

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

**Easton, PA  
Monday  
September 14, 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)  
Mary Kennon (Virtually)

Absent: Mike Moorehead

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; 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. Veresink, seconded by Mr. Hopkins, the minutes of the August 10, 2020 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon (7)

Nays: None

## REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the August 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 –
  - Lehigh Valley Hospital Network Hecktown Oaks Campus
    - Water system installation began in August
    - Phase 1
      - Hospital
      - Cancer Center
      - Medical Office Building
- Service Lateral installations - 38
  - 38 – 3/4" Riverview Estates West Phase V (Forks, Segal & Morel)
- Service Lateral Replacements - 1
  - 1 – 3/4" 155 Lachenour Avenue (Easton, lead service)
- Service Lateral Repairs - 3
  - 1 – 3/4" 502 Daniels Road (Lower Nazareth, saddle)
  - 1 – 3/4" 385 Little Creek Drive (Lower Nazareth, saddle)
  - 1 – 3/4" 1912 Fairview Avenue (Wilson, curb stop)
- Main Breaks – 1
  - 4" – 315 W Milton Street (Easton)
- Hydrant Repairs- 2
  - Hackett Avenue & Greenhill Avenue (Palmer)
  - 3610 Corriere Road (Palmer)
- Valve Repairs - 6
  - 8" – King Charles Drive & Clubhouse Drive (Bethlehem)
  - 2 – 6" Apple Blossom Road & Toboggan Trail (Forks)
  - 6" – Freemansburg Avenue & Greenwood Avenue (Palmer)
  - 6" – Liberty Street & Greenwood Avenue (Palmer)
  - 6" – Prince Street & Swanson Street (Palmer)

### Service:

- New Meter Installation – 25
  - 24 – 5/8" ESWA
  - 1 – 4" ESWA
- Meter Changes – 35
  - 11 – 5/8" COE

- 15 – 5/8” ESWA
  - 2 – 1 ½ “ COE
  - 1 - 1 ½” ESWA
  - 1 – 2” COE
  - 2 – 2” ESWA
  - 1 – 3” ESWA
  - 1 – 4” COE
  - 1 – 4” ESWA
- MTU’s - 71
    - 10 – COE
    - 61 – ESWA
- Turn Off for Non-Payment of Water -0
  - Turn Off for Non-Payment of Sewer - 0

#### Customer Service

- Bill Date: 8/17 & 8/21 Due 9/20/2020
  - Meters Read & Billed = 9,994
  - Amount billed = \$1,200,048
- Actual Terminations
  - ESWA – 0
  - COE – 0

#### Administration

##### COVID-19 Status

- ESWA Implementing quarantine requirements for travel.
  - Employees with already scheduled trips to locations on state’s list will be required to quarantine when returning for 14 days.
  - Employees may use additional COVID time ESWA provided (10 days) if it was not used already or vacation time.
  - Policy modified based on Families First Coronavirus Response Act. Employees may use their COVID time for travel related quarantine through the end of 12/31/20 regardless of when vacation was scheduled.

##### 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
May	199.94	207.24
June	197.55	222.16
July	216.84	238.23
August	223.37	220.61

## Open Accounts Receivables

	6/5/2020	7/13/2020	8/10/2020	9/11/2020	10/5/2020	11/5/20
unbilled	\$ 2,012.18	\$ 3,674.10	2,737.32	2,506.09		
<30 days	\$ 756,999.75	\$ 1,001,160.66	1,075,351.26	740,601.57		
31-60 days	\$ 167,174.18	\$ 50,914.34	188,980.68	151,686.24		
61-90 days	\$ 93,781.15	\$ 73,894.27	52,540.66	116,688.53		
91-120 days	\$ 43,365.30	\$ 65,126.88	66,900.42	34,877.43		
>120 Days	\$ 77,150.66	\$ 90,200.20	98,997.60	118,194.94		

OPEN AR 2018 - 2019 - 2020				
		9/11/2018	9/11/2019	9/11/2020
unbilled				
<30 days		656,396.87	711,263.18	740,601.57
31-60 days		14,369.84	121,233.30	151,686.24
61-90 days		35,538.85	44,225.31	116,688.53
91-120 days		21,637.91	27,567.13	34,877.43
>120 Days		35,581.75	44,123.11	118,194.94

Time to Start shut off for non-payment again?

November 2020- Begin shut offs (only shut offs, not penalties)

Increase to > \$200

More flexible payment plans

### 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

### Penalties

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

### Miscellaneous Revenue

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

### Consumption

		<u>Suburban</u>		<u>City of Easton</u>		
		<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	
<b>Domestic</b>	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	
	Apr	131,422	134,426	50,686	50,894	
	May	113,909	105,124	26,593	27,344	
	Jun	122,271	137,658	48,061	53,514	
	Jul	146,265	173,117	51,198	57,292	
<b>Commercial</b>	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	
	Apr	25,789	13,705	8,459	6,652	about \$50,000 Less - Suburban.....\$7,650.00 Less - COE
	May	27,904	17,511	11,120	9,715	about \$38,000 Less - Suburban.....\$4,250.00 Less - COE
	Jun	29,431	20,555	7,928	8,163	about \$34,000 Less - Suburban
	Jul	27,592	24,452	10,137	9,399	
<b>Industrial</b>	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	
	Apr	7,827	4,430	766	534	about \$14,450 Less - Suburban.....\$850.00 Less - COE
	May	7,219	5,823	387	310	about \$4,250 Less - Suburban
	Jun	8,069	5,696	392	338	about \$8,000 Less - Suburban
	Jul	8,023	6,852	417	414	
<b>Public</b>	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	
	Apr	3,865	667	8,205	3,741	about \$12,750 Less - Suburban.....\$17,000.00 Less - COE
	May	3,626	785	11,676	6,278	about \$10,625 Less - Suburban.....\$17,000.00 Less - COE
	Jun	4,123	2,381	7,024	5,705	about \$6,375 Less - Suburban.....\$4,000.00 Less - COE
	Jul	3,483	3,233	7,489	6,966	

**\$ 102,700.00** Estimated April Loss of Revenue  
**\$ 74,125.00** Estimated May Loss of Revenue  
**\$ 52,375.00** Estimated June Loss of Revenue  
**\$ 229,200.00** Total

Customer Portal / Website  
(Invoice Cloud)

08/2020 Totals

eCheck: \$146,839.81  
 Credit Card: \$328,983.83  
 TOTAL: \$475,823.19

Customer Count: 34666  
 Registered: 4117 – 11%

Paperless = 2,266  
 Auto Pay = 1,244  
 Pay By Text = 468

## Authority Projects

- Twin Reservoirs Cover Replacement
  - Work halted on West Reservoir by ESWA & Corrttech on 8/19/20.
  - Site meeting held on 8/25 with ESWA, Corrttech, Contractor and fabricator.
  - Contractor & Fabricator provided an acceptable repair plan to ESWA that would minimize all handmade seams. Machines would be used as much as possible.
  - Cover would be repaired and then tested for leakage prior to floats, ice shield and weights being installed.
  - ESWA agreed to allow Contractor to implement the plan, but if same issues arise, ESWA will stop work and begin process to go after the Contractor's Bond.
  - Work began on 9/8/20.
  
- Knox Avenue Pump Station Upgrades
  - Electrical / Pump work scheduled to begin on 10/5/20.
  
- Lower Nazareth Project
  - Gannett Fleming and ESWA held several conference calls to finalize plans and specifications for bidding.
  - Waiting on Northampton County to execute easement agreements.
  - Approximate schedule:
    - Advertise for bids the week of 11/2/20.
    - Open bids the week of 12/7/20.
    - Award bids at 12/14 Board Meeting
    - Construction begins spring of 2021.
  - Will review with PennVest and finalize schedule for October BOD meeting.
  
- Arndt Road / Bushkill Park Drive Water Main
  - Detour approved by Forks and Palmer Townships.
  - KCE to resubmit HOP Application the week of 9/14/20.
  
- Georgian Lane
  - Water system work started 7/16/20 and completed on 7/29/20.
  - Pavement restoration completed on 9/8/20.
  
- Bethman Road
  - Water system work started 7/20/20 and completed on 8/3/20.
  - Pavement restoration completed on 9/9/20.
  
- Applewood Drive, Russet Drive
  - Water system work completed on 7/1/20.
  - Pavement restoration completed in August.

- WTP Chemical Storage Project
  - Work resuming on 9/14/20.
  - Covid-19 Safety Plan agreed to by all parties.
  - Substantial completion date extended to 1/4/21.
- Flushing
  - Knox Avenue
    - Started 7/20/20
    - Scheduled completion 9/30/20.
  - Water Used
    - August: 6,943,385 Gallons
    - Year To Date: 17,359,864 Gallons

#### Administration

- Covid – 19 Update
- Capital & Operating Budgets
- Risk & Resiliency Assessment
  - Draft report provided to ESWA
  - Meeting on 9/29/20 to review and finalize.
  - Must be certified by 12/31/20.
- Alternate Source & Source Resiliency Study
  - City of Bethlehem meeting 9/10/20.
    - Hydraulic Analysis of Existing Interconnections
    - Evaluate Additional Interconnections.
    - Evaluate Chemical Treatment Issues between systems.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment September 14, 2020 (items 4066-76, totaling \$294,576.80). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon (7)

Nays: None

## **REPORT OF COMMITTEES**

### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met on 8/25, 9/1 and 9/8 and discussed personnel matters and they began the process of replacing Mr. Veshosky. Mr. Cain said he has a possible candidate to replace Mr. Veshosky. Holly will email his resume to members to review. Mr. Cain also stated that he received resignation information from Mr. Moorehead and Mrs. Kennon effective upon electing replacements.

### **Budget and Finance –**

Mr. Barefoot stated they received the audit of financial statements. They were sent out to members to review and to submit comments. He also stated he reached out to Keith Fleming and we received a “Clean Opinion”.

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

Craig Swinsburg reported that Judge Roscioli heard Mr. Oleck’s appeal of our right to know request response on Tuesday September 8<sup>th</sup> from June of 2018. She issued a decision that our response was suitable. He also stated on Friday there was a settlement conference for the Brentwood Avenue lawsuit that was related to the water main break from January 2016 and the Insurance Company’s attorney stated that case has settled.

**NEW BUSINESS**

On a motion from Mr. Mauro and seconded by Mr. Barefoot, the Board accepted the Audit from Palmer and Company for the 2019 fiscal year.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon (7)

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the board passed a resolution modifying provisions of the Easton Suburban Water Authority 401 (A) plan as set forth herein. The Easton Suburban Water Authority is desirous of modifying said plan to bring the same conformance with the Bipartisan Budget Act of 2018, in all respects.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Kennon (7)

Nays: None

**ADJOURNMENT**

On a motion from Mr. Veresink, seconded by Mrs. Kennon, the meeting was adjourned at 4:12 pm.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Kennon (7)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary