

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

**Easton, PA
Monday
February 14, 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 (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Tom Rosenbauer (Virtually)
Mike McGuire (Virtually)
Dave Hopkins (Virtually)
Wayne Barefoot (Virtually)

Absent: None

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor (Virtually); Rachel Govelovich, Gannett Fleming Inc(Virtually) ; 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. Cain, seconded by Mr. Hopkins, the minutes of the January 10, 2022 meeting were approved with corrections. No public comment was received.

Motion adopted by the following vote:

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

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 Installations – 43
 - 43- 3/4" Lafayette Hills at the Bushkill Phase 1 (Forks)
- Service Replacements – 2
 - 1 – 3/4" 900 Porter Street (Easton, Leaking Lead)
 - 1 – 3/4" 1209 Bushkill Street (Easton, Leaking Lead)
- Service Repair - 2
 - 1 – 3/4" 1221 Spruce Street (Easton)
 - 1 – 3/4" 2352 Edgemore Avenue (Palmer)
- Main Breaks – 6
 - 8" – 451 South 24th Street (Wilson, Universal Joint)
 - 8" – 1433 Sullivan Trail (Forks, Radial)
 - 8" – 2701 Swanson Street (Palmer, Radial)
 - 6" – 2703 Auburn Avenue (Palmer, Radial)
 - 6" – 2352 Edgemore Avenue (Palmer, Radial)
 - 6" – 3308 Oregon Street (Palmer, Radial)
- Hydrant Repairs - 2
 - 4111 Rexford Drive (Bethlehem, Vehicle)
 - 14th Street & Butler Street (Easton, Vehicle)

Service:

- New Meter Installation – 35
 - 29 – 5/8" ESWA
 - 2 – 1" COE
 - 1 – 1' ESWA
 - 1 – 2" COE
 - 1 – 4" COE
 - 1 – 4" ESWA
- Meter Changes – 34
 - 16- 5/8" - COE
 - 16- 5/8" – ESWA
 - 1 – 3/4" ESWA
 - 1 – 2" ESWA

4521

- MTU's - 113
 - 60 – COE
 - 53 – ESWA

Customer Service

- Bill Date: 12/16 & 12/21 Due: 1/20/2022
 - Meters Read & Billed = 11,951
 - Amount billed = \$1,024,526

Disconnections Summary:

48 hr termination calls: 75

48 hr door hangers (No phone numbers): 11

Actual terminations: 15

ESW = 11

COE = 4

- Turn Off for Non-Payment of Water- 15
- Turn Off for Non-Payment of Sewer – 0

Updated: 2/14/22 @ 12:16 PM

OPEN AR 2021/2022										
	5/10/2021	6/14/2021	7/12/2021	8/9/2021	9/13/2021	10/11/2021	11/8/2021	12/13/2021	1/10/2022	2/14/2022
<30 days	\$891,586.54	\$574,030.02	\$1,028,893.26	\$1,012,292.58	\$643,256.32	\$1,105,050.64	\$1,031,750.23	\$710,329.30	\$962,854.85	\$136,045.25
31-60 days	\$ 97,477.75	\$ 99,181.09	\$ 69,341.54	\$ 118,440.06	\$ (8,591.15)	\$ 90,822.19	\$ 132,210.61	\$ 126,697.6	\$ 77,914.66	\$616,051.00
61-90 days	\$ 46,118.32	\$ 67,502.80	\$ 75,632.00	\$ 49,946.85	\$187,032.14	\$ 75,647.19	\$ 52,562.75	\$ 76,363.95	\$ 77,290.23	\$138,758.09
91-120 days	\$ 68,821.31	\$ 40,183.80	\$ 61,992.35	\$ 68,340.80	\$ 37,952.41	\$ 61,726.85	\$ 67,126.71	\$ 44,266.70	\$ 65,635.70	\$ 181.34
>120 Days	\$242,496.61	\$262,210.57	\$ 263,369.38	\$ 271,123.93	\$262,128.21	\$ 248,363.75	\$ 250,450.69	\$248,379.60	\$208,759.57	\$225,781.17

OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	2/14/2019	2/14/2020	2/14/2021	2/14/2022
<30 days	\$ 127,253.42	\$ 1,427,157.40	\$ 136,904.48	\$ 136,045.25
31-60 days	\$ 671,201.65	\$ 8,292.14	\$ 794,499.51	\$ 616,051.00
61-90 days	\$ 27,392.42	\$ 83,685.00	\$ 85,397.43	\$ 138,758.09
91-120 days	\$ 6,012.50	\$ 36,808.04	\$ 90,264.61	\$ 181.34
>120 Days	\$ 60,477.78	\$ 22,166.38	\$ 221,072.31	\$ 225,781.17
TOTAL AR	\$ 892,337.77	\$ 1,578,108.96	\$ 1,328,138.34	\$ 1,116,816.85

Authority Projects

- Arndt Road / Bushkill Park Drive Water Main
 - Water system work completed on 1/5/22.
 - Permanent pavement restoration to be performed in the spring once weather permits.
 - Pay Estimate #2 for \$54,363.89 recommended for approval.

- WTP Chemical Storage Project
 - New bulk tank complete and in service.
 - New day tank complete and in service.
 - Existing bulk tank renovation started the week of 1/17/22.

- Twin Reservoirs Cover Replacement
 - Warranty & close out documentation provided.
 - Final Pay estimate #4 for \$45,068.05 recommended for approval today.

- SCADA Upgrade
 - Begin changeover to new system the week of 11/15/21.
 - 5 of 6 pressure zones on new system.
 - Radios will be replaced once new system is running on cellular.

- 2022 Palmer Township Improvements
 - Bids opened on 2/9/22.
 - Low Bid:
 - Basic: \$1,068,405.00
 - Unforeseen: \$44,750.00
 - Alternate 1: \$236,500.00
 - Alternate 2: \$396,005.00
 - Alternate 3: \$236,500.00
 - Award Based on Basic, Unforeseen & Alternate 2:
Total of \$1,509,160.

- Old Orchard Water System Improvements Design
 - Keystone Consulting Engineers Proposal:
 - \$38,560 to \$46,160
 - 2022 Budget \$50,000
 - Completed design in 2022.
 - Construction in 2023/2024.
- Lower Nazareth Project
 - Route 191 Bid Advertisement
 - GF Construction Management Proposal
- Alternate Source Study
 - Gannett Fleming finalizing the report.
 - ESWA working with City of Bethlehem to determine capacities of existing and proposed interconnections.
 - Gannett Fleming provided proposal to investigate groundwater (wells) options further.
- WTP NPDES Permit Renewal
 - Application submitted 1/31/22.
 - Permit expires 7/31/22.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Mauro, requisitions were approved for payment February 14, 2022 (item 4182 - 4190, totaling \$230,719.07). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins, Barefoot (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 for today's meeting. They also received updates on several projects. They will be going into Executive Session to discuss a personnel matter.

Budget and Finance –

No Report

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit January 2022; Cash Flow Forecast 2020; and Income Statement – Budget Comparison for December 2021.

Pension Committee –

Mr. Barefoot stated that there is a pension committee meeting scheduled for 2/24/22 with Cornerstone.

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

No Report

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the Board passed a resolution authorizing the acceptance of the bid of Michael J. Ronca & Sons, Inc in the amount of \$1,068,405.00 Total Basic Bid; \$44,750.00 Total Unforeseen Bid; \$236,500.00 Total Alternate 1 Bid; \$396,005.00 Total Alternate 2 Bid; and 236,500.00 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 January 2022 for the purpose of replacement of approximately 8,800 lineal feet of water main installation and pavement restoration, on seven roads including Eldridge and Hermitage Avenues, Clearview Street, Morris Street, Radcliffe Street, Old Nazareth Road and Westgate Avenue in Palmer Township, Northampton County, Pennsylvania.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Veresink, The Board accepts and approves a certain written proposal dated February 9, 2022, from Keystone Consulting Engineers for engineering services on the Old Orchard Water System Improvements Project said total estimated cost to be \$38,560.00 to \$46,160.00.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Cain, seconded by Mr. Barefoot, the Board passed a resolution that hereby honors and recognizes Mary M. Kennon for her professional and personal dedication to the work of the Easton Suburban Water Authority, Its staff and fellow board members. That the Board formally accepts the resignation of Ms. Kennon as a member of the Board of Directors with profound regret. The Board wishes that Ms. Kennon has many, many years of good fortune and good health.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The Board entered Executive Session at 3:40pm to discuss a personnel matter. The Board resumed regular session at 3:48.

ADJOURNMENT

On a motion from Mr. Mauro seconded by Mr. Barefoot, the meeting was adjourned at 3:49 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary