

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

**Easton, PA
Monday
August 9, 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)

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. Veresink, seconded by Mr. Mauro, the minutes of the July 12, 2021 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins (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 – 2,367'
 - River Hill Estates (Bethlehem, Kay Builders)
 - 1008' of 8" on Farmersville Road
 - 462' of 8" on Charley Lane
 - 533' of 8" on Emma Avenue
 - 364" of 8" on Josie Lane
- Service Installations – 1
 - 1 – 6" Fire 2600 William Penn Highway (Palmer)
- Service Replacements – 3
 - 1 – 1-1/2" 4401 William Penn Highway (Bethlehem)
 - 1 – 3/4" 659 Northampton Street (Easton, Leaking lead)
 - 1 – 3/4" 512 Cattell Street (Easton, Leaking lead)
- Blow Offs – 1
 - 1 – 2" 3605 Knollcroft Avenue (Bethlehem, replaced 1" blow off)
- Fire Hydrant Installations – 4
 - River Hill Estates (Bethlehem, Kay Builders)
 - Farmersville Road & Hilltop Circle
 - 1750 Josie Lane
 - 1732 Emma Avenue
 - 4401 William Penn Highway (Bethlehem)

Service:

- New Meter Installation – 22
 - 5 – 5/8" COE
 - 16 – 5/8" ESWA
 - 1 – 2" ESWA
- Meter Changes – 217
 - 4 – 5/8" - COE
 - 188 – 5/8" – ESWA
 - 9 – 3/4" ESWA
 - 1 – 1-1/2" ESWA
 - 6 – 2" COE

- 3 – 2” ESWA
- 2 – 4” COE
- 1 – 4” ESWA
- 1 – 6” ESWA

- MTU’s - 96
 - 14 – COE
 - 82 – ESWA
- 4176 meters reprogrammed to 1CF (OTA)

Customer Service

- Bill Date: 6/17 & 6/25 Due: 7/20/2021
 - Meters Read & Billed = 11,951
 - Amount billed = \$1,317,619

Disconnections Summary:

48 hr termination calls: 5

48 hr door hangers (No phone numbers): 0

Actual terminations: 4

ESW = 4

COE = 0

- Turn Off for Non-Payment of Water -4
 - 48 hr Shut off notice for bills >\$800.00

- Turn Off for Non-Payment of Sewer – 0
 - Will start up after 1st complete round of water shut offs (next month).

Updated: 8/09/2021 @ 8:45am

OPEN AR 2020/2021										
	12/14/2020	1/11/2021	2/8/2021	3/8/2021	4/12/2021	5/10/2021	6/14/2021	7/12/2021	8/9/2021	
<30 days	\$ 679,120.82	\$ 1,119,570.78	\$ 978,482.60	\$ 719,573.51	\$ 896,536.74	\$ 891,586.54	\$ 574,030.02	\$ 1,028,893.26	\$ 1,012,292.58	
31-60 days	\$ 163,390.22	\$ 161,001.98	\$ 171,119.07	\$ 172,968.54	\$ 64,389.69	\$ 97,477.75	\$ 99,181.09	\$ 69,341.54	\$ 118,440.06	
61-90 days	\$ 92,565.38	\$ 114,424.14	\$ 86,675.14	\$ 85,985.84	\$ 82,971.20	\$ 46,118.32	\$ 67,502.80	\$ 75,632.00	\$ 49,946.85	
91-120 days	\$ 45,653.02	\$ 82,723.22	\$ 94,545.30	\$ 59,137.21	\$ 61,169.59	\$ 68,821.31	\$ 40,183.80	\$ 61,992.35	\$ 68,340.80	
>120 Days	\$ 174,745.97	\$ 188,432.99	\$ 227,395.62	\$ 259,252.48	\$ 233,529.56	\$ 242,496.61	\$ 262,210.57	\$ 263,369.38	\$ 271,123.93	

OPEN AR COMPARE YEAR -- 2019/2020/2021				
	8/9/2018	8/9/2019	8/9/2020	8/9/2021
<30 days	\$ 942,565.60	\$ 897,795.85	\$ 1,096,149.13	\$ 1,012,292.58
31-60 days	\$ 105,908.08	\$ 125,295.76	\$ 185,026.72	\$ 118,440.06
61-90 days	\$ 34,364.30	\$ 36,103.86	\$ 46,875.12	\$ 49,946.85
91-120 days	\$ 37,062.90	\$ 41,962.32	\$ 65,227.35	\$ 68,340.80
>120 Days	\$ 39,313.86	\$ 42,212.95	\$ 106,680.32	\$ 271,123.93
TOTAL AR	\$ 1,159,214.74	\$ 1,143,370.74	\$ 1,499,958.64	\$ 1,520,144.22

Authority Projects

- Lower Nazareth Project
 - Route 191 Water Mains
 - Gannett Fleming provided final plans for ESWA review.
- Arndt Road / Bushkill Park Drive Water Main
 - PennDOT Permit issued 6/16/21.
 - Bid advertised on 7/16/21 & 7/20/21.
 - Bids opened on 8/3/21.
 - Low Bidder Joao & Bradley:
 - Basic: \$818,242.50
 - Unforeseen: \$8,975.00
 - Alt 2 Temp Paving: \$22,795.00
 - Total: \$850,012.50
 - Other Bids:
 - Doli: \$1,055,460.00
 - MF Ronca: \$1,226,825.00
 - Recommend Award of Bid to Joao & Bradley

- 2021 Bethlehem Township Water System Improvements
 - Water system completed on 7/13/21.
 - Pavement restoration in fall.
 - Pay Estimate #2 for \$48,122.25 recommended for approval.

- WTP Chemical Storage Project
 - New bulk tank complete and available for use.
 - Day tank has been replaced. Completing sensors and SCADA controls.
 - Existing bulk tank to be renovated once new day tank is in service.
 - Blooming Glen Pay Estimate #9 for \$25,387.71 recommended for approval.

- Twin Reservoirs Cover Replacement
 - Contractor returned to site on 7/12/21 to complete work.
 - Final walk through being performed on 8/9/21.
 - Contractor working to address walkthrough punchlist.
 - ESWA personnel hope to disinfect and begin filling the week of 8/9/21.

- SCADA Upgrade
 - ESWA/OCC reviewed new SCADA Screens on 8/4/21.
 - OCC to finish panel construction and Screen Layouts.
 - Factory testing scheduled for week of 8/30/21.
 - Changeover to potentially start in September.

- Lincoln Street Water System Improvements (Easton)
 - Trench restoration completed.
 - Permanent pavement restoration to be coordinated with City of Easton and Developers.

- Fairview Avenue (Wilson)
 - Trench restoration completed.

- Church Road (Bethlehem)
 - ESWA coordinating water main installation with Sanitary Sewer Project.
 - Project started on 7/26/21.

- Flushing
 - Knox South System
 - Started 6/25/21.
 - Completed 7/28/21
 - Knox West System
 - Started 7/28/21
 - Scheduled to be completed 8/10/21
 - Lower Nazareth System
 - Scheduled to start on 8/11/21

- Water used:
 - July: 5,091,629 Gallons
 - Year to Date: 22,722,882 Gallons

Administration

- Alternate Source & Source Resiliency Study
 - 8/3/21 Meeting with Gannett Fleming reviewed potential alternatives.
 - Gannett Fleming to review and update draft and provide to ESWA
- Property & Liability Insurance
 - 2022 Renewal \$279,671
 - Total Increase of 1.5%
 - Property increase of 5.8%
 - Cyber increaser of 23.2%
 - Workers Comp decrease of 16.9%
- 2020 Audit
- Water Treatment Plant
 - Operated on New Jersey Power 7/28/21 to 8/5/21.

APPROVAL OF REQUISITIONS

On a motion from Mr. Walker, seconded by Mr. Barefoot, requisitions were approved for payment August 9, 2021 (items 4152-5155, totaling \$254,937.86). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually today before the Board meeting to discuss an issue that came up during shut offs. We discovered there are programs through the county that offer assistance. They also discussed the City of Easton lease. We sent the information to them via electronically.

Budget and Finance –

Mr. Barefoot stated the committee will meet with Keith Fleming in regards to the Audit on August 25th at 3 pm.

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

Pension Committee –

Stephanie Kinsell stated the committee will meet on August 26th at 11 am.

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

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the Board passed a Resolution authorizing the acceptance of the bid of Joao & Bradley Construction Co., in the amount of \$818,242.50 Total Basic Bid; \$8,975.00 Total Unforeseen Bid; n\$17,217.50 Total Alternate 1 Bid; \$22,795.00 Total Alternate Bid 2; and \$45,590.00 Total Alternate 3 Bid, and authorizing the awarding of said contract to the same subject to the terms and conditions pursuant to a certain project manual dated July 2021 for the purpose of replacement of approximately 2,500 lineal feet of water main installation and pavement restoration , on Bushkill Park Drive and Arndt Road in Forks Township, Northampton County, Pennsylvania.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Mr. Veresink, the meeting was adjourned at 3:42 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary