

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

**Easton, PA
Monday
August 10, 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, Virtually)
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
David Hopkins (Virtually)
Mike Moorehead (Virtually)
Mary Kennon (Virtually)

Absent: None

Also in attendance were Roy White, Executive Director, Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT 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. Veresink, seconded by Mr. Barefoot, the minutes of the July 13, 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, Kennon (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the July 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 – 4,867'
 - Traditions of America Green Pond (Bethlehem)
 - 279' of 12" on Independence Drive
 - 994' of 8" on Victor's Way
 - Applewood Drive & Russet Drive Project (Palmer, ESWA)
 - 838' of 8" on Applewood Drive
 - 389' of 8" on Russet Drive
 - 10' of 6" on Audubon Avenue
 - 27' of 6" on Glen Avenue
 - 7' of 6" on Applewood Drive
 - Bethman Road (Bethlehem)
 - 1,610' of 8" on Bethman Road
 - 11' of 6" on Bethman Road
 - Georgian Lane (Bethlehem)
 - 702' of 6" on Georgian Lane

- Service Lateral installations - 43
 - 42 – 3/4" Traditions of America Green Pond (Bethlehem)
 - 1 – 3/4" 4170 Hecktown Road (Lower Nazareth)
- Service Lateral Replacements - 1
 - 1 – 3/4" 1131 Washington Street (Easton, Lead)
- Service Lateral Reconnections – 26
 - 12 – 3/4" Applewood, Russet Drives (Palmer)
 - 2 – 3/4" Bethman Road (Bethlehem)
 - 12- 3/4" Georgian Lane (Bethlehem)
- Main Breaks – 0
- New Hydrants - 4
 - Traditions of America Green Pond (Bethlehem)
 - 3899 Victor's Way
 - 3930 Victor's Way
 - 3964 Victor's Way
 - Russet Drive & Applewood Drive (Palmer)
- Hydrant Replacements – 1
 - Applewood Drive & Russet Drive (Palmer)

Service:

- New Meter Installation – 16
 - 16 – 5/8” ESWA
- Meter Changes – 22
 - 6– 5/8” COE
 - 3 – 5/8” ESWA
 - 1 – 1” ESWA
 - 1 – 1 ½ “ COE
 - 3 - 1 ½” ESWA
 - 1 – 2” COE
 - 2 – 2” ESWA
 - 2 – 2” COE
 - 2 – 3” COE
 - 1 – 4” COE
 - 1 – 4” ESWA
 - 1 – 6” WTP
- MTU’s - 88
 - 21 – COE
 - 67 – ESWA
- Turn Off for Non-Payment of Water -0
- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 7/17 & 7/23 Due 8/20/2020
 - Meters Read & Billed = 10,183
 - Amount billed = \$1,242,673
- 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

March & April & May 2020 increase of 2.4%

Open Accounts Receivables

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

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

Penalties

** Average of about **\$13,000.00** in lost Revenue
February, March, April, May - so far

Miscellaenous Revenue

** Average of about **\$1,000.00** in lost Revenue
February, March, April, May - 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>	
Domestic	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	
Commercial	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
Industrial	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
Public	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

\$ 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

Authority Projects

- **Twin Reservoirs Cover Replacement**
 - Reservoir filled approximately 4’ to check for leaks.
 - Leaks identified and repairs in progress.
 - Repairs should be completed the week of 8/10/20.
 - Filling and disinfection should begin by 8/10/20.
 - Filling and testing to take approximately two weeks.
 - All inspection costs after 7/31/20 will be deducted from contractor as liquidated damages.

- **Knox Avenue Pump Station Upgrades**
 - Electrical / Pump work scheduled to begin on 10/1/20.
 - Conference call conducted to discuss Covid Plan on 7/28/20.

- **Lower Nazareth Project**
 - Working to finalize plans and specifications for bidding.
 - Working to finalize Water Main and Pump Station Easements.

- Arndt Road / Bushkill Park Drive Water Main
 - HOP Application returned with comments.
 - KCE is working on revisions to plans for resubmission to PennDOT.
 - ESWA working with Forks and Palmer Townships on detour plan for work.

- Georgian Lane
 - Water system work started 7/16/20 and completed on 7/29/20.
 - Pavement restoration to be completed in the Fall.
- Bethman Road
 - Water system work started 7/20/20 and completed on 8/3/20.
 - Restoration to be completed in the Fall.

- Applewood Drive, Russet Drive
 - Water system work completed on 7/1/20.
 - Pavement restoration to be performed in August.

- WTP Chemical Storage Project
 - Covid-19 Work Requirement Plan was created by ESWA and KCE.
 - Provided to contractors on 6/5/20.
 - Contractors provided comments and their own Covid-19 Safety Plans for review.
 - Finalizing requirements and details.
 - Work hopefully resuming by end of August.
- Flushing
 - North High
 - Started 6/17/20
 - Completed 7/17/20
 - Knox Avenue
 - Started 7/20/20
 - Estimated completion early September
 - Water Used
 - July: 7,198,162 Gallons
 - Year To Date: 10,416,479 Gallons

Administration

- AWIA Act 2018 - Update
- Alternative Source & Source Resiliency Study

APPROVAL OF REQUISITIONS

On a motion from Mr. Veresink, seconded by Mr. Barefoot, requisitions were approved for payment August 10, 2020 (items 4064-65, totaling \$508,976.70). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually and discussed second water supply issue and they also initiated the process of replacing Mr. Veshosky.

Budget and Finance –

No Report

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

No Report

ADJOURNMENT

On a motion from Mr. Moorehead, seconded by Mr. Barefoot, the meeting was adjourned at 3:38 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary