

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

**Easton, PA
Monday
January 11, 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. Veresink, seconded by Mr. Moorehead, the minutes of the December 14, 2020 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 December 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 – 2,040'
 - Myrtle Avenue (Forks, ESWA – 2,40'
 - 649' of 8" on Myrtle Avenue
 - 564' of 8" on Waverly street
 - 427' of 8" on Farragut Street
 - 383' of 8" on Nelson Avenue
 - 17' of 6" for hydrant Laterals
- Service Lateral installations - 40
 - 31 – ¾" Parkview Estates Phase VII (Palmer, Kay Builders)
 - 1 – 1-1/2" 1110 Butler Street (Easton)
 - 1 – 4" 56 N 3rd Street (Easton, Seville)
 - 1 – 4" 3794 Hecktown Road (Lower Nazareth, LVHN)
 - 1 – 6" 3780 Hecktown Road (Lower Nazareth, LVHN)
 - 1 – 2" Fire 1110 Butler Street (Easton)
 - 1 – 6" Fire 21 North 11th Street (Easton, Cottingham Stadium)
 - 1 – 6" Fire 3794 Hecktown Road (Lower Nazareth, LVHN)
 - 1 – 8" Fire 56 North 3rd Street (Easton, Seville)
 - 1 – 8" Fire 3780 Hecktown Road (Lower Nazareth, LVHN)
- Service Lateral Replacements - 3
 - 1 – 4" 21 North 11th Street (Easton, Cottingham Stadium)
 - 2 – ¾" 916/918 South 24th Street (Wilson, Lead)
- Service Repairs - 1
 - 1 – ¾" 2442 Freemansburg Avenue (Wilson)
- Service Reconnections - 27
 - Myrtle Avenue
 - 27 – ¾"
- Repaired Fire Hydrants - 1
 - Larry Holmes Drive & Spring Garden Street (Easton, Unknown Vehicle)
- Fire Hydrant Replacements – 2
 - Myrtle Avenue
 - Waverly Street & Nelson Avenue
 - Myrtle Avenue & Farragut Street

- Main Breaks – 6
 - 8” – Stones Crossing & William Penn Highway (Palmer, Universal)
 - 8” – 221 Brentwood Avenue (Palmer, Radial)
 - 6” – 2721 Cresmont Avenue (Palmer, Radial)
 - 6” – 49 Applewood Drive (Palmer, Radial)
 - 6” – 2219 Quincy Avenue (Palmer, Radial)
 - 6” – 4510 Nicholas Street (Palmer, Radial)

- Maintenance
 - Lower Nazareth Pump Station
 - Replaced Generator Batteries (Preventive)
 - North High Pump Station
 - Cleaned & Rebuilt Check Valve on Pump 1 (Annual, Preventive)
 - Wood Avenue Pump Station
 - Inspected & Greased Pumps 2 & 3 (Annual, Preventive)
 - Cleaned & Rebuilt Check Valves on Pumps 2 & 3 (Annual, Preventive)

Service:

- New Meter Installation – 23
 - 23 – 5/8” ESWA

- Meter Changes – 79
 - 12– 5/8” COE
 - 65 – 5/8” ESWA
 - 1 – 1-1/2” ESWA
 - 1 – 3” ESWA

- MTU’s - 90
 - 17 – COE
 - 73 – ESWA

- 100 CF – 1 CF
 - 7,556 Total done
 - 5,545 in 2020
 - 267 in December 2020

- Turn Off for Non-Payment of Water -0

- Turn Off for Non-Payment of Sewer - 0

4522

Customer Service

- Bill Date: 12/17 & 12/23 Due: 1/20/2021
 - Meters Read & Billed = 11,883
 - Amount billed = \$1,241,773

- Actual Terminations
 - ESWA – 0
 - COE – 0

Administration

COVID-19 -

Past Due Notices Mailed Out

	<u>2019</u>	<u>2020</u>
Jan 20 Due Date	1,581	1,525
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

Penalties

** Average of about **\$13,000.00** in lost Revenue
February through December 2020

Miscellaenous Revenue

** Average of about **\$1,000.00** in lost Revenue
February through December 2020
(Turn on/Turn off Fees)

Updated: 1/11/2021 – 1:37pm

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	2/5/2021
<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	
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	
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	
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	
>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	

OPEN AR COMPARE YEAR -- 2019/2020/2021			
	1/8/2019	1/8/2020	1/11/2021
<30 days	\$ 1,033,155.56	\$ 1,002,152.50	\$ 1,119,570.78
31-60 days	\$ 85,134.82	\$ 101,870.62	\$ 161,001.98
61-90 days	\$ 49,090.21	\$ 62,242.92	\$ 114,424.14
91-120 days	\$ 32,146.66	\$ 27,595.55	\$ 82,723.22
>120 Days	\$ 35,747.38	\$ 33,425.29	\$ 188,432.99
TOTAL AR	\$ 1,235,274.63	\$ 1,227,286.88	\$ 1,666,153.11

Did some calls to high users, no letter due to holidays. Will start notices this month to > \$250.00 in multiple groups. Continue calls to Customers who owe large amounts as well

Account Numbr	Stat	Name	Clas	Cycle	Service Location	0-30	30-60	60-90	90-120	120+	Total Balan	IT	Overdue
9530102	A	NGUYEN, DIEM	D	3	9 ASHLEE CT	\$108.00	\$0.00	\$0.00	\$210.00	\$713.90	\$1,031.90		Serious
30702002	A	CONNOR DONOVAN, PETER LYSIAH	D	21	1301 WASHINGTON ST	\$0.00	\$0.00	\$1,032.36	\$0.00	\$0.00	\$1,032.36		Serious
147812	A	EASTON CAMPUS, ST LUKES HOSPI	C	4	250 S 21ST ST	\$482.66	\$374.00	\$180.91	\$0.00	\$0.00	\$1,037.57		Serious
7010212	A	WEINERT, JENNIFER	D	3	4420 CROSSWINDS DR	\$256.75	\$0.00	\$0.00	\$346.00	\$472.80	\$1,075.55		Serious
9801101	A	FRITCHMAN, JEFF	C	3	935 S 25TH ST	\$618.00	\$0.00	\$0.00	\$461.72	\$0.00	\$1,079.72		Serious
8001793	A	WELMENS, JOSEPH	D	3	4905 HENRY ST	\$184.50	\$0.00	\$0.00	\$269.50	\$637.20	\$1,091.20		Serious
7714331	A	KUNSEL, MICHELLE	D	3	131 FREEDOM CT	\$269.50	\$0.00	\$0.00	\$295.00	\$574.10	\$1,138.60		Serious
4752906	A	BRECKENRIDGE, KEITH J	D	1	2550 BEN JON RD	\$0.00	\$0.00	\$1,174.75	\$0.00	\$0.00	\$1,174.75		Serious
9520141	A	JORDAN SR, ERNEST E	D	3	3231 FORKS ST	\$333.25	\$0.00	\$0.00	\$295.00	\$561.50	\$1,189.75		Serious
9702312	A	ROSARIO, JOSE	D	3	2705 GUYTON ST	\$414.00	\$0.00	\$0.00	\$528.75	\$252.50	\$1,195.25		Serious
7714987	A	ELHUSSINI, MAHMOUD	D	3	109 FOUNDERS CT	\$630.75	\$0.00	\$0.00	\$471.75	\$104.17	\$1,206.67		Serious
20654002	A	SNYDER, RICHARD	D	23	120 W LINCOLN ST	\$324.75	\$0.00	\$0.00	\$503.25	\$401.37	\$1,229.37		Serious
30348007	A	SCHANEBERGER, SHIRLEY	D	21	1420 FERRY ST	\$0.00	\$0.00	\$448.00	\$0.00	\$953.97	\$1,401.97		Serious
11099501	A	CRISCI, ANTONIO & CHRISTINE	C	22	112 S 3RD ST	\$0.00	\$813.50	\$0.00	\$0.00	\$612.80	\$1,426.30		Serious
1205791	A	KALNAS JR, MICHAEL	D	2	223 N 16TH ST	\$0.00	\$414.00	\$0.00	\$0.00	\$1,040.50	\$1,454.50		Serious
9620805	A	WALKER, PORCHE	D	3	11 PINK ROSE LN	\$379.30	\$0.00	\$0.00	\$443.05	\$796.22	\$1,618.57		Serious
9620805	A	WALKER, PORCHE	D	3	11 PINK ROSE LN	\$379.30	\$0.00	\$0.00	\$443.05	\$796.22	\$1,618.57		Serious
919502	A	LLC, 250 LINE ST	PRV FIF	25	250 LINE ST	\$820.00	\$0.00	\$0.00	\$820.00	\$0.00	\$1,640.00		Serious
30251505	A	LLC, 831 FERRY	D	21	831-35 FERRY ST #1ST F	\$0.00	\$0.00	\$1,791.00	\$0.00	\$232.26	\$2,023.26		Serious
40227001	A	BREWING CO, WEYERBACHER	C	24	905 LINE ST #G	\$1,020.18	\$590.93	\$980.71	\$0.00	\$0.00	\$2,591.82		Serious
924300	A	CO, EXCALIBUR REALTY	PRV FIF	25	1525 WOOD AVE	\$910.00	\$0.00	\$0.00	\$910.00	\$910.00	\$2,730.00		Serious
159750	A	HOSPITAL, ST. LUKE'S	P	4	1872 ST LUKE'S BLVD	\$1,452.82	\$1,432.25	\$356.32	\$0.00	\$0.00	\$3,241.39		Serious
909853	A	SEFCIK, JOHN	PRV FIF	5	42 ADAMSON ST	\$690.00	\$0.00	\$0.00	\$690.00	\$2,083.50	\$3,463.50		Serious
145604	A	EASTON LLC, KITOV IN	I	4	601 EAST ST	\$2,424.32	\$2,448.00	\$0.00	\$0.00	\$0.00	\$4,935.68		Serious
155490	A	HOSPITAL, ST LUKE'S	C	4	1872 ST LUKE'S BLVD	\$2,464.32	\$2,180.25	\$356.32	\$0.00	\$0.00	\$5,000.89		Serious
147602	A	EASTON CAMPUS, ST LUKES HOSPI	C	4	250 S 21ST ST	\$1,107.41	\$1,991.41	\$2,469.25	\$180.91	\$0.00	\$5,748.98		Serious
147102	A	EASTON CAMPUS, ST LUKES HOSPI	C	4	250 S 21ST ST	\$3,444.91	\$3,548.75	\$180.91	\$0.00	\$0.00	\$7,174.57		Serious
40247800	A	PUBLIC SERVICES, CITY OF EASTON	C	24	50 S DELAWARE DR	\$3,157.07	\$3,021.07	\$2,987.07	\$2,741.25	\$356.32	\$12,262.78		Serious
40040902	A	CO, EXCALIBUR REALTY	I	24	1525 WOOD AVE	\$6,905.57	\$3,607.57	\$2,018.07	\$1,049.07	\$4,340.10	\$17,920.38		Serious

Authority Projects

- Knox Avenue Pump Station Upgrades
 - HVAC work started.
 - Electrical contractor finishing conduit and wiring.
 - ESWA to have portable generator on site the week of 1/18/21 while existing generator is wired into new transfer switch.
 - Startup is being scheduled for the beginning of February.
 - Pay estimates recommended for approval
 - Eastern Environmental Contractors, Inc., Contract II (Electrical) Pay Estimate #6: \$16,231.70

- Lower Nazareth Project
 - Investigating potential pump station locations.
 - Water Mains
 - Penn VEST conference call 12/16/20.
 - Pump Station location driving factor.

- Arndt Road / Bushkill Park Drive Water Main
 - KCE working on completing revisions so HOP Application can be resubmitted.

- Bethlehem Township Improvements
 - KCE Finalizing Plans.
 - Tentative schedule:
 - Bid project in February 2021.
 - Board Authorization at February Meeting.
 - Start construction in April/May 2021.
 - Complete pavement restoration in fall 2021.

- 2020 Myrtle Avenue Improvements
 - Water system work completed on 12/11/20.
 - Temporary Pavement Installed.
 - Final pavement restoration in 2021 will be done through Forks Township.

- WTP Chemical Storage Project
 - New caustic bulk tank has been installed.
 - Transfer piping and heat tracing completed.
 - Electricians completing wiring.
 - New bulk tank to be insulated the week on 1/11/21.
 - Startup of new tank should occur in the next few weeks.
 - Once new bulk tank is online, day tank will be replaced
 - Once day tank is replaced, existing bulk tank will be refurbished.
 - No Pay Estimates Today.

- 2021 Capital Budget Projects
 - Working on sequence and layout of projects.

- SCADA Upgrade
 - Status meeting held on 1/6/21.
 - Delay in attaining some components due to COVID.
 - March 2021 anticipated transfer to new software and hardware.
 - Radio upgrade once on new system.

Administration

- Risk & Resilience Assessment
 - Certified through EPA on 12/28/20.
 - Updates to Emergency Response Plan (ERP) due on 6/28/21.
 - Recommendations to be implemented in 2021 through ERP Update and ESWA Procedures.
- City of Easton Transmission Main Study
 - Gannett Fleming provided revised future layout for ESWA review.
- COVID Vaccine
 - ESWA Personnel were in Pennsylvania Phase 1B, Changed to 1C in latest revision.
 - No information on the process yet.

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mrs. Kennon, requisitions were approved for payment January 11, 2021 (items 4098-4102, totaling \$70,452.21). 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 before the meeting and discussed the Lower Nazareth Township pumping station, Covid-19 and several Board matters.

Mr. Cain also stated he has appointed Tom Rosenbauer to the Finance committee and removing Mr. Moorehead.

Budget and Finance –

No Report

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

No Report

ADJOURNMENT

On a motion from Mr. Moorehead, seconded by Mr. Barefoot, the meeting was adjourned at 3:36 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