

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

**Easton, PA
Monday
July 8, 2024
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: Robert Walker (In -Person)
 Theodore Veresink (In-Person)
 Wayne Barefoot (In-Person)
 Dave Hopkins (In-Person)
 BJ Metz (In-Person)
 Joe Mauro (In-Person)
 Rosie Bukics (In-Person)
 Tom Rosenbauer (In-Person)
 Mike McGuire (Virtual)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial 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. Rosenbauer, seconded by Mr. Veresink, the minutes of the June 10, 2024, meeting was approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the June 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 - 5
 - 1 – 3/4" 2848 Norton Avenue (Palmer)
 - 1 – 3/4" 2852 Norton Avenue (Palmer)
 - 1 – 1-1/2" 1 Stair Street (Easton)
 - 1 – 4" 213 Commerce Park Drive (Lower Nazareth)
 - 1 – 6" Fire Commerce Park Drive (Lower Nazareth)
- New Fire Hydrants - 2
 - 2 – 213 Commerce Park Drive (Lower Nazareth)
- Service Replacements – 42
 - Jackson Street Project (Easton)
 - 38 – 3/4" on Jackson Street (Lead)
 - 4 – 3/4" on North 8th Street (Lead)
- Service Reconnections – 19
 - Jackson Street Project (Easton)
 - 2 – 1" on Jackson Street
 - 15 – 3/4" on Jackson Street
 - 2 – 3/4" on North 8th Street
- Valve Repair – 1
 - 1 – 12" 94 Pennsylvania Avenue (Easton)

Service:

- New Meter Installation – 11
 - 1 – 5/8" COE
 - 8 – 5/8" ESWA
 - 1 – 2" ESWA
 - 1 – 4" ESWA
- Meter Changes – 141
 - 11- 5/8" - COE
 - 113 – 5/8" – ESWA
 - 4- 3/4"-ESWA
 - 1 – 3/4" COE
 - 6 – 1-1/2" ESWA
 - 3 – 2" ESWA

- 1 – 4” ESWA
- MTU’s - 40
 - 6 – COE
 - 34 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 5/17 & 5/24 Due: 6/20/2024**
 - Meters Read & Billed = 9,757
 - Amount billed = \$1,146,793

Disconnections Summary: (Non-Payment):

48 hr termination calls: 263

48 hr door hangers (No phone numbers): 25

Actual terminations: 29

ESW = 17

COE = 12

- Turn Off for Non-Payment of Water- 29
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- Lower Nazareth Pump Station
 - Planning Commission Review
 - The Planning Commission granted Conditional Approval at their 6/17/24 Meeting.
 - Board of Supervisors
 - Board of Supervisors Approval is the next step in the Land Development Process.

- Richmond Road
 - Construction Began on 6/20/24.
 - Water main installation should be completed by 7/12/24.
 - Pay estimate #1 for \$472,679.15 recommended for approval today.
 - Change Order to replace long side water service laterals due to copper condition. Change order of approximately \$40,000.

- Dogwood Terrace Water System Improvements
 - Water system construction was completed on 7/3/24.
 - Pay estimate #2 for \$355,127.31 recommended for approval today.

- South Side Water System Improvements
 - PennVEST awarded \$1,102,099 grant and \$2,190,901 loan at 1/24/24 meeting.
 - Next PennVEST status meeting scheduled for 8/21/24.

- City of Easton Transmission Main Improvements Group A
 - 60% Drawings to ESWA the week of 7/8/24.

- Jackson Street Water System Improvements
 - 7th Street to 10th Street
 - Water main installation completed on 5/16/24.
 - Service replacements & reconnections completed.
 - ESWA working on Concrete Restoration.
 - Permanent Pavement Restoration needs to be completed.

- Flushing Program.
 - Knox System started on 5/21/24, will be completed in early August.
 - Water Used:
 - June: 7,812,345 gallons
 - Year to Date: 21,838,437 gallons

- Tank Mixers:
 - Farmersville Tank Mixer Replaced
 - Older mixer was type mounted to base; tank must be drained to remove in the Fall.
 - Wilden Tank Mixer Replaced
 - Old mixer was Roof Mounted, so it could be removed from the tank when the New Mixer was installed.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment July 8, 2024 (items 4376-4384, totaling \$1,010,553.93). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and reviewed the agenda, status of current and upcoming projects, and lack of status on negotiations with the City of Easton.

Budget and Finance –

No Report- Mr. Rosenbauer stated that the committee has a meeting scheduled for 7/9 with the auditors to look at a draft of the report.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit June 2024; Cash Flow Forecast 2024; and Income Statement – Budget Comparison for May 2024.

Personnel, Wage & Benefit Committee –

No Report –

Capital Improvement & Planning Committee-

No Report

Water Quality Committee-

No Report

Public Relations & Communications Committee-

No Report- Mr. Walker stated they will be scheduling a meeting.

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the meeting was adjourned at 3:32 PM.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary