17	\$174,880.46	\$ 117,066.00	\$ 92,814.49	\$ 29,746.56

OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	6/13/2019	6/13/2020	6/13/2021	6/13/2022
<30 days	\$ 574,407.86	\$ 489,560.94	\$ 567,696.02	\$ 652,522.60
31-60 days	\$ 112,004.98	\$ 115,519.22	\$ 115,230.30	\$ 4,234.32
61-90 days	\$ 1,172.43	\$ 76,989.07	\$ 73,649.76	\$ 132,832.34
91-120 days	\$ 58,856.71	\$ 4,421.13	\$ 40,806.71	\$ 17,885.04
>120 Days	\$ 41,836.22	\$ 113,925.49	\$ 262,553.22	\$ 29,746.95
TOTAL AR	\$ 788,278.20	\$ 800,415.85	\$ 1,059,936.01	\$ 837,221.25

Authority Projects

- Arndt Road / Bushkill Park Drive Water Main
 - All work complete.
 - Pay Estimate #4 final for \$41,651.28 is recommended for approval.
- WTP Chemical Storage Project
 - Heaters for existing bulk tank ship date delayed to June 25th.
- SCADA Upgrade
 - Addressing punch list items.
- 2022 Palmer Township Improvements
 - Contractor began work on 6/8/22.
 - Water system work should be completed late Summer/ early Fall.
 - Pavement restoration will be completed prior to Winter.
- Lower Nazareth Project
 - Notice of Intent to Award Issued on 5/10/22.
 - Receiving documents to execute contract.
- Centre Square
 - ESWA to replace water mains within Centre Square prior to paving work.
 - Bid opened on 5/18/22.
 - Received one bid from Joao & Bradley, results below:
 - Total Basic: \$452,525.00
 - Total Unforeseen: \$26,950.00
 - Total Alternate 1: \$73,700.00
 - Total Alternate 2: \$201,100.00
 - Alternate 1 Full Asphalt Restoration, Alternate 2 Concrete & Asphalt Restoration which is what is expected.

- Staff recommends awarding based on total of Basic, Unforeseen and Alternate 2 for a total of \$680,475.00.

Administrative

- Rate Study / Capital Charges Study
 - 6/9/22 Preliminary Result Meeting
- Employee Manual
 - Proposed revisions to be provided to Personnel Committee the week of 6/13.
- 2021 Audit
 - Completed, copies being distributed to Board.
- Property Insurance Renewal

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mr. Rosenbauer, requisitions were approved for payment June 13, 2022 (item 4202 - 4218, totaling \$376,925.17). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, Rosenbauer, Barefoot, (6)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week to discuss the agenda for today's meeting. They also met today and discussed the agenda and received some updates from Craig Swinsburg.

Budget and Finance –

No Report

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

UNFINISHED BUSINESS

None

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the Board accepted and approved a resolution authorizing the acceptance of the bid of Joao & Bradley Construction Co, Inc, in the amount of \$452,525.00 Total Basic, \$26,950.00 Total Unforeseen, and \$201,100.00 Total Alternate 2, For a total of \$680,575.00 and authorizing the awarding of said contract in the City of Easton Centre Square Water Main Project to the same subject to the terms and conditions pursuant to a certain project manual sated April 2022, and subject to amendment dated May 21, 2022, for the purpose of construction of approximately 850 lineal feet of 12 inch, DIP water main replacement and 230 lineal feet with miscellaneous DIP service laterals ranging in size from 4 inch and 8 inch, including trench restoration in the roadway and miscellaneous sidewalk restorations.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, Rosenbauer, Veresink, Barefoot (6)

Nays: None

EXECUTIVE SESSION

The Board entered Executive Session at 3:27 PM to discuss a personnel matter. Regular session resumed at 3:38 PM.

ADJOURNMENT

On a motion from Mr. Barefoot seconded by Mr. Veresink, the meeting was adjourned at 3:39 pm.

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, Rosenbauer, Veresink Barefoot (6)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary