

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

**Easton, PA
Monday
June 10, 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 (Virtual)
 Dave Hopkins (Virtual)
 BJ Metz (In-Person)
 Joe Mauro (Virtual)
 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 May 13, 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 May 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 - 1
 - 1 – 3" 50 South 9th Street (Easton)
- Service Removal – 2
 - 1 – 1" 501 Industrial Drive (Williams)
 - 1 – 2" 501 Industrial Drive (Williams)
- Fire Hydrant Repairs - 1
 - 9th & Ferry Street (Easton, Vehicle)
- Main Installation – 1,247'
 - Jackson Street Project (Easton, ESWA)
 - 318' of 12" on Jackson Street
 - 761' of 8" on Jackson Street
 - 168' of 6" on North 8th Street
- Fire Hydrant Replacements – 2
 - Jackson Street & 8th Street
 - Jackson Street & 7th Street
- Main Breaks – 1
 - 12" Sullivan Trail & Zucksville Road (Forks, Longitudinal)

Service:

- New Meter Installation – 17
 - 6 – 5/8" COE
 - 10 – 5/8" ESWA
 - 1 – 3" COE
- Meter Changes – 102
 - 5- 5/8" - COE
 - 83- 5/8" – ESWA
 - 2- 3/4"-ESWA
 - 2 – 3/4" COE
 - 4 – 1" ESWA
 - 1 – 1-1/2" ESWA
 - 4 – 2" ESWA
 - 1 – 4" ESWA

- MTU's - 40
 - 12 – COE
 - 28 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 4/16 & 4/24 Due: 5/20/2024**
 - Meters Read & Billed = 12,492
 - Amount billed = \$1,494,284

Disconnections Summary: (Non-Payment):

48 hr termination calls: 304

48 hr door hangers (No phone numbers): 52

Actual terminations: 36

ESW = 21

COE = 15

- Turn Off for Non-Payment of Water- 36
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- Lower Nazareth Pump Station
 - Planning Commission Review
 - June 17, 2024, Planning Commission Meeting.
- Richmond Road
 - Preconstruction Meeting held on 6/6/24.
 - Construction to begin on 6/17/24.
 - Water System work should be completed in early August.
- Dogwood Terrace Water System Improvements
 - Construction began on 5/17/24.
 - Water main installation was completed on 6/6/24.
 - Contractor working on water service replacement and reconnections.
 - Water system work should be completed in July.
- South Side Water System Improvements
 - PennVEST awarded \$1,102,099 grant and \$2,190,901 loan at 1/24/24 meeting.
 - Correspondence exchanged with the City of Easton regarding the Grant and Loan requirements.
 - PennVEST status meeting held on 6/4/24.
 - Next PennVEST status meeting scheduled for 8/21/24.
- City of Easton Transmission Main Improvements Group A
 - Gannett Fleming proceeding with design.
 - Plan submission to ESWA by the end of June.
- Jackson Street Water System Improvements
 - 7th Street to 10th Street
 - Water main installation completed on 5/16/24.
 - Service replacements & reconnections completed on 800 & 900 Blocks of Jackson Street.
 - Service replacements & reconnections need to be completed on the 700 Block of Jackson Street and the 300 Block of North 8th Street.
 - Once services are completed, water main tie-ins will be completed at 7th Street, 8th Street and 10th Street.
 - Water system work is anticipated to be completed by the end of June.

- Flushing Program
 - North High System completed on 5/20/24.
 - Knox System started on 5/21/24.
 - Water Used:
 - May: 9,516,164 gallons
 - Year to Date: 13,388,068 gallons

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Metz, requisitions were approved for payment June 10, 2024 (items 4370-4375, totaling \$713,115.63). 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 status of lease.

Budget and Finance –

No Report- Mr. Rosenbauer stated that they are expecting first look at audit within the next two weeks and will meet with auditor in July.

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

Personnel, Wage & Benefit Committee –

No Report –

Capital Improvement & Planning Committee-

No Report

Water Quality Committee-

No Report

Public Relations & Communications Committee-

No Report

REPORT OF SOLICITOR

No Report

ADJOURNMENT

On a motion from Ms. Bukics, seconded by Mr. Mauro, the meeting was adjourned at 3:26 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