

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

**Easton, PA
Monday
August 12, 2024
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 (Virtual)
 Dave Hopkins (Virtual)
 BJ Metz (In-Person)
 Joe Mauro (In-Person)
 Rosie Bukics (In-Person)
 Tom Rosenbauer (Virtual)

Absent: Mike McGuire

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial Director; Thomas Walters, Solicitor; 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. Veresink, seconded by Ms. Bukics, the minutes of the July 8, 2024, meeting was approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Barefoot, Metz, Hopkins, Bukics, Mauro, Rosenbauer (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 – 4,568'
 - Richmond Road (Forks, ESWA Contractor):
 - 4,349'
 - 4,189' of 12"
 - 32' of 10"
 - 38' of 8"
 - 90' of 6"
 - Newburg Road Bridge Replacement (Lower Nazareth, PennDOT Contractor): 219'
 - 148' of 8" DIP
 - 34' of 4" DIP
 - 37' of 2" Plastic

- Service Installations - 2
 - 1 – 2" 130 S 12th Street (Easton)
 - 1 – 2" Fire 130 South 12th Street (Easton)
- Service Replacements – 66
 - 56 – ¾" Richmond Road (Forks)
 - 2 – ¾" 1022/1024 Bushkill Street (Easton)
 - 1 – ¾" 915 Walnut Street (Easton, Lead)
 - 1 – ¾" 916 Walnut Street (Easton, Lead)
 - 1 – ¾" 918 Walnut Street (Easton, Lead)
 - 1 – ¾" 933 Walnut Street (Easton, Lead)
 - 1 – ¾" 937 Walnut Street (Easton, Lead)
 - 1 – ¾" 939 Walnut Street (Easton, Lead)
 - 1 – ¾" 941 Walnut Street (Easton, Lead)
 - 1 – ¾" 943 Walnut Street (Easton, Lead)
- Service Reconnections – 2
 - 2 – ¾" Richmond Road (Forks)
- Service Repair – 1
 - 1 – ¾" 724 Lehigh Street (Easton)
- Service Abandonment – 1
 - 1 – 2" 608 Greenwood Avenue (Palmer)

- Main Abandonment – 1
 - 1 – 8” Richmond Road ROW to Wynwood Lane (Forks)
- Valves - 2
 - Repaired 6” at Walnut Street & Butler Street (Easton)
 - Replaced 12” at Stonebridge Lane & Richmond Road (Forks)

Service:

- New Meter Installation – 12
 - 1 – 5/8” COE
 - 10 – 5/8” ESWA
 - 1 – 2” ESWA
- Meter Changes – 141
 - 10- 5/8” - COE
 - 109 – 5/8” – ESWA
 - 4 – 1” COE
 - 1 – 1-1/2” ESWA
 - 3 – 2” COE
 - 4 – 2” ESWA
 - 4 – 3” ESWA
 - 3 – 4” COE
 - 1 – 4” ESWA
 - 1 – 6” COE
 - 1 – 6” ESWA
- MTU's - 46
 - 17 – COE
 - 29 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 6/17 & 6/24 Due: 7/20/2024**
 - Meters Read & Billed = 12,389
 - Amount billed = \$1,428,537

Disconnections Summary: (Non-Payment):

48 hr termination calls: 184

48 hr door hangers (No phone numbers): 32

Actual terminations: 41

ESW = 32

COE = 9

- Turn Off for Non-Payment of Water- 41
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- Lower Nazareth Pump Station
 - Planning Commission Review
 - The Planning Commission granted Conditional Approval at their 6/17/24 Meeting.
 - Board of Supervisors
 - Submitting to appear before the Board of Supervisors at their August 28, 2024 Meeting.
- Richmond Road
 - Water system work completed.
 - Contractor working on trench restoration.
 - Mill and overlay should be completed prior to the start of school on 8/26/24.
 - Pay Estimate #2 for \$446,163.24 recommended for approval today.
- Dogwood Terrace Water System Improvements
 - Water system construction was completed on 7/3/24.
 - Pavement restoration should be completed by the end of August.
 - No pay estimate this month.
- South Side Water System Improvements
 - PennVEST status meeting scheduled for 8/22/24.

- City of Easton Transmission Main Improvements Group A
 - 60% Drawings to ESWA the week of 7/8/24.
 - Design reviewing meeting held on 7/31/24 to work through sequence and design changes.

- Jackson Street Water System Improvements
 - ESWA personnel completed Concrete Restoration.
 - Permanent Pavement Restoration should be completed by the end of August.

- WTP High Service Pump 3
 - VFD was replaced on a preventative maintenance basis (Pump 4 VFD failed in 2023).
 - Pump and Motor were refurbished while pump was out of service.

- Flushing Program.
 - Knox System completed on 8/5/24.
 - Suburban 15th Street System started on 8/5/24.
 - Water Used:
 - July: 7,589,517 gallons
 - Year to Date: 29,773,692 gallons

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Mauro, requisitions were approved for payment August 12, 2024 (items 4385-4393, totaling \$873,672.94). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and reviewed the agenda, status on lease negotiations and talked about consultant named PFM that the Special counsel recommended to us and met again today before meeting to further discuss the PFM proposal.

Budget and Finance –

No Report- Mr. Rosenbauer stated that the committee has the audit report. He stated the committee met with auditor in July and he has a motion to accept the 2023 Audit.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit July 2024; Cash Flow Forecast 2024; and Income Statement – Budget Comparison for June 2024.

Personnel, Wage & Benefit Committee –

No Report –

Capital Improvement & Planning Committee-

No Report

Water Quality Committee-

No Report

Public Relations & Communications Committee-

No Report

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, The Board accepted the 2023 Audit.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Mr. Mauro, The Board accepted the PFM Financial Advisors LLC 8/8/24 proposal for \$19,500.00.

Motion adopted by the following vote:

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

Nays: None

Mr. Swinsburg stated the November Board meeting will be moved from 11/11/24 to 11/12/24 due to the holiday.

ADJOURNMENT

On a motion from Mr. Mauro, seconded by Mr. Veresink, the meeting was adjourned at 3:38 PM.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary