

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

**Easton, PA
Monday
September 13, 2021
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
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Tom Rosenbauer (Virtually)
Mike McGuire (Virtually)
Dave Hopkins (Virtually)
Mary Kennon (Virtually)

Absent: None

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor (Virtually); Rachel Govelovich, Gannett Fleming Inc (Virtually); 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. McGuire, the minutes of the August 9, 2021 meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Kennon (9)

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 – 1,725'
 - Church Road (Bethlehem, ESWA)
 - 1,710' of 16"
 - 15' of 12"
- Service Installations – 28
 - 1 – 2" Fire 2000 Butler Street (Wilson)
 - 1 – 1-1/2 2000 Butler Street (Wilson)
 - 1 – 1" 831 Walnut Avenue (Easton)
 - 21 – 3/4" Church Road (Bethlehem, Kay Builders)
 - 4 -3/4" Church Road (Bethlehem, ESWA)
- Service Replacements – 6
 - 2 – 3/4" 752 / 754 Walnut Avenue (Easton, Lead)
 - 2 – 3/4" 808/810 Paxinosa Avenue (Easton, Leaking lead)
 - 2 – 3/4" 1343 / 1345 Lehigh Street (Easton, Leaking lead)
- Service Repair – 1
 - 1 – 3/4" 3888 Independence Drive (Bethlehem)
- Blow Offs – 1
 - Installed 2' Blow Off at 11th Street & Ferry Street (Easton)
- Fire Hydrant Replacements – 2
 - Chestnut Terrace & McCartney Street (Easton)
 - 30 Blenheim Drive (Palmer)
- Main Breaks – 2
 - 12" -1019 Ferry Street (Easton, Longitudinal)
 - 3" – 220 Charles Street (Easton, Longitudinal)

Service:

- New Meter Installation – 30
 - 30 – 5/8" ESWA
- Meter Changes – 201
 - 11– 5/8" - COE
 - 162– 5/8" – ESWA

- 3 – ¾” COE
- 16 – ¾” ESWA
- 8 – 1” COE
- 1 – 2” ESWA

- MTU’s - 103
 - 14 – COE
 - 89 – ESWA

- 4910 meters reprogrammed to 1CF (OTA)
- Updating Firmware
 - Remaining endpoints
- MDM Upgrade
 - 2015- 7YR deal, MDM expiring 2/2022 – Upgrading to Smartworks MDM solution starting implementation 10/2021

Customer Service

- Bill Date: 7/15 & 7/21 Due: 8/20/2021
 - Meters Read & Billed = 13,369
 - Amount billed = \$1496,879

Disconnections Summary:

48 hr termination calls: 37

48 hr door hangers (No phone numbers): 15

Actual terminations: 6

ESW = 4

COE = 2

- Turn Off for Non-Payment of Water -6
 - 48 hr Shut off notice for bills >\$600.00

- Turn Off for Non-Payment of Sewer – 0
 - Notified Sewer Authorities to send up priority shut offs and we will do then. (starting 9/2021)

Updated: 9/13/2021 @ 11:20am

OPEN AR 2020/2021									
	2/8/2021	3/8/2021	4/12/2021	5/10/2021	6/14/2021	7/12/2021	8/9/2021	9/13/2021	
<30 days	\$978,482.60	\$719,573.51	\$896,536.74	\$891,586.54	\$574,030.02	\$1,028,893.26	\$1,012,292.58	\$643,256.32	
31-60 days	\$171,119.07	\$172,968.54	\$64,389.69	\$97,477.75	\$99,181.09	\$69,341.54	\$118,440.06	\$(8,591.15)	
61-90 days	\$86,675.14	\$85,985.84	\$82,971.20	\$46,118.32	\$67,502.80	\$75,632.00	\$49,946.85	\$187,032.14	
91-120 days	\$94,545.30	\$59,137.21	\$61,169.59	\$68,821.31	\$40,183.80	\$61,992.35	\$68,340.80	\$37,952.41	
>120 Days	\$227,395.62	\$259,252.48	\$233,529.56	\$242,496.61	\$262,210.57	\$263,369.38	\$271,123.93	\$262,128.21	

OPEN AR COMPARE YEAR -- 2019/2020/2021				
	9/13/2018	9/13/2019	9/13/2020	9/13/2021
<30 days	\$592,969.42	\$638,065.39	\$686,544.00	\$643,256.32
31-60 days	\$93,392.73	\$99,996.82	\$144,111.00	\$(8,591.15)
61-90 days	\$16,213.26	\$42,679.19	\$107,097.40	\$187,032.40
91-120 days	\$18,088.98	\$1,074.63	\$30,591.88	\$37,952.41
>120 Days	\$52,860.72	\$61,551.11	\$125,578.36	\$262,128.21
TOTAL AR	\$773,525.11	\$843,367.14	\$1,093,922.64	\$1,121,778.19

Authority Projects

- Lower Nazareth Project
 - Route 191 Water Mains
 - Advertise in early October.
 - Open bids in early November.
 - Potentially award in December.
 - Construction in Spring of 2022.
- Arndt Road / Bushkill Park Drive Water Main
 - Tentative start date of November 2, 2021.
 - Water system work should take approximately 5 weeks.
 - Permanent pavement restoration to be performed in spring of 2022.

- 2021 Bethlehem Township Water System Improvements
 - Pavement restoration to begin the week of 9/13/21. Work should be completed within two weeks.

- WTP Chemical Storage Project
 - New bulk tank complete and available for use.
 - Day tank has been replaced. Problem with sensor being addressed.
 - Existing bulk tank to be renovated once new day tank is in service.
 - Blooming Glen Pay Estimate #10 for \$11,825.61 recommended for approval.

- Twin Reservoirs Cover Replacement
 - Reservoir filled to 4' and final walk through performed.
 - One repair made after walk through.
 - ESWA personnel working to disinfect and fill the reservoir.
 - Goal is to place back in service by 9/24/21.

- SCADA Upgrade
 - Factory testing completed.
 - OCC to start installing new back panels.
 - Changeover to new system to start end of September.

- Church Road (Bethlehem)
 - ESWA coordinating water main installation with Sanitary Sewer Project.
 - Water system work completed on August 13, 2021.
 - Trench restoration to be completed in Fall.
 - Township overlaying road in 2022.

- Flushing
 - Knox West System
 - Completed on 8/10/21.
 - Lower Nazareth System
 - Completed on 8/31/21.
 - September Flushing
 - Morgan Hill High Service
 - Suburban Morgan Hill Low Service.
 - Twin Reservoirs South Side

 - Water used:

▪ August:	7,728,272 Gallons
▪ Year to Date:	30,451,154 Gallons

Administration

- Alternate Source Study
 - Gannett Fleming updating draft based on 8/3/21 meeting.
 - Revised draft to be provided in next few weeks.
 - Potential committee meeting the week of 10/4/21.
- Budgets
 - Capital & Operating Budgets being prepared.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment September 13, 2021 (items 4156-5159, totaling \$466,491.71). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Kennon (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met on 9/8/21 to review with Attorney Walters the changes in the Sunshine Act in regards to our agenda. They also met today before the Board meeting to discuss the Lower Nazareth Pump Station and alternatives. They also discussed the continuation of hybrid meetings.

Budget and Finance –

Mr. Barefoot stated they received the audit of financial statements. We received a “clean Opinion” from Palmer and Company.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit August 2021; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for July, 2021.

Pension Committee –

Mr. Barefoot stated committee met with Cornerstone for 2nd quarter. Economy should be strong. They also talked about employees and their investments.

Retiree Benefits Ad-hoc Committee –

No Report

4525

Personnel Committee –

No Report

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

On a motion from Mr. Mauro, seconded by Mr. Rosenbauer, the Board accepted the Audit from Palmer and Company for the 2020 Fiscal year.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Kennon (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Mauro, seconded by Mr. Mr. Barefoot, the meeting was adjourned at 3:48 pm.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Mauro, McGuire, Rosenbauer, Veresink, Hopkins, Kennon (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary