

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

**Easton, PA
Monday
November 9, 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 (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
David Hopkins (Virtually)
Mike Moorehead (Virtually)
Tom Rosenbauer (Virtually)

Absent: Mary Kennon

Also in attendance were 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. Moorehead, seconded by Mr. Veresink, the minutes of the October 12, 2020 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the October Board minutes for review prior to the Board Meeting. Updates were provided and reviewed.

REPORT OF EXECUTIVE DIRECTOR

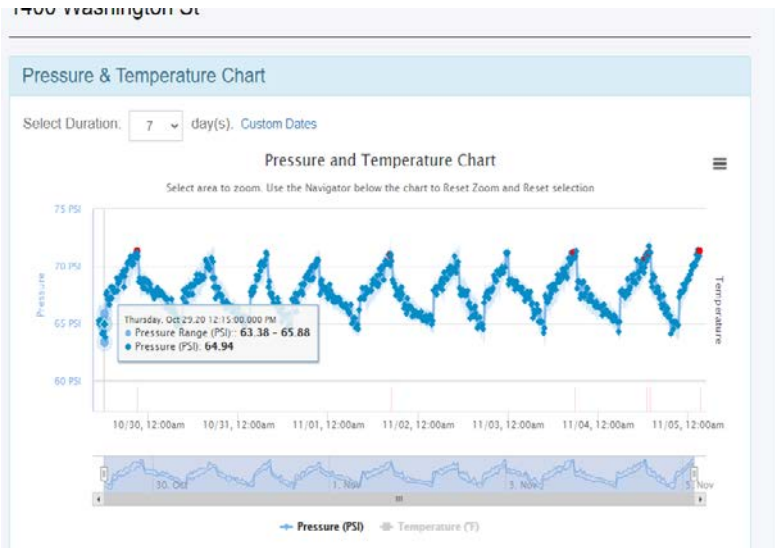
The Management Summary was displayed on the overhead projector and reviewed.

Distribution:

- Main Installation – 7,944'
 - Lehigh Valley Hospital Network Hecktown Oaks Campus (Lower Nazareth) – 5,839
 - 2,592' of 12" on LVHN Drive
 - 1,016" of 12" on Wellness Way
 - 1,541" of 8" on Wellness Way
 - 417" of 8" on Main Access Drive
 - 273' of 6" for hydrant laterals
 - Traditions of America at Green Pond (Bethlehem) – 2,105'
 - 1,225' of 12" on Loyal Lane
 - 558' of 12" on Victor's Way
 - 255' of 8" on Loyal Court
 - 67' of 6" for hydrant laterals
- Main Abandonment
 - 3" – Church Street (Easton, Cottingham Stadium Project)
- Service Lateral installations - 50
 - 50 – 3/4" Traditions of America at Green Pond (Bethlehem)
- Service Lateral Replacements - 5
 - 2 – 3/4" 722/724 Northampton Street (Easton, Lead)
 - 2 – 3/4" 49/51 South 9th Street (Easton, Lead)
 - 1 – 3/4" 409 High Street (Easton, Lead)
- Service Repairs - 1
 - 1 – 3/4" 606 Belmont Street (Easton, Copper)
- Valve Repairs - 1
 - 12" Valve at 17th Street & Butler Street (Wilson)
- New Fire Hydrants –
 - Lehigh Valley Hospital Network Hecktown Oaks Campus (Lower Nazareth)
 - 12 Private Fire hydrants
 - Traditions of America at Green Pond (Bethlehem)
 - 4 Private Fire Hydrants
- Repaired Fire Hydrants
 - 500 Bushkill Drive (Easton)

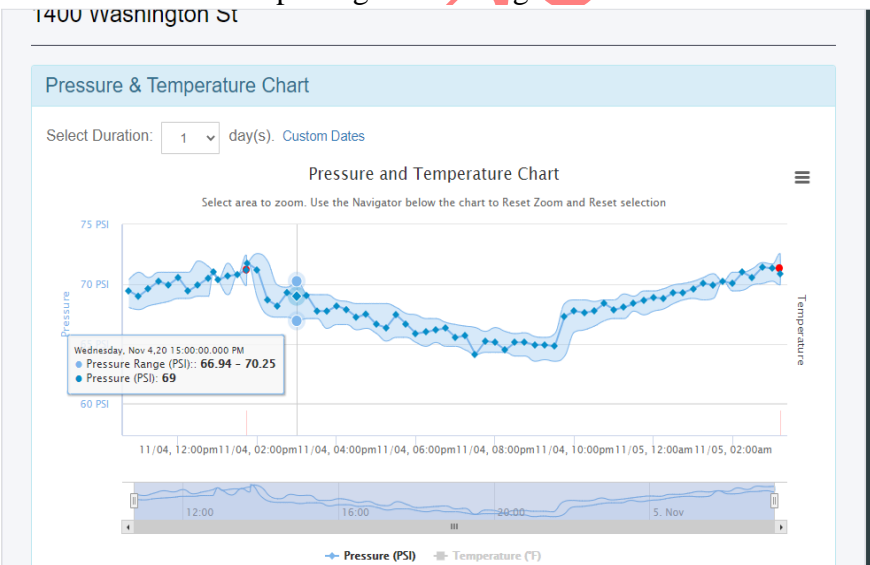
- Williams Street & Old Philadelphia Road (Easton)
- Replace Fire Hydrants – 1
 - 16th Street & Washington Street (Wilson)

Pressure Monitoring



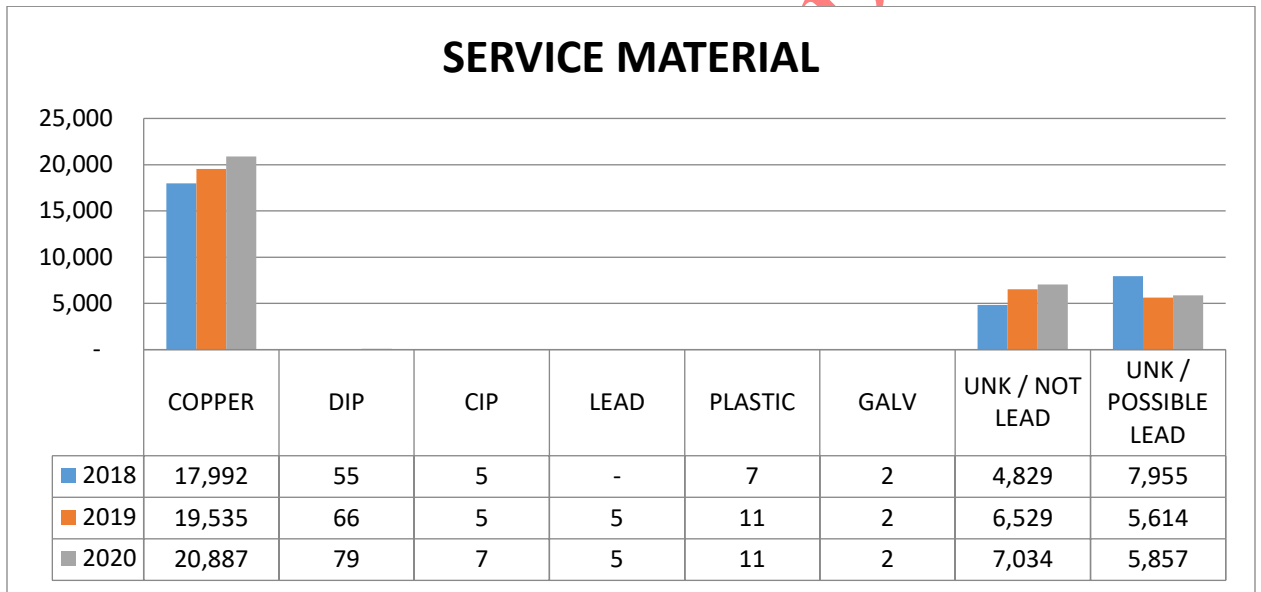
iHydrant – Monitor Hydrant pressure & temp

- 5 hydrant pilot
- Cellular
- Reporting and alerting

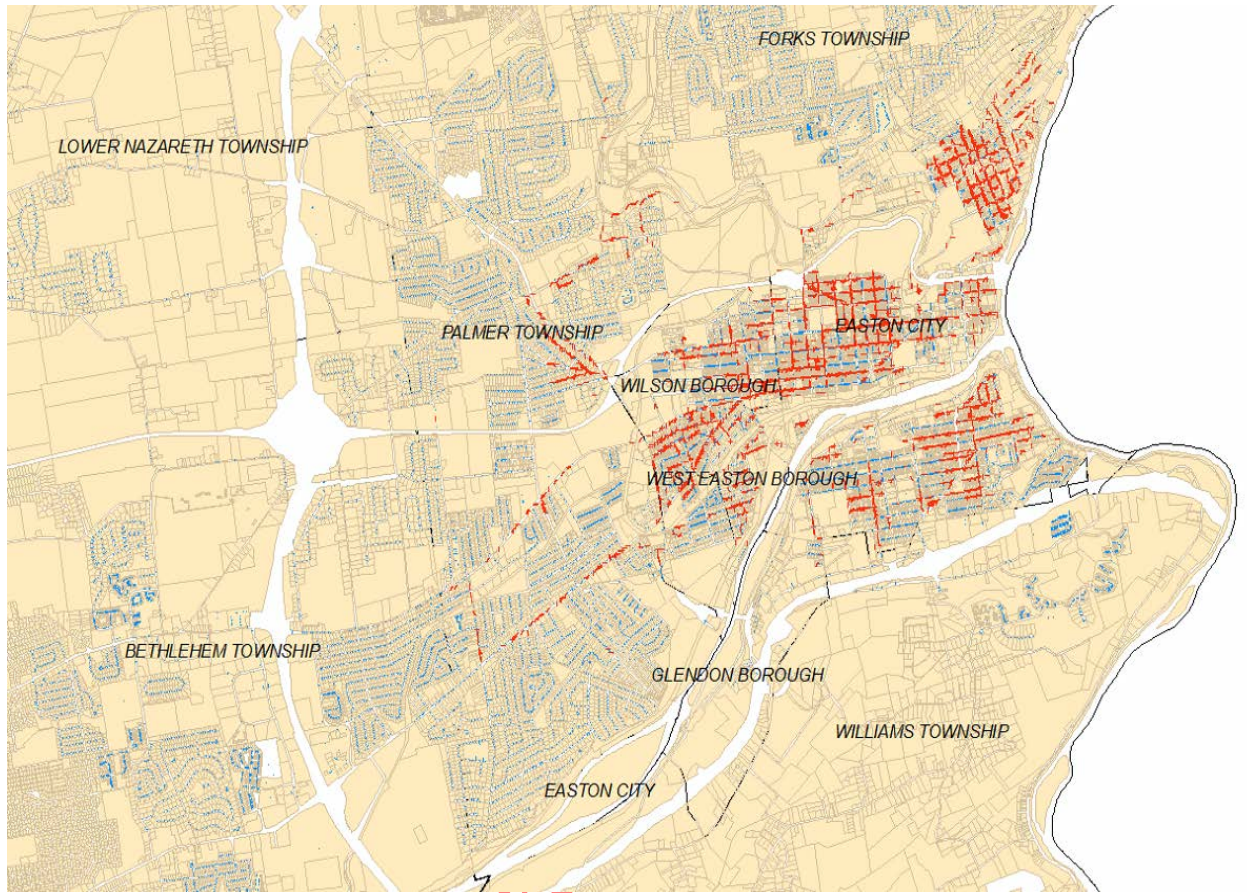


Lead Service Replacement

| Year | Replaced Lead Services | Replaced (part of main replacement job) | Total |
|--|------------------------|---|-------|
| 2020 | 18 | 2 | 20 |
| 2019 | 27 | 9 | 36 |
| 2018 | 20 | 37 | 57 |
| 2017 | 27 | 85 | 112 |
| Total Lead Service Replaced since tracking began in 2009 = 192 | | | |



Pending



Service:

- New Meter Installation – 35
 - 30 – 5/8” ESWA
 - 5 – 5/8” COE
- Meter Changes – 81
 - 12 – 5/8” COE
 - 67 – 5/8” ESWA
 - 1 – 3/4 ESWA
 - 1 – 1 1/2 “ COE
- MTU’s - 190
 - 28 – COE
 - 162 – ESWA
- 100 CF – 1 CF
 - 4,878
 - 299 since last mtg

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

Customer Service

- Bill Date: 10/19 & 10/22 Due: 11/20/2020
 - Meters Read & Billed = 13,258
 - Amount billed = \$1,521,518
- Actual Terminations
 - ESWA – 0
 - COE – 0

Administration

COVID-19 Status

WTP Production for 2019/2020 (million gallons)

| | 2019 | 2020 | |
|-----------|-------------|-------------|---------|
| January | 194.42 | 191.70 | -1.40% |
| February | 181.99 | 184.56 | -1.41% |
| March | 191.68 | 194.54 | +1.49% |
| April | 182.74 | 186.57 | +2.10% |
| May | 199.94 | 207.24 | +3.65% |
| June | 197.55 | 222.16 | +12.46% |
| July | 216.84 | 238.23 | +9.86% |
| August | 223.37 | 220.61 | -1.24% |
| September | 212.17 | 204.50 | -3.62% |
| October | 206.37 | 207.81 | +0.70% |

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 |
| May 20 Due Date | 1531 | 1737 |
| June 20 Due Date | 1170 | 795 |
| July 20 Due Date | 1480 | 1537 |
| Aug 20 Due Date | 1799 | 1706 |
| Sept 20 Due Date | 1057 | 931 |
| Oct 20 Due Date | 1545 | 1507 |

Approval

Penalties

** Average of about **\$13,000.00** in lost Revenue
February through December 2020

Miscellaenous Revenue

** Average of about **\$1,000.00** in lost Revenue
February through December 2020
(Turn on/Turn off Fees)

Per

2020 Open Accounts Receivables

| OPEN AR 2020 | | | | | | |
|--------------|---------------|-----------------|-----------------|---------------|-----------------|-----------------|
| | 6/5/2020 | 7/13/2020 | 8/10/2020 | 9/11/2020 | 10/9/2020 | 11/9/2020 |
| unbilled | \$ 2,012.18 | \$ 3,674.10 | \$ 2,737.32 | \$ 2,506.09 | \$ 2,950.58 | \$ 7,307.27 |
| <30 days | \$ 756,999.75 | \$ 1,001,160.66 | \$ 1,075,351.26 | \$ 740,601.57 | \$ 1,168,940.30 | \$ 1,112,707.60 |
| 31-60 days | \$ 167,174.18 | \$ 50,914.34 | \$ 188,980.68 | \$ 151,686.24 | \$ 104,205.13 | \$ 174,578.22 |
| 61-90 days | \$ 93,781.15 | \$ 73,894.27 | \$ 52,540.66 | \$ 116,688.53 | \$ 90,052.32 | \$ 69,925.58 |
| 91-120 days | \$ 43,365.30 | \$ 65,126.88 | \$ 66,900.42 | \$ 34,877.43 | \$ 83,089.55 | \$ 73,315.46 |
| >120 Days | \$ 77,150.66 | \$ 90,200.20 | \$ 98,997.60 | \$ 118,194.94 | \$ 125,807.71 | \$ 151,817.56 |

| OPEN AR 2018 - 2019 - 2020 | | | | |
|----------------------------|--|---------------|-----------------|-----------------|
| | | 10/9/2018 | 10/9/2019 | 11/9/2020 |
| <30 days | | \$ 119,485.27 | \$ 1,085,834.03 | \$ 1,112,707.60 |
| 31-60 days | | \$ 73,185.19 | \$ 94,248.62 | \$ 174,578.22 |
| 61-90 days | | \$ 49,205.16 | \$ 55,297.16 | \$ 69,925.58 |
| 91-120 days | | \$ 29,677.30 | \$ 33,367.73 | \$ 73,315.46 |
| >120 Days | | \$ 31,477.52 | \$ 40,395.40 | \$ 151,817.56 |

Sent out past due notices to customer that owed > \$200 across 2 or
 More billing cycles on 10/22/2020
 >\$200 = 754 Customers @ \$296,266 (\$63,000 current charges due 11/20)
 87 of these customers are marked as tenants
 \$200- \$300 = 339
 \$300- \$400 = 180
 \$400- \$500 = 109
 \$500- \$1,000 = 114
 \$1,000- \$2,000 = 7
 \$2,000- \$3,000 = 3
 >\$3,000 = 2 Excalibur & COE

Customer Portal / Website (Invoice Cloud)

Launched live 7/1/2020

October Totals - 10/2020 Totals

| | |
|--------------|--------------|
| eCheck: | \$142,663.03 |
| Credit Card: | \$318,335.80 |
| TOTAL: | \$460,998.83 |

| | |
|-----------------|----------------|
| Customer Count: | 35,404 |
| Registered: | 5,973 – 16.87% |

| | |
|---------------|-------|
| Paperless = | 3,062 |
| Auto Pay = | 1,852 |
| Pay by Text = | 713 |

Authority Projects

- Twin Reservoirs Cover Replacement
 - Reservoir disinfected and filled.
 - Bacteria check samples taken on 10/28 & 10/29 have passed.
 - Sample taken for volatile Organic Compounds (VOC's) on 10/30, awaiting results.
 - ESWA will have reservoir inspected by ROV during week of 11/9.
 - Reservoir will be placed in service once provide with DEP's approval, hopefully by 11/13/20.
 - ESWA, Corrtch and Atlantic Lining Company to have conference call in next two weeks to discuss outstanding items and punchlist.
- Knox Avenue Pump Station Upgrades
 - New pumps, check valves and piping installed by general contractor.
 - Electrical contractor working on installing new motor control center and equipment.
 - Work progressing according to schedule.
 - Pay estimates recommended for approval
 - Blooming Glen Contractors, Contract I (General)
Pay Estimate #3: \$200,991.78
 - Eastern Environmental Contractors, Inc., Contract II (Electrical)
Pay Estimate #4: \$78,925.85

- Lower Nazareth Project
 - PennVEST Conference Call on 10/23/20.
 - Phasing of improvements does not appear possible.
 - Possibly move forward with water main improvements and construct pump station separately.
 - PennVEST Conference Call scheduled for 12/16/20.
 - Need to determine plan of action by that time.
 - Looking at alternative pump station locations in the Hecktown Road and Country Club Road area.

- Arndt Road / Bushkill Park Drive Water Main
 - Detour approved by Forks and Palmer Townships.
 - PennDOT HOP Application resubmitted and returned for minor corrections.
 - KCE working on completing revisions.

- Bethlehem Township Improvements
 - ESWA provided mark ups to KCE to finalize plans.
 - Tentative schedule:
 - Bid project in early 2021.
 - Start construction in spring 2021.
 - Complete pavement restoration in fall 2021.

- Myrtle Avenue Improvements (Forks)
 - 2020 water system work to start 11/12/20. Hope to complete water system work in early December.
 - Final pavement restoration in 2021 will be done through Forks Township.

- WTP Chemical Storage Project
 - Work resumed on 9/14/20.
 - New caustic soda bulk storage tank constructed the week of 11/2.
 - Work progressing well.
 - Blooming Glen Contractors Pay Estimate #4 in amount of \$27,502.94 recommended for approval today.

- Flushing
 - ESWA 15th Street
 - Started 10/1/20
 - Completed 10/19/20
 - Lower Nazareth
 - Started 10/20/20
 - Water Used
 - October: 6,156,999 Gallons
 - Year To Date: 29,060,642 Gallon

Administration

- Capital & Operating Budgets
 - Finance Committee Meeting on 10/22/20
 - Board provided budgets for review at December Meeting
- Alternate Source & Source Resiliency Study
 - City of Bethlehem Interconnection Analysis
 - Working on exchanging information.

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mr. Mauro, requisitions were approved for payment November 9, 2020 (items 4079-88, totaling \$570,645.07). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee has not met. Mr. Cain did meet with Craig, Tim and Stephanie on 11/5/20 to discuss a personnel matter.

Budget and Finance –

Mr. Barefoot stated the committee met and reviewed the budget and we will vote at the December meeting. Craig stated there are several items carried over from last year.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit October 2020; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for September, 2020.

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated the committee will meet 12/1/20 at 2 pm to review the annual wage and benefits.

Risk Management Committee –

No Report

4530

Buildings and Properties Committee –
No Report

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Mr. Veresink, seconded by Mr. Moorehead, the meeting was adjourned at 4:08 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval