

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

**Easton, PA
Monday
March 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)
Robert Walker (In-Person)
Theodore Veresink (In-Person)
Wayne Barefoot (Virtual)
Dave Hopkins (Virtually)
Tom Rosenbauer (In-Person)
Mike McGuire (Virtually)
Joe Mauro (Virtually)

Absent: Rosie Bukics

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Finance Director; Thomas Walters, Solicitor; 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. Rosenbauer, the minutes of the February 13, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the February 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 – 3
 - 2– 3/4" 677/679 Pearl Street (Easton, Leaking Lead)
 - 1 – 3/4" 422 Reeder Street (Easton, Leaking Lead)
- Main Breaks – 5
 - 12" – Centre Street & Holt Street (Easton, Universal)
 - 12" – Spring Street & East Street (West Easton, Lead Joint)
 - 8" – 102 Bushkill Street (Easton, Radial)
 - 6" – 3642 Baldwin Drive (Palmer, Radial)
 - 6" – 360 West Wilkes Barre Street (Easton, Radial)
- Service Installations – 3
 - 1 – 1" 3315 Sullivan Trail (Forks)
 - 2 – 1" Fire 116, 117 Independence Court
- Hydrant Replacement – 1
 - Belmont Street & Coal Street (Easton, Damaged by Unknown Vehicle)
- Valves – 1
 - Repaired 6" Valve at Merion Avenue & Mine Lane Road (Palmer)
- Blow Offs – 7
 - Repaired 2" on Oak Hill Court (Williams)
 - Repaired 2" on Old Course Lane (Williams)
 - Repaired 2" at 4477 Briarwood Drive (Lower Nazareth)
 - Repaired 1" at 111 Empire Court (Bethlehem)
 - Repaired 1" at 20 Kunkle Drive (Palmer)
 - Repaired 1" at 455 9th Street (West Easton)
 - Repaired 1" at 1234 Firethorne Drive (Palmer)

Service:

- New Meter Installation – 8
 - 1 – 5/8" COE
 - 7 – 5/8" ESWA
- Meter Changes – 219
 - 11- 5/8" - COE
 - 178- 5/8" – ESWA
 - 2- 3/4" ESWA
 - 3- 1" COE
 - 3 – 1" ESWA

- 1 – 1-1/2” COE
- 2 – 2” COE
- 9 – 2” ESWA
- 2 – 3” COE
- 8 – 3” ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU's - 31
 - 5 – COE
 - 26 – ESWA

Customer Service

- Bill Date: 1/13 & 1/24 Due: 2/20/2023
 - Meters Read & Billed = 13,879
 - Amount billed = \$1,398,829

Disconnections Summary:

48 hr termination calls: 221

48 hr door hangers (No phone numbers): 43

Actual terminations: 34

ESW = 24

COE = 10

- Turn Off for Non-Payment of Water- 34
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- WTP Chemical Storage Project
 - Waiting on heater control panels.
 - Estimated Shipping Date is 3/24/23.
 - Waiting for the manufacturer to provide status update.

- 2022 Palmer Township Improvements
 - Few punch list items to address to close out project once Spring arrives.
- Route 191 Project
 - Pavement restoration to begin in April, weather permitting.
- Lower Nazareth Pump Station
 - Infiltration Testing (Stormwater) to be performed the week of 3/13, weather permitting.
- Old Orchard Water System Improvements
 - Bids opened on 3/7/23.
 - Low Bidder was Joao and Bradley
 - Basic Bid: \$1,474,000
 - Unforeseen: \$5,750
 - Alternate 2 (Paving): \$669,300
 - Total: \$2,149,050
 - Alternate 2 Pavement Restoration based on partial mill and overlay. Some Streets will not require this.
 - 2023 Capital Budget: \$1,632,000
 - Water system work in 2023.
 - Pavement restoration in 2024.
 - Recommend award to Joao and Bradley.
 - Tentatively looking to start in May.
- Bushkill Creek Crossing / Tatamy Road
 - Survey to be performed in March.
- Dogwood Terrace Water System Improvements
 - Survey to be performed in April.
- Alternate Source
 - City of Bethlehem Interconnections.
 - Virtual Meeting on 3/7/23.
 - Upgrade of existing Green Pond Road Interconnections.
 - Installation of new interconnection at Carter Road and Sapphire Lane.
 - Both entities reviewing hydraulics.
 - Begin discussions on engineering cost sharing agreement.
 - Goal to design in 2024, construct in 2025.
- City of Easton South Side Water System Improvements
 - Two areas ESWA is applying for Lead Service Replacement Grants in May 2023.
 - Charles, Folk, James, Lachenour, Madison & St Joseph Streets
 - 5,600' of pipe, 150 services
 - Grant, Iron, Milton, Valley & Williams Streets

- 4,200' of Pipe, 152 Services
 - Gannett Fleming Proposal
 - Survey, Design, Bid and PennVEST Frant Application
 - Not to exceed \$185,000
 - Staff recommending approval of proposal.
 - If ESWA receives grants, projects will be closer to construction.
 - If ESWA does not receive grants, projects will be included in the 2024 and 2025 Capital Budgets.
- Service Lateral Investigations
 - 2023 Capital Budget included 300 Service Lateral Investigations.
 - Will consist of test pits at the curb stop.
 - ESWA Personnel will use a vacuum excavator.
 - Test hole will be approximately 18 inches in diameter.
 - Will verify material on ESWA side of curb stop.
 - If copper will verify material on Customer side of curb stop at that time.
 - If ESWA service is lead or galvanized, ESWA will schedule to replace and verify Customer side of curb stop when service is replaced.
 - Customer notice sent prior to test pits.
 - Material confirmation letters will be sent after test pit/service replacement is completed.
- Iron Street Water Main Replacement
 - Low flow available at fire hydrant at Iron Street and Lincoln Street.
 - Dead end 4" main on Iron Street (pressure zone boundary).
 - ESWA installed new 8" main and fire hydrant.
 - Fire hydrant on lower pressure system temporarily.
 - Replacing with new 8" DIP, approximately 300 feet.
 - Water main installation completed on 3/10/23.
 - Service laterals will be replaced/reconnected the week of 3/13 and hydrant changed to higher pressure system.
- Pump Testing
 - Maintenance department performing annual pump testing at all pump stations.
 - Done to ensure pumps are still operating within the proper ranges according to pump curves.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Mauro, requisitions were approved for payment March 13, 2023 (item 4266 - 4271, totaling \$452,873.58). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and again today to discuss a number of items that will be coming up next month.

Budget and Finance –

Mr. Rosenbauer stated the finance committee met virtually with the new auditor on 3/7 for a meet and greet. They are scheduled to get started on 3/20.

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

Pension Committee –

Mr. Barefoot stated the committee met on 3/1 with Cornerstone to review our investments for the employees for the last year.

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

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Rosenbauer, the Board recognized Joao & Bradley Construction Co. Inc., as the lowest bidder on the Old Orchard water main installation and pavement restoration project and authorized the awarding of the contract to the same upon the successful bidder's compliance with all the terms and conditions required by law.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Mauro, seconded by Mr. McGuire, the Board accepted and approved a certain proposal dated March 7, 2023, prepared by Gannett Fleming, Inc., for engineering services for the water distribution main and lead service line replacement projects: north and west south side, for a total not to exceed \$185,000.00.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Cain, seconded by Mr. Maurer, the meeting was adjourned at 3:31 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary