

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

**Easton, PA
Monday
May 11, 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)
Wayne Barefoot (Via Phone)
Joe Mauro
Robert Walker
Theodore Veresink
David Hopkins
Mike Moorehead
David Veshosky

Absent: Mary Kennon

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. Barefoot, seconded by Mr. Moorehead, the minutes of the March 9, 2020 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Veshosky, Moorehead, (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the March 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 - 3
 - 1 – 3/4" 1116 Pine Street (Eason, leaking lead)
 - 1 – 3/4" 420 Cattell Street (Easton, leaking lead)
 - 1 – 3/4" 4548 Steuben Road (Lower Nazareth, leaking plastic)
- Service Lateral Installations – 1
 - 1 – 3/4" 4240 Nicholas Street
- Service Lateral Repairs - 1
 - 1 – 3/4" 3320 Bridlepath Road (Palmer)
- Valves – 5
 - Repaired 2 – 6" valves at 2025 Edgewood Avenue (Palmer)
 - Repaired 6" valve at 215 Town Center Boulevard (Forks)
 - Repaired 4" valve at Grant Street & Valley Street (Easton)
 - Repaired 4" valve at 1101 Old Course Lane (Williams)
- Valves with stainless steel coating on bolts:
 - Issue with valves installed 2000-2005
 - ESWA performing test digs at several clusters to gather additional information.

- New Meters Installation – 0

- Meter Changes - 0

- MTU's - 209
 - 22 – COE
 - 187 - ESWA

- Turn Off for Non-Payment of Water -0

- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 3/17 & 3/24 Due 4/20/2020
 - Meters Read & Billed = 11,806
 - Amount billed = \$1,292,606

- Actual Terminations
 - ESWA – 0
 - COE – 0

Administration

COVID-19 Status

- ESWA split personnel schedule will continue until May 22nd.
- ESWA personnel will return to full force operations on Tuesday, May 26th.
- Transition plan is being finalized:
 - Maintain social distancing whenever possible
 - Avoid close contact as much as possible
 - Room capabilities labeled in facilities
 - Prevent close contact between employees to minimize potential staff shortages due to sickness and/or isolation requirements
 - Defined work activities to be performed under red and yellow phasing
- ESWA Facilities to be closed to public and vendors until Northampton County moves into States Yellow Phase
- 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

March & April 2020 increase of 1.8%

Consumption

		<u>Suburban</u>		<u>City of Easton</u>	
		<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
Domestic	Jan	136,290	138,529	51,131	51,926
	Feb	103,431	102,945	27,234	27,616
	Mar	114,550	118,690	46,557	47,966
Commercial	Jan	23,873	22,952	7,830	8,493
	Feb	25,741	24,343	11,363	10,345
	Mar	23,410	24,242	5,511	6,783
Industrial	Jan	7,700	5,691	568	392
	Feb	9,121	7,247	2,369	1,401
	Mar	7,104	9,763	1,352	1,152
Public	Jan	2,340	2,569	4,587	4,926
	Feb	2,837	3,096	9,105	10,234
	Mar	2,929	3,668	7,956	8,301

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

Penalties

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

Miscellaenous Revenue

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

Authority Projects

- Twin Reservoirs Cover Replacement
 - Working to start work once ESWA returned to full staff.
 - Likely start in early June.

- Knox Avenue Pump Station Upgrades
 - Schedule formally revised.
 - Electric / Pump Work will begin 10/1/2020.

- Lower Nazareth Project
 - Route 191 PennDOT Permit was received.
 - Route 33 PennDOT Permit finally received.
 - Working to finalize plans and specifications for bidding.
 - Will prepare a revised schedule with Gannett Fleming.

- Queen Street Project
 - Contractor is looking to begin pavement restoration the week of May 18th.
 - Anticipated to be completed in approximately 3 weeks.

- Arndt Road / Bushkill Park Drive Water Main
 - KCE will be submitting Highway Occupancy Permit to PennDOT the week of May 18th.

- 15th & Ferry Street
 - Project to replace 12” CIP feed to COE 15th Street System with DIP.
 - Work will be performed in May / June.

- Georgian Lane
 - Replacement of 700’ of 6” CIP in Bethlehem Township.
 - Work to be performed once permitted.

- Applewood Drive, Russet Drive
 - Replacing 1,200’ of 6” CIP
 - Palmer Township to pave in fall.
 - Water main installation completed.
 - Service lateral reconnections will be installed once permitted.

- WTP Chemical Storage Project
 - Working to create a plan with contractors to resume work and protect water treatment plant staff.
 - Work likely to resume in early June.
 - Pay Estimates:
 - Blooming Glen Pay Estimate #3: \$138,537.10
 - BSI Electrical Pay Estimate #2: \$39,210.00

- 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
 - \$8,820' of water main
 - KCE Proposal Total Estimate of \$30,640 to \$36,960.

- Embur Terrace
 - 4,970' of water main
 - KCE Proposal Total Estimate of \$21,940 to \$26,950.

Administration

- Filter Plant Performance
- Water Act

APPROVAL OF REQUISITIONS

On a motion from Mr. Moorehead, seconded by Mr. Mauro, requisitions were approved for payment May 11, 2020 (items 4043-52, totaling \$500,933.15). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Veshosky, Moorehead (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met prior to the Board meeting to discuss COVID-19, electric power bids and two financial matters.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit April 2020; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for March, 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. Walker, seconded by Mr. Barefoot, the Board voted to accept a proposal from Keystone Consulting Engineers dated May 6, 2020 to provide civil engineering services from the Embur Terrace Water Main Replacement Project. Said project consists of approximately 4,970 feet of water main. Service include survey, preparation of construction plans, and preparation of bid specifications, bid administration and construction services.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Veshosky, Moorehead (8)

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Moorehead, the Board voted to accept a proposal from Keystone Consulting Engineers dated May 6, 2020, to provide civil engineering services for the Eldridge Avenue Water Main Replacement Project. Said project consists of approximately 8,820 feet of water main. Services include survey, preparation of construction plans, and preparation of bid specifications, bid administration and construction services.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Veshosky, Moorehead (8)

Nays: None

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Mauro, the meeting was adjourned at 3:55 pm. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Veshosky, Moorehead (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary