

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

**Easton, PA
Monday
January 9, 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)
Robert Walker (In-Person)
Theodore Veresink (In-Person)
Wayne Barefoot (Virtual)
Dave Hopkins (Virtually)
Tom Rosenbauer (Virtually)
Rosie Bukics (In-Person)
Mike McGuire (Phone)
Joe Mauro (Virtually)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Finance 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 December 12, 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 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:

- Service Installations – 2
 - 1 – 2" 4049 Hartley Avenue (Palmer)
 - 1 – 6" Fire 4049 Hartley Avenue (Palmer)
- Service Replacements – 5
 - 1 – 1" 402 Woodland Road (Easton, Copper)
 - 2 – ¾" 808/810 Spring Garden Street (Easton, Leaking Lead)
 - 1 – ¾" 105 Spring Street (West Easton, Leaking Lead)
 - 1 – ¾" 198 Nazareth Pike (Lower Nazareth, Plastic)
- Hydrant Replacement– 1
 - Freemansburg Avenue & Stones Crossing Road (Palmer)
- Main Breaks – 8
 - 10" – Jewel Street (Palmer, Universal)
 - 8" – 102 Bushkill Street (Easton, Radial)
 - 6" – 211 Old Orchard Drive (Palmer, Radial)
 - 6" – 104 Kendon Drive (Palmer, Radial)
 - 6" – 6014 William Penn Court (Bethlehem, Radial)
 - 6" – 2511 Burrowes Street (Palmer, Radial)
 - 4" -Veile & Sassafras Street (Easton, Radial)
 - 3" – 198 Nazareth Pike (Lower Nazareth, Longitudinal)
- Blow Offs – 1
 - 2" – Shawnee Avenue (Easton, replaced 1")

Service:

- New Meter Installation – 10
 - 3 – 5/8" COE
 - 6 – 5/8" ESWA
 - 1 – 1" ESWA
- Meter Changes – 61
 - 12- 5/8" - COE
 - 24- 5/8" – ESWA
 - 19- ¾" ESWA
 - 1 – ¾" COE
 - 4- 1" COE
 - 1 – 1" ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU's - 26
 - 11 – COE
 - 15 – ESWA

Customer Service

- Bill Date:11/22 Due: 12/20/2022
 - Meters Read & Billed = 8197
 - Amount billed = \$1,155,176

Disconnections Summary:

48 hr termination calls: 317

48 hr door hangers (No phone numbers): 73

Actual terminations: 54

ESW = 37

COE = 17

- Turn Off for Non-Payment of Water- 54
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- WTP Chemical Storage Project
 - Waiting on heater control panels.
 - Delivery changed from 1/17/23 to 3/24/23.
- 2022 Palmer Township Improvements
 - Pavement restoration completed.
 - Pay Estimate #6 for \$519,747.17 recommended for approval today.
 - Few punch list items to address to close out project.

- Route 191 Project
 - Water system work completed.
 - Pavement restoration will be performed in the Spring.
- Old Orchard Water System Improvements
 - Completing Plans & Specifications
 - Requesting authorization today to advertise when ready based of Staff and Solicitor review.
- 2023 Capital Budget Engineering Proposals
 - Proposals to be received for:
 - City of Easton Transmission Main Design Group A
 - Dogwood Terrace Water Systems Improvements
 - Bushkill Creek Crossing / Tatamy Road Improvements

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 Deadline
 - 5/3/23

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Mauro, requisitions were approved for payment January 9, 2023 (item 4253 - 4260, totaling \$627,844.89). 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 a number of items that will be under new business. They also discussed filling Mr. Cains seat on the Board and that the City of Easton to address the new appointment after the January 25th meeting.

Budget and Finance –

No Report

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

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

NEW BUSINESS

On a motion from Mr. Mauro, seconded by Mr. Cain, the Board authorized the acquisition of premises not to exceed one acre from Promised Land Church of the Nazarene, premises located along Hecktown Road, Lower Nazareth. The specific terms and conditions for such acquisition are set forth in a certain Agreement for the Sale and Purchase of Real Estate between the parties, said agreement dated January 9, 2023.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the Board approved and accepted a proposal dated January 4, 2023, for engineering services for the Lower Nazareth Pumping Station Project from Gannett Fleming, subject to approval by management of the Authority and by the Authority Solicitor.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Ms. Bukics, the Board authorized the project engineer, Keystone Consulting Engineers, to advertise for bids on the Old Orchard Water System Improvements Project, subject to approval from the Authority management and by the Authority Solicitor.

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 3:27 pm to discuss the purchase of the land in Lower Nazareth. They resumed regular session at 3:35 pm

ADJOURNMENT

On a motion from Mrs. Bukics, seconded by Mr. Mauro, the meeting was adjourned at 3:44 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