

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

**Easton, PA  
Monday  
November 13, 2023  
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:       Robert Walker (In-Person)  
                  Theodore Veresink (In-Person)  
                  Wayne Barefoot (In-Person)  
                  Tom Rosenbauer (In-Person)  
                  Dave Hopkins (Virtual)  
                  Rosie Bukics (In-Person)  
                  Mike McGuire (Virtual)  
                  BJ Metz (In-Person)

Absent:         Joe Mauro

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial 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. Barefoot, seconded by Mr. Veresink, the minutes of the October 13, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Metz, Hopkins, Bukics, McGuire (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 – 11,396'
  - 3,393' of 8" on Old Orchard Drive
  - 2,200' of 8" on Kendon Drive
  - 1,341' of 8" on Stones Crossing Road
  - 1,168' of 8" Baldwin Drive
  - 1,014' of 8" on Crescent Drive
  - 878' of 8" on Sycamore Drive
  - 690' of 8" on Fleetwood Street
  - 123' of 8" on Schaeffer Street
  - 16' of 8" on York Place
  - 573' of 4" on York Place
- Service Replacements – 70
  - 2– 3/4" 41/43 North Wright Street (Wilson, Lead)
  - 2 – 3/4" 133/135 James Street (Easton, Lead)
  - 1 – 3/4" 496 Georgetown Road (Lower Nazareth, Copper)
  - 65 – 3/4" Old Orchard Project (Palmer, Copper)
- Service Installations – 1
  - 1 – 2" Fire 204 East Wilkes Barre Street (Easton)
- Service Repairs – 1
  - 1 – 3/4" 2350 3<sup>rd</sup> Street (Wilson, Copper)
- Service Reconnections – 92
  - 92 – 3/4" Old Orchard Project (Palmer, Copper)
- Main Breaks – 3
  - 8" – 509 Red Barn Lane (Forks, Radial)
  - 8" – 4446 Steeplechase Drive (Forks, Repair Sleeve Eroded)
  - 6" – 2920 John Street (Palmer, Radial)
- Main Abandonment – 1
  - Abandoned approximately 450' of 8" Cast Iron Pipe in an easement between Silo Drive and Wagon Wheel Drive in Forks Township. This was a secondary feed to the area; However, a new development was constructed providing a Ductile Iron Pipe secondary feed.
- Hydrant Repairs – 1
  - 2<sup>nd</sup> Street and Ferry Street (Easton)

- Hydrant Replacements – 7
  - Old Orchard Project (Palmer)
- City of Easton Storz Adapters
  - ESWA Installed approximately 90 Storz Adapters on City Hydrants.
  - COE Fire Department purchased through a grant.
- Valve repairs – 5
  - Repaired 2 – 12” Valves at Richmond Road & Thomas Drive (Forks)
  - Repaired 12” Valve at Sullivan Trail & Kesslersville Road (Forks)
  - Repaired 6” Valve at Appleblossom Road & Green Trail (Forks)
  - Repaired 6” Valve at Wilmore Street & Whitehall Avenue (Palmer)
- Blow Offs – 7
  - Replaced 1” Blow Off with 2” Blow Off at 2300 Wood Avenue (Wilson)
  - Repaired 2” Blow Off at Glen Avenue & Chain Dam Road (Palmer)
  - Repaired 1” Blow Off at 1621 Spruce Street (Wilson)
  - Repaired 1” Blow Off at 1500 Liberty Street (Wilson)
  - Repaired 1” Blow Off at 15 3<sup>rd</sup> Street (Glendon)
  - Repaired 1” Blow Off at 3097 Cory Terrace (Forks)
  - Repaired 1” Blow Off at 807 Ridge Street (West Easton)

#### Maintenance:

- Changing Vendors at Office, Pump Stations and 2 Storage Tanks.
- Service Issues with Previous Vendor

#### Service:

- New Meter Installation – 15
  - 14 – 5/8” ESWA
  - 1 – 1” ESWA
- Meter Changes – 175
  - 11- 5/8” - COE
  - 156– 5/8” – ESWA
  - 2– 3/4” ESWA
  - 1– 1” ESWA
  - 1 – 2” ESWA
  - 1 – 3” COE
  - 2 – 3” ESWA
  - 1 – 6” ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU’s - 43
  - 10 – COE
  - 33 – ESWA

## Customer Service Monthly Information

### Billing Summary

- **Bill Date: 9/15 & 9/21 Due: 10/20/2023**
  - Meters Read & Billed = 12,290
  - Amount billed = \$1,476,553

### Disconnections Summary: (Non-Payment):

**48 hr termination calls: 223**

**48 hr door hangers (No phone numbers): 26**

**Actual terminations: 38**

ESW = 28

COE = 10

- Turn Off for Non-Payment of Water- 38
- Turn Off for Non-Payment of Sewer – 0

<b>OPEN AR COMPARE YEAR -- 2020/2021/2022/2023</b>				
	<b>11/13/2020</b>	<b>11/13/2021</b>	<b>11/13/2022</b>	<b>11/13/2023</b>
<30 days	\$ 944,572.12	\$ 847,393.99	\$ 1,002,442.85	\$ 952,826.27
31-60 days	\$ 144,152.93	\$ 125,764.29	\$ 118,638.46	\$ 111,666.67
61-90 days	\$ 5,660.15	\$ 54,470.43	\$ 32,701.21	\$ 27,846.33
91-120 days	\$ 67,930.06	\$ 1,175.76	\$ 26,365.38	\$ 32,620.70
>120 Days	\$ 146,430.14	\$ 298,277.32	\$ 28,649.67	\$ 25,763.26
<b>TOTAL AR</b>	<b>\$ 1,308,745.40</b>	<b>\$ 1,327,081.79</b>	<b>\$ 1,208,797.57</b>	<b>\$ 1,150,723.23</b>

## Authority Projects

- Route 191 Project
  - Remaining pavement restoration completed.
  - Pay estimate #6 (Final) for \$22,050 recommended for approval today.
- 2023 Old Orchard Improvements
  - Pavement restoration was completed on 10/24/23.
  - Pay Estimate #3 for \$494,959.42 recommended for approval today.
  - Final Walk Through will be performed by end of November.
  - Final Pay Estimate & Closeout Documentation in December.
- COE Transmission Mains Design Group A
  - Gannett Fleming working on preliminary Design.
- Richmond Road
  - Requesting Authorization to Advertise for bids pending Solicitor and Staff review of Plans and Bid Documents.
  - Advertise in December.
  - Award in February.
  - Construction in June to August while school is out.
- Dogwood Terrace Water System Improvements
  - Finalizing water main alignment.
  - Project to be bid over Winter, with construction in 2024.
- South Side Water System Improvements
  - Grant Application submitted 11/1/23.
  - Gannett Fleming Provided 90% drawings for ESWA review.

## Administration

- 2024 Capital & Operating Budgets
  - Budget & Finance Committee

**APPROVAL OF REQUISITIONS**

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment November 13, 2023 (items 4318-4326, totaling \$806,152.35). No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Metz, Bukics, Hopkins, 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 the agenda, several new business items and the new logos.

**Budget and Finance –**

Mr. Rosenbauer stated the budget will go to the Board in December.

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

**Personnel, Wage & Benefit Committee –**

No Report – Committee meeting 12/4.

**Capital Improvement & Planning Committee-**

No Report

**Water Quality Committee-**

No Report

**Public Relations & Communications Committee-**

No Report

**REPORT OF SOLICITOR**

No Report

**NEW BUSINESS**

On a motion from Mr. Metz, seconded by Mr. Barefoot, the Board approved the Resolution to Advertise for Bids for the Richmond Road Water System Improvement Project.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mrs. Rosenbauer, the Board approved the 2023 Audit Proposal from Barbacane, Thorton & Company for \$23,200.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Ms. Bukics, The Board approved the Turn ON /Off Fee Evaluation. The fee will increase from \$35.00 to \$50.00. The after hours turn on fee will increase from \$100 to \$125.00.

Motion adopted by the following vote:

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

Nays: None

**ADJOURNMENT**

On a motion from Mrs. Bukics, seconded by Mr. Barefoot, the meeting was adjourned at 3:55 PM.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary