

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

**Easton, PA
Monday
February 8, 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 (Virtually)
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
David Hopkins (Virtually)
Mike Moorehead (Virtually)
Tom Rosenbauer (Virtually)
Mary Kennon (Virtually)

Absent: None

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. Rosenbauer, seconded by Mr. Moorehead, the minutes of the January 11, 2021 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Rosenbauer, Kennon (9)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the January 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 Lateral installations - 1
 - 1 – ¾" 3981 Newburg Road (Lower Nazareth)
- Service Lateral Replacements - 6
 - 2 – ¾" 1845/1847 Northampton Street (Wilson, lead)
 - 2 – ¾" 531/533 Centre Street (Easton, lead)
 - 1 – ¾" 251 Nazareth Pike (Lower Nazareth, plastic)
 - 1 – ¾" 4461 Steuben Road (Lower Nazareth, plastic)
- Service Repairs - 1
 - 1 – 1" 119/121 South 9th Street (Easton, Gas Contractor)
- Repaired Fire Hydrants - 1
 - Empire Court & Kings Court (Bethlehem)
- Fire Hydrant Inspections
 - Inspected 1,286 of 2,033
- Valve Repairs – 1
 - 6" Whitney Avenue & Virginia Street (Palmer)
- Main Breaks – 4
 - 6" – 150 Blenheim Drive (Palmer, Radial)
 - 6" – 365 Crescent Drive (Palmer, Radial)
 - 6" – 3518 Whitney Avenue (Palmer, Radial)
 - 6" – 22nd Street & Forest Street (Wilson, Universal)
- Maintenance
 - Lower Nazareth Pump Station
 - Rebuilt Check Valves on Pumps 3 & 4 (Preventive)
 - Wood Avenue Pump Station
 - Repaired Check Valve on Pump 3 (Reactive)
 - Repaired Generator Primary Stop Button (Reactive)

Service:

- New Meter Installation – 23
 - 22 – 5/8" ESWA
 - 1 - 5/8" COE

- Meter Changes – 103
 - 3– 5/8” COE
 - 91 – 5/8” ESWA
 - 1 – 3/4” ESWA
 - 3 – 1” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 1-1/2” COE
 - 3 – 2” ESWA

- MTU’s - 63
 - 5 – COE
 - 58 – ESWA

- 100 CF – 1 CF
 - 456 in January 2021

- Turn Off for Non-Payment of Water -0

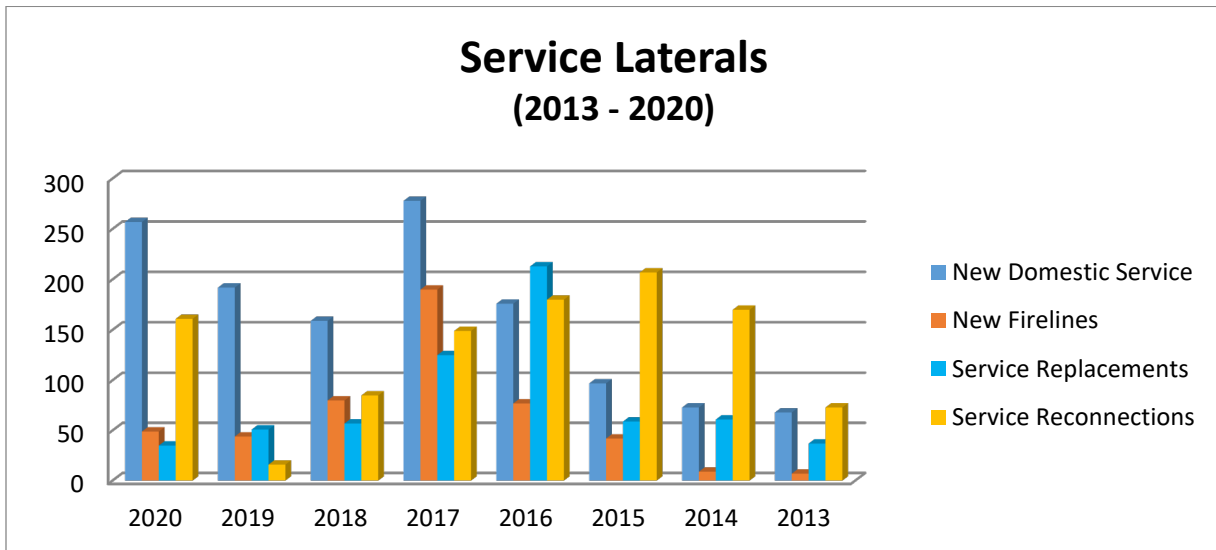
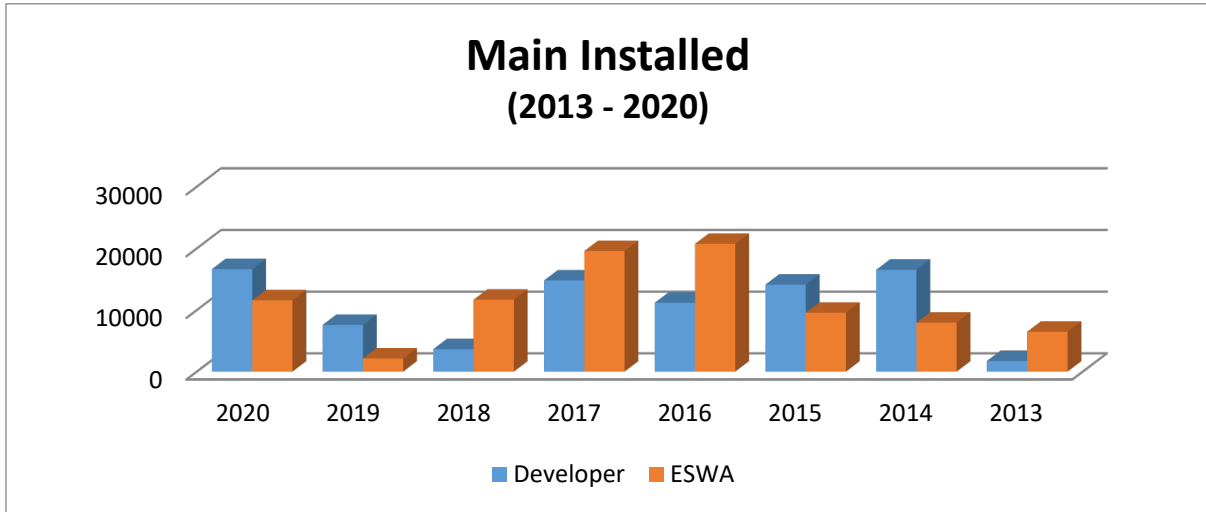
- Turn Off for Non-Payment of Sewer - 0

Customer Service

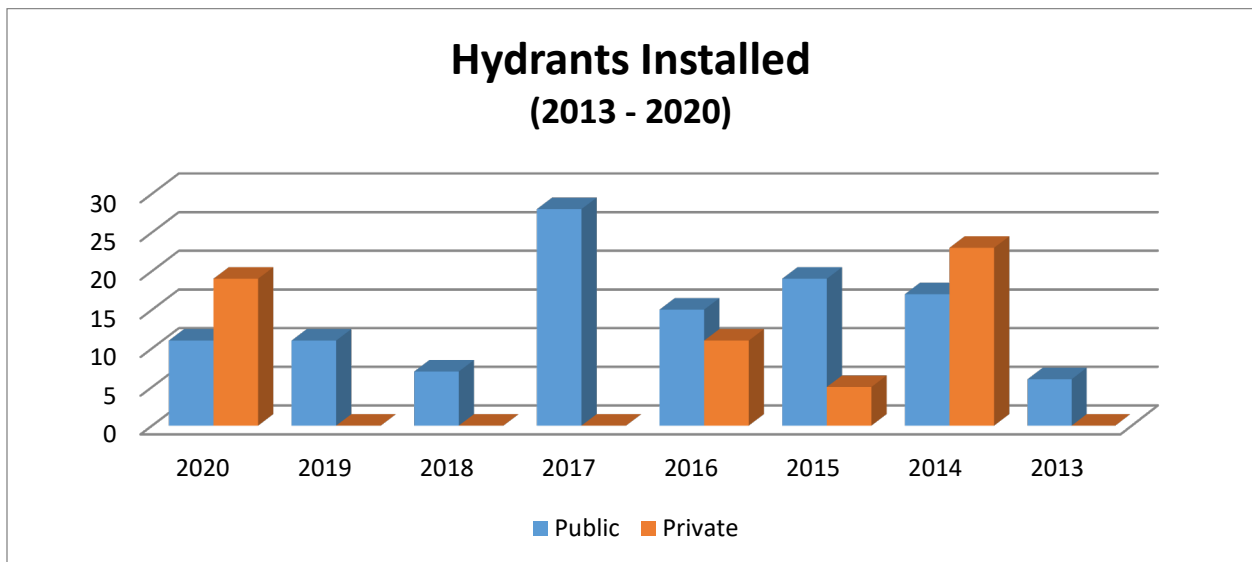
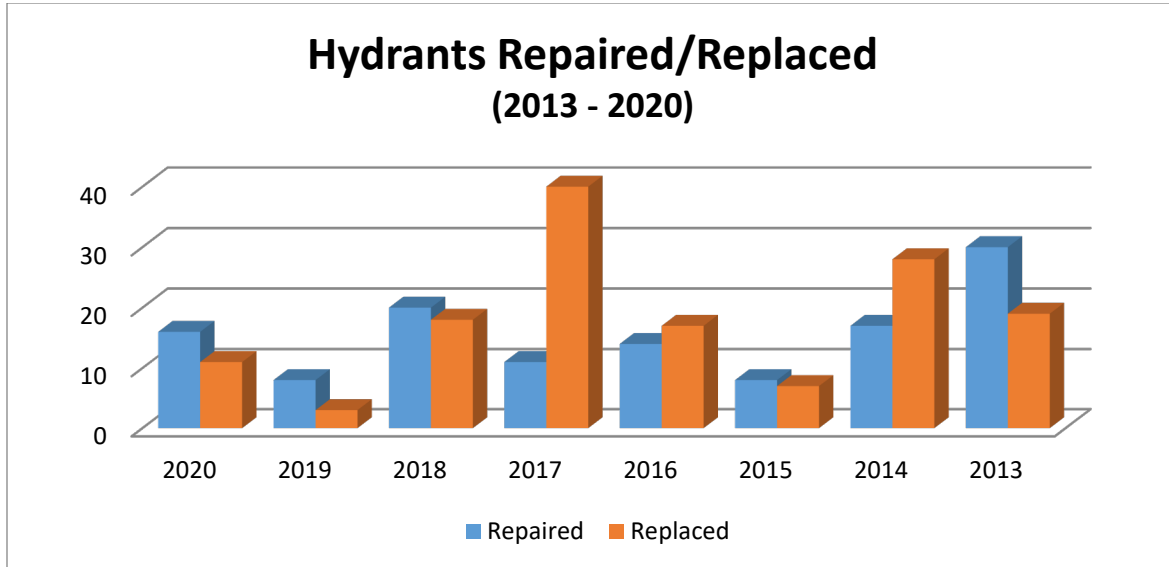
- Bill Date: 1/15 & 1/22 Due: 2/20/2021
 - Meters Read & Billed = 13,286
 - Amount billed = \$1,262,120

- Actual Terminations
 - ESWA – 0
 - COE – 0

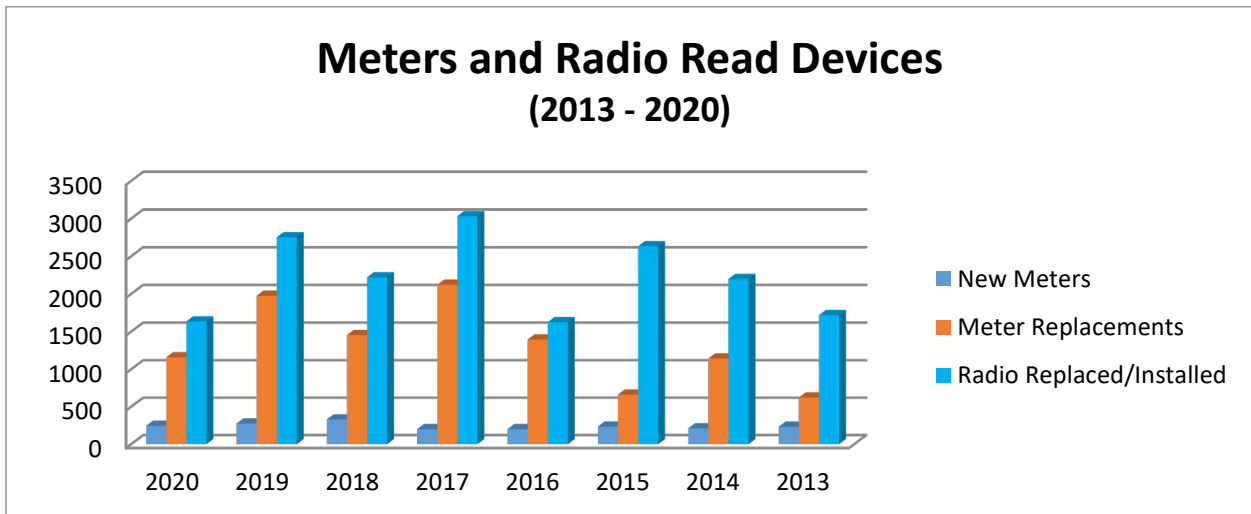
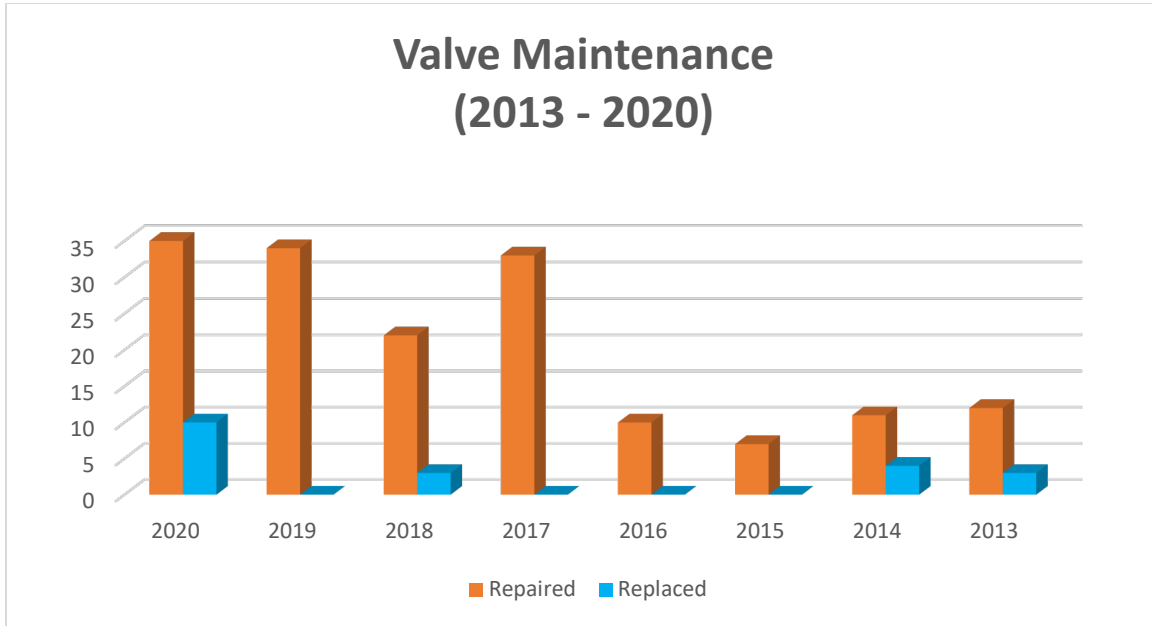
2020 Totals



2020 Totals



2020 Totals



COVID-19

Past Due Notices Mailed Out

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Jan 20 Due Date	1,581	1,525	1,531
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	
Aug 20 Due Date	1799	1706	
Sept 20 Due Date	1057	931	
Oct 20 Due Date	1545	1507	
Nov 20 Due Date	1784	1258	
Dec 20 Due Date	1108	1188	

Updated: 2/8/2021 – 10:47 am

OPEN AR 2020									
	6/5/2020	7/13/2020	8/10/2020	9/11/2020	10/9/2020	11/9/2020	12/14/2020	1/11/2021	2/8/2021
<30 days	\$ 756,999.75	\$ 1,001,160.66	\$ 1,075,351.26	\$ 740,601.57	\$ 1,168,940.30	\$ 1,112,707.60	\$ 679,120.82	\$ 1,119,570.78	\$ 978,482.60
31-60 days	\$ 167,174.18	\$ 50,914.34	\$ 188,980.68	\$ 151,686.24	\$ 104,205.13	\$ 174,578.22	\$ 163,390.22	\$ 161,001.98	\$ 171,119.07
61-90 days	\$ 93,781.15	\$ 73,894.27	\$ 52,540.66	\$ 116,688.53	\$ 90,052.32	\$ 69,925.58	\$ 92,565.38	\$ 114,424.14	\$ 86,675.14
91-120 days	\$ 43,365.30	\$ 65,126.88	\$ 66,900.42	\$ 34,877.43	\$ 83,089.55	\$ 73,315.46	\$ 45,653.02	\$ 82,723.22	\$ 94,545.30
>120 Days	\$ 77,150.66	\$ 90,200.20	\$ 98,997.60	\$ 118,194.94	\$ 125,807.71	\$ 151,817.56	\$ 174,745.97	\$ 188,432.99	\$ 227,395.62

OPEN AR COMPARE YEAR -- 2019/2020/2021				
		1/8/2019	1/8/2020	2/8/2021
<30 days		\$ 875,624.07	\$ 903,876.40	\$ 978,482.60
31-60 days		\$ 135,547.41	\$ 98,820.26	\$ 171,119.07
61-90 days		\$ 33,742.26	\$ 35,013.15	\$ 86,675.14
91-120 days		\$ 34,503.30	\$ 40,872.73	\$ 94,545.30
>120 Days		\$ 38,658.01	\$ 31,682.35	\$ 227,395.62
TOTAL AR		\$ 1,118,075.05	\$ 1,110,264.89	\$ 1,558,217.73

6990 total past due - 382 Tenants

>\$250 = 1065.00 = 85 tenants

April, May, June

- Apply Penalties to delinquent accounts
- Shut offs for customers > \$500 @ 306 customers (today)

Customer Name	Account Type	Service Location	City	Times Penalized	unbilled	0-30	30-60	60-90
SEFCIK, JOHN	PRV FIRE	42 ADAMSON ST	W EASTON	38	\$0.00	\$0.00	\$690.00	\$0.00
INC, BINNEY & SMITH	I	1100 CHURCH LN	EASTON	8	\$0.00	\$4,626.41	\$0.00	\$0.00
COUNTY DEPT OF CORRECTIONS, NORTHAMPTON	P	666 WALNUT ST	EASTON	1	\$0.00	\$4,649.50	\$180.91	\$0.00
PRODUCTS INC, KEYSTONE FOOD	I	3767 HECKTOWN RD	EASTON	0	\$0.00	\$4,798.25	\$180.91	\$0.00
MANORCARE #574, HCR	C	2600 NORTHAMPTON ST	EASTON	0	\$0.00	\$5,231.75	\$110.68	\$0.00
EASTON CAMPUS, ST LUKES HOSPITAL	C	250 S 21ST ST	EASTON	0	\$0.00	\$2,327.16	\$180.91	\$3,367.84
EASTON LLC, KITOV IN	I	601 EAST ST	W EASTON	0	\$63.36	\$2,356.32	\$2,424.32	\$2,448.00
AUTHORITY, EASTON HOUSING	D	1010 ELM ST	EASTON	0	\$0.00	\$9,501.16	\$0.00	\$0.00
PUBLIC SERVICES, CITY OF EASTON	C	50 S DELAWARE DR	EASTON	4	\$0.00	\$3,361.07	\$3,157.07	\$3,021.07

Authority Projects

- Knox Avenue Pump Station Upgrades
 - HVAC completed.
 - Final wiring being completed.
 - Generator transfer switch wiring has been completed.
 - Startup to be performed the week of February 15th.
 - Pay estimates recommended for approval.
 - Blooming Glen Contractors
 - Pay Estimate #5: \$52,065.65

- Lower Nazareth Project
 - Gannett Fleming Proposal for Preliminary Engineering for Potential Pump Station Site.
 - Survey, Preliminary Design, Storm Water Design
 - Not to exceed \$17,400
 - Water Mains
 - Conservation District
 - PennVEST Status Call
 - Install water mains using PennVEST Funding.

- Arndt Road / Bushkill Park Drive Water Main
 - KCE resubmitted PennDOT HOP Application on 1/19/21.

- 2021 Bethlehem Township Water System Improvements
 - Requesting Board Authorization to Advertise for Bids.
 - Tentative Schedule:

▪ Bid Advertisement:	2/11/21
▪ Bid Opening:	3/3/21
▪ Bid Award:	3/8/21
▪ Substantial Completion:	9/30/21

- WTP Chemical Storage Project
 - New caustic bulk tank has been installed and insulated.
 - Containment wall being completed.
 - Controls being completed.
 - New bulk tank should be in service by the end of February.
 - Pay estimates recommended for approval:
 - Blooming Glen Contractors
 - Pay Estimate #6: \$8,669.52
 - BSI Electrical Contractors
 - Pay Estimate #3: \$41,420.00

- SCADA Upgrade
 - ESWA Personnel working on installing outside panels, removing from underground vaults.
 - OCC beginning to prep sites for system transfer in March.

Administration

- Risk & Resilience Assessment
 - Certified through EPA on 12/28/20.
 - Emergency Response Plan (ERP) update meeting held on 1/12/21.
 - Working on updating ERP.
 - Updates to Emergency Response Plan (ERP) due on 6/28/21.
- COVID Vaccine
 - CDC Webinar for Water Section on 2/10/21.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment February 8, 2021 (items 4103-4108, totaling \$125,701.32). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Rosenbauer, Kennon (9)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually on Friday 2/5/21 and discussed the Lower Nazareth Township Project. They also met virtually with a potential new Board member who will replace Mr. Moorehead. His name is Mike McGuire. Mr. Cain will prepare a letter of nomination to the Mayor of the City of Easton for approval.

Budget and Finance –

No Report

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

On a motion from Mr. Walker, seconded by Mr. Moorehead, The Board accepted and approved a certain Engineering Services Proposal dated February 5, 2021, submitted by Gannett Fleming for the Hecktown Road Church site, including preliminary site plans for a sum not to exceed \$17,400.00.”

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Rosenbauer, Kennon (9)

Nays: None

On a motion from Mrs. Kennon, seconded by Mr. Veresink, The Board authorized the advertising for bids by Keystone Engineering for the 2021 Bethlehem Township Water System Improvements Project.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Rosenbauer, Kennon (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Mauro, seconded by Mrs. Kennon, the meeting was adjourned at 3:56 pm.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Mauro, Hopkins, Moorehead, Rosenbauer, Veresink, Kennon (9)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary