

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

**Easton, PA
Monday
August 14, 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)
 Joe Mauro (Virtual)
 BJ Metz (In-Person)
 Dave Hopkins (Virtual)
 Rosie Bukics (In-Person)

Absent: Mike McGuire

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Finance Director; Thomas Walters, Solicitor; Erin Laux, Gannett Fleming; 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. Rosenbauer, the minutes of the July 10, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Mauro, Hopkins, Metz, Bukics (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:

- Service Replacements – 8
 - 1 – 3/4" 34 N 13th Street (Easton, Lead)
 - 1 – 3/4" 112 North 13th Street (Easton, Lead)
 - 1 – 3/4" 34 North 13th Street (Easton, Lead)
 - 1 – 3/4" 1320 Liberty Street (Easton, Lead)
 - 1 – 3/4" 1322 Liberty Street (Easton, Lead)
 - 1 – 3/4" 1323 Liberty Street (Easton, Lead)
 - 1 – 3/4" 1324 Spring Garen Street (Easton, Lead)
 - 1 – 3/4" 1325 Spring Garden Street (Easton, Lead)
- Service Installations – 5
 - 1 – 3/4" 509 Raub Street (Easton)
 - 1 – 3/4" 2927 Norton Avenue (Palmer)
 - 1 – 1-1/2" 1510 Sullivan Trail (Forks)
 - 1 – 4" 3200 Richmond Road (Forks)
 - 1 – 10" Fire 3200 Richmond Road (Forks)
- Service Repair - 1
 - 1 – 3/4" 1812 Maple Avenue (Forks)
- Valves – 4
 - Replaced 2 – 6" Valves at Greenwood Avenue & Oregon Street (Palmer)
 - Repaired 6" Valve at Pierce Street & Hamilton Street (Easton)
 - Repaired 6" Valve at 1405 Stafford Drive (Forks)

Service:

- New Meter Installation – 19
 - 2 – 5/8" COE
 - 16 – 5/8" ESWA
 - 1 – 3" COE
- Meter Changes – 154
 - 7- 5/8" - COE
 - 121- 5/8" – ESWA
 - 5- 3/4" ESWA
 - 2 – 1" COE

- 1 – 1” ESWA
- 4 – 1-1/2” ESWA
- 1 – 1-1/2” COE
- 7 – 2” ESWA
- 2 – 2” COE
- 1 – 4” COE
- 1 – 6” COE
- 1 – 6” ESWA
- 1 – 8” ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU’s - 44
 - 11 – COE
 - 33 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 6/15 & 6/22 Due: 7/20/2023**
 - Meters Read & Billed = 12,562
 - Amount billed = \$1,419,501

Disconnections Summary: (Non-Payment):

48 hr termination calls: 171

48 hr door hangers (No phone numbers): 39

Actual terminations: 22

ESW = 15 (Wilson, Palmer, Forks)

COE = 7

- Turn Off for Non-Payment of Water- 22
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- WTP Chemical Storage Project
 - Waiting on Revised Diagrams for Heater Control Panels from general Contractor.

- Route 191 Project
 - Small portion of mill and overlay that still needs to be completed at intersection with Route 946.
 - Project will be closed out and final pay estimate approved when completed.

- 2023 Old Orchard Improvements
 - Contractor began work on 7/5/23.
 - Main installation completed on 8/2/23.
 - Water system work should be completed by the end of August.
 - Pay Estimate #1 for \$1,074,781.24 recommended for approval.

- COE Transmission Mains Design Group A
 - ESWA & Gannett Fleming reviewing main sizing & alignment.
 - Meeting on 8/16/23 to finalize alignment.

- Richmond Road
 - Highway Occupancy Permit resubmitted on 7/12/23.
 - Response provided on 8/10/23.

- South Side Water System Improvements/Lead Service Replacements
 - ESWA & Gannett Fleming met to review water main layout/alignment in project areas.

- Newburg Road Bridge Replacement
 - Existing water main located in easement outside of PennDOT ROW, so project will be 100% reimbursed by PennDOT.
 - Keystone Consulting Engineers completing Water Main Relocation Design.
 - ESWA acquiring new easement for proposed water main.
 - ESWA Resolution needed authorizing the execution of a reimbursement agreement with PennDOT.
 - Estimate Construction Cost: \$223,370.00 (PennDOT)
 - Engineering/Easement Cost: \$57,470.00 (PennDOT)
 - ESWA Betterment Cost: \$3,160.00 (ESWA)

- Flushing
 - North High System completed on 8/4/23.
 - 15th Street System started on 8/7/23.
 - Water used:
 - July 6,363,940 Gallons
 - Year to Date: 24,341,050 Gallons

Administration

- Property/Worker's Compensation Renewal
 - 2022 Total Premium: \$297,840
 - 2023 Total Premium: \$342,590
 - Worker's Compensation Decreased 8%
 - Insured Valves increased \$10 Million (Inflation)
 - Property/Auto increase approximately 10%
- 2022 Audit
 - Budget & Finance Committee Meeting on 8/3/23 to review.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Ms. Bukics, requisitions were approved for payment August 14, 2023 (items 4293-4302, totaling \$1,326,123.52). No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Mauro, Metz, Bukics, Hopkins (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 and items coming up under new business.

Budget and Finance –

Mr. Rosenbauer stated the committee met with Auditor and received a draft of Audit. The Board will vote on it under new business. Mr. Rosenbauer also stated the committee is pleased with the new Auditor.

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

Personnel, Wage & Benefit Committee –

Mr. Barefoot stated the committee had a meeting and the Board will be going into Executive session about a personnel matter. There will be a committee meeting on Thursday to review with Cornerstone.

Capital Improvement & Planning Committee-

Mr. Hopkins stated that he has to discuss with Craig about the trajectory of water line and they need to schedule a meeting in regard to Ferry Street and they will set up a committee meeting next month.

Water Quality Committee- No Report

Public Relations & Communications Committee-

Mr. Walker stated the committee did not meet this month and things are progressing with the consultants. Mr. Swinsburg stated they met with the consultant on Friday. They did a stakeholder interview for feedback.

REPORT OF SOLICITOR

Mr. Walters stated we have 3 items to vote on under new business.

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Metz, the Board voted to accept the 2022 Audit.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Barefoot, The Board passed the Resolution to authorize the submission of the request for the Pennsylvania Department of Transportation to provide 100 percent reimbursement to Easton Suburban Water Authority for all costs, less any betterments, incurred in relocating our water main facility affected by SR 3020-1B, MPMS 85940 necessitated by the Pennsylvania Department of Transportation Highway Improvement in Northampton County. Also, The Executive director of the said municipality be authorized and directed to sign a Utility Reimbursement Agreement on its behalf and that the Secretary of the board be authorized and directed to attest the Executive Director's signature on the Utility Reimbursement Agreement for this highway project.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Metz, The Board of Directors resolved that all present employees shall be reimbursed by the Authority for any unused COVID time, unused by the employee for the COVID period. This benefit is hereby allotted to each employee in an amount not to exceed the unused days not used by them during the period.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The Board entered into Executive Session to discuss a personnel matter at 3:30 PM. They resumed their regular session at 3:50 PM.

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the meeting was adjourned at 3:53 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary