

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

**Easton, PA
Monday
May 8, 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: BJ Metz (In-Person)
 Robert Walker (In-Person)
 Theodore Veresink (In-Person)
 Wayne Barefoot (Virtual)
 Dave Hopkins (Virtually)
 Tom Rosenbauer (In-Person)
 Joe Mauro (Virtually)
 Rosie Bukics (In-Person)

Absent: Mike McGuire

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Finance Director; Thomas Walters, Solicitor; Erin Laux, 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. Rosenbauer, seconded by Mr. Veresink, the minutes of the April 10, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Metz, Veresink, Walker, Rosenbauer, Hopkins, Barefoot, Mauro, Bukics (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the April 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 – 2
 - 1– 3/4" 1057 Jackson Street (Easton, Lead)
 - 1 – 3/4" 1118 Jackson Street (Easton, Lead)
- Service Installations – 1
 - 1 – 3/4" 2860 Norton Avenue (Palmer)
- Hydrant Repairs – 3
 - 4066 Jandy Boulevard (Lower Nazareth)
 - 4034 Jandy Boulevard (Lower Nazareth)
 - Oakwood Lane & Elm Drive (Lower Nazareth)
- Valves – 1
 - Repaired 8" valve on Dryland Way (Lower Nazareth)

Service:

- New Meter Installation – 16
 - 15 – 5/8" ESWA
 - 1 – 1- 1/2 COE
- Meter Changes – 198
 - 10- 5/8" - COE
 - 160– 5/8" – ESWA
 - 18– 3/4" ESWA
 - 1 – 3/4" COE
 - 3– 1" COE
 - 2 – 1" ESWA
 - 2 – 1-1/2" ESWA
 - 1 – 2" ESWA
 - 1 – 4" COE

Focusing on 100CF Meters, and high usage meters.

- MTU's - 51
 - 23 – COE
 - 28 – ESWA

Service

- ◆ TGB (Base stations) Replacements – 4
 - 15th Street Tank (indoor)
 - Morgan Hill High Service Tank (indoor)
 - Farmersville Tank (outdoor)
 - North High Tank (outdoor)

- ◆ Replaced aged radio equipment from 2009 - 2012 when we started the using Radio Meter Readings

- ◆ TGB's are Radios that read our water meters from service area AMI System. Multiple TGB's for coverage and redundancy.
 - Hourly reading data, collected every 6 hrs
 - More efficient meter reading
 - Ability to find leaks faster
 - Ability to assist Engineering & Facilities with water usages

Customer Service Monthly Information

Billing Summary

- **Bill Date: 3/18 & 3/22 Due: 4/20/2023**
 - Meters Read & Billed = 12,190
 - Amount billed = \$1,243,346

Disconnections Summary: (Non-Payment):

48 hr termination calls: 190

48 hr door hangers (No phone numbers): 33

Actual terminations: 31

ESW = 21

COE = 10

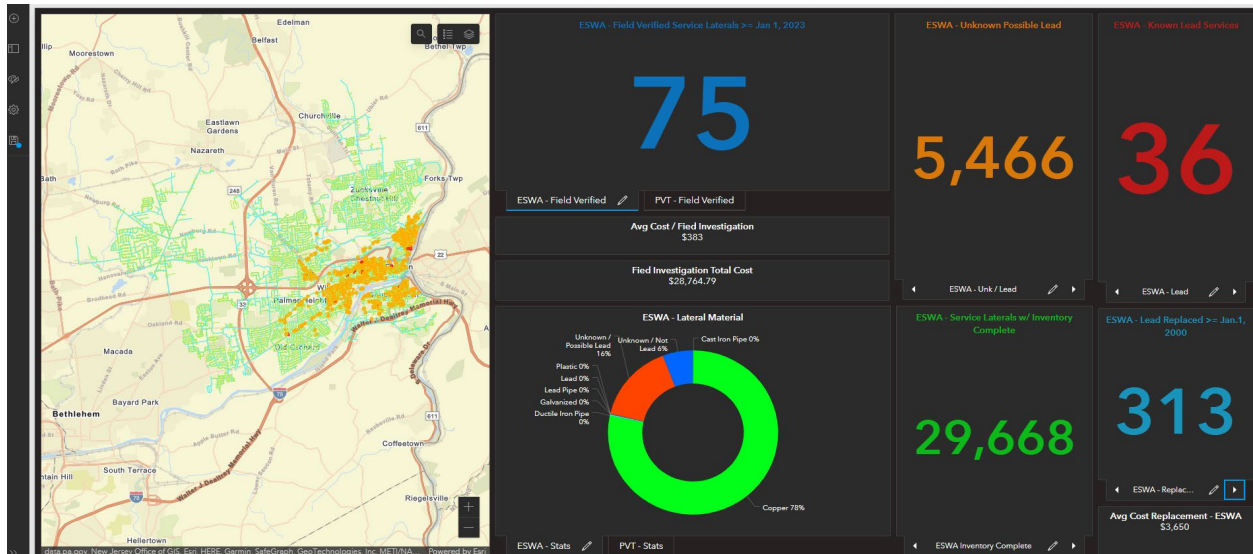
- Turn Off for Non-Payment of Water- 29
- Turn Off for Non-Payment of Sewer – 2

Authority Projects

- WTP Chemical Storage Project
 - Heater Control Panels installed.
 - Manufacturer to perform start up the week of 5/8/23.
- 2022 Palmer Township Improvements
 - Punchlist items need to be addressed.
 - Final pay estimate in June.
- Route 191 Project
 - Pavement restoration began the week of 4/10/23.
 - Lawn / Landscaping to be addressed as well.
 - No pay estimate this month.

- Lower Nazareth Pump Station
 - 60% Drawings provided to ESWA Staff on 4/1/23.
 - Gannett Fleming & ESWA to meet & review preliminary plans the week of 5/8/23.
- Old Orchard Water System Improvements
 - Tentative construction will start in late May.
- Alternate Source
 - Upgrade existing interconnection at Farmersville Road & Green Pond.
 - Install new Interconnection at Carter Road & Sapphire Lane.
 - Confirming Hydraulics and flow rates.
 - Will begin working on Legal Agreement.
- COE Transmission Mains Design Group A
 - Virtual meeting to be held with Gannett Fleming to coordinate PA One Call Mark Out, Survey and Customer Notification.
- EPA / DEP January 5, 2021 Lead & Copper Rule Revisions (LCRR)
 - Authority must have a service lines inventory
 - DEP Report filed annually.
 - Publicly available (listing or mapping)
- Sampling requirements revised
 - New Site plan, based on inventory
 - Increased sampling for lead
 - Limits to exceeding and violations
- ESWA has to perform Inventory – 1st Revision (1/2023)
 - Inventory available in our GIS System
 - Inventory can be from: construction records (asbuilts), Field verification, records review like building codes, etc...
 - Last 2 years Craig & Tim have been working on this
 - Working on public facing web bases map prior to deadline of 10/2024.
 - ETA is 4th quarter of 2023
- Inventory Status – Rev1 completed
 - Not due till 10/2024, so ESWA has been trying to investigate and get the “Unknown Possible Lead” more accurate by Field investigations.
- 5,466 = Unknown, Possible Lead / 29,668 have been confirmed not lead
 - 78% copper, 6% Unknown (not lead) 16% Unknown (Possible lead)

- 313 Lead Replacement since 1/2000
 - Ave in-house cost \$3,650 / service replaced
- 36 Known lead service – to replace



- Service Lateral Investigations
 - Bushkill Street, Liberty Street, Spring Garden Street & 14th Street (59 Services)
 - Jackson Street (10th Street to 13th Street (65 Services)
 - ESWA Side (124 total)
 - 53 Lead (42.7%)
 - 1 Galvanized (0.8%)
 - 70 Copper (56.5%)
 - Customer Side (120 Total)
 - 1 Brass (0.8%)
 - 1 Lead (0.8%)
 - 13 Galvanized (10.9%)
 - 105 Copper (87.5%)
- ESWA Assumptions on Material Dates
 - No lead pipe used for homes constructed after 1950.

- Flushing
 - Started Knox Avenue System (Forks & Palmer) on 4/18/23.
 - Flushing Knox Avenue until middle of June.
 - Water used:
 - April 3,890,976 Gallons
 - Year to Date: 3,890,976 Gallons

Administration

- PR Consult
 - Working to get additional Proposals
 - Review with Communication Committee prior to June Board Meeting.
 - Recommend a Consultant/Proposal at the June Board Meeting.
- House Bill 299
 - Would require all State and Local Governments to Comply with OSHA Guidelines
 - Would create State Board to Oversee
 - Passed in House
 - Moving to Senate for Vote

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Metz, requisitions were approved for payment May 8, 2023 (item 4276, totaling \$28,315.03). No public comment was received.

Motion adopted by the following vote:

Yeas: Metz, Veresink, Walker, Rosenbauer, Hopkins, Barefoot, Mauro, Bukics (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and again today to discuss the agenda and the committee responsibilities per Craig’s guidelines.

Budget and Finance –

Mr. Rosenbauer stated the Audit is moving forward and that they have all of our data.

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

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

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mrs. Bukics, the meeting was adjourned at 3:49 pm.

Motion adopted by the following vote:

Yeas: Metz, Walker, Veresink Barefoot, Rosenbauer, Hopkins, Mauro, Bukics (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary