

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

**Easton, PA
Monday
December 12, 2022
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 (In-Person)
Robert Walker (In-Person)
Theodore Veresink (In-Person)
Wayne Barefoot (Phone)
Dave Hopkins (Virtually)
Tom Rosenbauer (In-Person)
Rosie Bukics (In-Person)
Mike McGuire (Virtually)
Joe Mauro (Virtually)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming; Erin Laux, 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 November 14, 2022, meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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 – 814'
 - Palmer Pointe (Palmer, 644')
 - 581' of 8"
 - 63' of 6"
 - Watermark (Easton, 170')
 - 170' of 8" on Larry Holmes Drive
- Service Installations – 15
 - 1 – 1" 3650 Hartley Avenue (Palmer)
 - 1 – 3" 45 Larry Holes Drive (Easton, Watermark)
 - 6 – 3" Palmer Pointe (Palmer)
 - 1 – 6" Fire 45 Larry Holmes Drive (Easton, Watermark)
 - 6 – 6" Fire Palmer Pointe (Palmer)
- Service Replacements – 3
 - 2 – ¾" 418/420 North 12th Street (Easton, Leaking Lead)
 - 1 – ¾" 300 Cattell Street (Easton, Lead)
- Service Repairs – 1
 - 1 – ¾" Domestic / 1" Fire 2400 Raya Way (Bethlehem Township)
- Valves – 1
 - Repaired 6" Valve at West Wilkes Barre Street & Davis Street (Easton)
- New Hydrants – 4
 - Palmer Pointe (Palmer)
 - 3 Fire Hydrants
 - 45 Larry Holes Drive (Easton, Watermark)
 - 1 Fire Hydrant
- Fire Hydrants Replacement– 2
 - Greening Drive & Sutton Place (Palmer)
 - 3543 Glen Avenue (Palmer)
- Hydrant Repairs – 9
 - Victors Way (Bethlehem)
 - Raya Way & Cook Drive (Bethlehem)
 - 5th Street & Spruce Street (Easton)
 - 133 Northampton Street (Easton)
 - 4th Street & Bushkill Street (Easton, Vehicle)
 - Dryland Way (Lower Nazareth)

- 423 Mayfield Circle (Lower Nazareth)
- 4221 Mayfield Circle (Lower Nazareth)
- 3rd Street & Keystone Avenue (West Easton)
- Main Breaks – 6
 - 12" – Glover Road & Kuebler Road (Forks, Radial)
 - 12" – Centre Street (Easton, Universal)
 - 10" – Holly Street & Liberty Street (Glendon, Longitudinal)
 - 8" – Westgate Avenue & Old Nazareth Road (Palmer, DIP Push Joint)
 - 8" – Freemansburg Avenue & Old Orchard Drive (Palmer, Universal)
 - 6" – 7 Tanglewood Road (Easton, Radial)
- Main Abandonment – 1
 - 2" – Newburg Road / Route 191 (Lower Nazareth)

Service:

- New Meter Installation – 50
 - 1 – 5/8" COE
 - 49 – 5/8" ESWA
- Meter Changes – 128
 - 9- 5/8" - COE
 - 96- 5/8" – ESWA
 - 6 – 3/4" ESWA
 - 3- 1" COE
 - 11 – 1" ESWA
 - 1 – 1-1/2" ESWA
 - 1 – 2" ESWA
 - 1 – 6" ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU's - 68
 - 8 – COE
 - 60 – ESWA

Customer Service

- Bill Date:10/18 & 10/21 Due: 11/20/2022
 - Meters Read & Billed = 12,483
 - Amount billed = \$1,625,035

Disconnections Summary:

48 hr termination calls: 334

48 hr door hangers (No phone numbers): 77

Actual terminations: 88

ESW = 48

COE = 40

- Turn Off for Non-Payment of Water- 88
- Turn Off for Non-Payment of Sewer – 5

Updated 12/12/2022 @ 1:15 pm

OPEN AR 2021/2022												
12/13/2021	1/10/2022	2/14/2022	3/14/2022	4/11/2022	5/9/2022	6/13/2022	7/11/2022	8/8/2022	9/12/2022	10/10/2022	11/10/2022	12/12/2022
\$ 710,329.30	\$ 962,854.85	\$ 136,045.25	\$ 669,987.92	\$ 1,024,822.00	\$ 925,771.54	\$ 652,552.60	\$ 1,340,572.31	\$ 1,106,179.76	\$ 767,390.40	\$ 1,338,697.07	\$ 1,014,869.41	\$ 711,293.82
\$ 126,697.6	\$ 77,914.66	\$ 616,051.00	\$ 99,898.61	\$ 60,361.80	\$ 109,360.27	\$ 4,234.32	\$ 107,071.18	\$ 114,541.67	\$ 117,363.45	\$ 82,276.18	\$ 109,529.79	\$ 118,625.75
\$ 76,363.95	\$ 77,290.23	\$ 138,758.09	\$ 68,598.14	\$ 34,996.51	\$ 25,329.10	\$ 132,832.34	\$ 62,231.70	\$ 38,601.64	\$ 40,488.80	\$ 32,396.44	\$ 29,393.05	\$ 38,571.82
\$ 44,266.70	\$ 65,635.70	\$ 181.34	\$ 33,076.06	\$ 50,639.97	\$ 22,291.65	\$ 17,885.04	\$ 32,271.34	\$ 44,291.85	\$ 31,227.69	\$ 35,396.44	\$ 26,365.38	\$ 23,588.43
\$ 248,379.60	\$ 208,759.57	\$ 225,781.17	\$ 174,880.46	\$ 117,066.00	\$ 92,814.49	\$ 29,746.95	\$ 28,922.31	\$ 24,846.12	\$ 35,187.92	\$ 26,684.31	\$ 28,639.94	\$ 26,912.81

Authority Projects

- WTP Chemical Storage Project
 - Heater Control Panels must be upgraded, waiting for new panels.
 - Control Panels ordered. Waiting.
- 2022 Palmer Township Improvements
 - Water system work completed.
 - Pavement restoration was completed on 11/22/22.
 - Pay Estimate #5 for \$59,055.54 recommended for approval today.
- Route 191 Project
 - Water system work completed.
 - Pavement restoration will be performed in the Spring.

- Richmond Road Water System Design
 - Gannett Fleming provided 60% Drawings to ESWA for review on 11/9/22.
- Old Orchard Water System Improvements
 - Completing Plans & Specifications
 - Will request authorization to advertise at January meeting.
 - Bid award at February meeting.
- Alternate Source Study
 - 12/5/22 Conference call with Bethlehem
 - Long term planning
 - Prioritization of Interconnections

Administrative

- Grant Opportunities
 - H2O Grant
 - Ferry Street, Northampton Street
 - Submission Deadline 12/21/22
 - Lead Services Grants
 - ESWA applying for two areas in City of Easton
 - Application Deadlines
 - 2/1/23
 - 5/3/23

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Cain, requisitions were approved for payment December 12, 2022 (item 4245 - 4251, totaling \$139,594.14). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and again today to discuss the interview with prospective Board member and to finalize the agenda for today's meeting.

Budget and Finance –

Mr. Rosenbauer stated everyone received the two budgets to review and vote on today. The committee sent out recommendations for proposals to 3 firms to replace our auditor. The committee will make a recommendation under new business today.

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated the committee met on 11/17 to discuss the 2023 wage recommendations which included a 4% increase.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Rosenbauer, seconded by Mr. Cain, the Board approved the 2023 Operating Budget.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Rosenbauer, seconded by Mr. Veresink, the Board approved the 2023 Capital Budget.

Motion adopted by the following vote:

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

Nays: None

4525

On a motion from Mr. Rosenbauer, seconded by Ms. Bukics, the Board approved the recommendation to hire Barbacane Thornton & Co as our auditor moving forward.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The Board entered into Executive Session at 3:43 pm to discuss a new prospective Board member. They resumed regular session at 3:55 pm.

ADJOURNMENT

On a motion from Mr. Cain, seconded by Mr. Veresink, the meeting was adjourned at 3:57 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary