

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

**Easton, PA
Monday
March 8, 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. Mauro, the minutes of the February 8, 2021 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 February 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 Lateral Replacements - 1
 - 1 – ¾" 237 Spring Garden Street (Easton, Leaking lead)
- Service Repairs - 1
 - 1 – ¾" 2014 Butler Street (Wilson, Gas Contractor)
- Fire Hydrant Inspections
 - Inspected 1,692 of 2,033
- Main Breaks – 8
 - 12" – 2nd Street & Ferry Street (Easton, Longitudinal)
 - 8" – 1227 Stones Crossing (Palmer, Radial)
 - 6" – 2 Old Orchard Drive (Palmer, Radial)
 - 6" – 2664 Eldridge Avenue (palmer, Radial)
 - 6" – 405 Elwood Street (Palmer, Radial)
 - 6" – 431 Dogwood Terrace (Forks, Radial)
 - 6" – 232 W Nesquehoning Street (Easton, Radial)
 - 6" – 801 Bushkill Street (Easton, Radial)
- Maintenance
 - Tested Surge Anticipator / Relief Valves at all Pumping Stations.
 - Knox Avenue
 - Repaired Check Valve on Pump 3 (Reactive)

Service:

- New Meter Installation – 22
 - 18 – 5/8" ESWA
 - 2 – 5/8" COE
 - 1 – 1" ESWA
 - 1 – 6" ESWA
- Meter Changes – 86
 - 2 – 5/8" COE
 - 65 – 5/8" ESWA
 - 5 – ¾" ESWA
 - 6 – 1" ESWA

- 2 – 2” ESWA
 - 5 – 3” ESWA
 - 1 – 4” ESWA
- **** YTD changed 965 in 2020 (1,500 EST) 1,919 in 2019

- MTU’s - 40
 - 5 – COE
 - 35 – ESWA

- Turn Off for Non-Payment of Water -0

- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 2/17 & 2/23 Due: 3/20/2021
 - Meters Read & Billed = 9,347
 - Amount billed = \$1,030,836

- Actual Terminations
 - ESWA – 0
 - COE – 0

COVID-19

Past Due Notices Mailed Out

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Jan 20 Due Date	1,581	1,525	1,531
Feb 20 Due Date	1,631	1,748	1,436
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	
Dec 20 Due Date	1108	1188	

Penalties

** Average of about **\$13,000.00** in lost Revenue Monthly

Miscellaenous Revenue

** Average of about **\$1,000.00** in lost Revenue Monthly
(Turn on/Turn off Fees)

Updated: 3/8/2021 @ 10:15am

OPEN AR 2020/2021								
	#	9/11/2020	10/9/2020	11/9/2020	12/14/2020	1/11/2021	2/8/2021	3/8/2021
<30 days		\$ 740,601.57	\$ 1,168,940.30	\$ 1,112,707.60	\$ 679,120.82	\$ 1,119,570.78	\$ 978,482.60	\$ 719,573.51
31-60 days		\$ 151,686.24	\$ 104,205.13	\$ 174,578.22	\$ 163,390.22	\$ 161,001.98	\$ 171,119.07	\$ 172,968.54
61-90 days		\$ 116,688.53	\$ 90,052.32	\$ 69,925.58	\$ 92,565.38	\$ 114,424.14	\$ 86,675.14	\$ 85,985.84
91-120 days		\$ 34,877.43	\$ 83,089.55	\$ 73,315.46	\$ 45,653.02	\$ 82,723.22	\$ 94,545.30	\$ 59,137.21
>120 Days		\$ 118,194.94	\$ 125,807.71	\$ 151,817.56	\$ 174,745.97	\$ 188,432.99	\$ 227,395.62	\$ 259,252.48

OPEN AR COMPARE YEAR -- 2019/2020/2021				
		1/8/2019	2/8/2020	3/8/2021
<30 days		\$ 699,263.24	\$750,694.79	\$ 719,573.51
31-60 days		\$ 127,501.46	\$133,836.45	\$ 172,968.54
61-90 days		\$ 59,962.37	\$ 43,401.87	\$ 85,985.84
91-120 days		\$ 23,937.32	\$ 24,004.03	\$ 59,137.21
>120 Days		\$ 42,769.51	\$ 36,322.43	\$ 259,252.48
TOTAL AR		\$ 953,433.90	\$988,259.57	\$ 1,296,917.58

191 Above \$500	
>\$1000	36
\$800-\$1000	19
\$600 - \$800	87

Total > \$500 = 191

\$1000 = 36

\$800-\$1000 = 19

\$600 - \$800 = 87

ESWA Shut Off Reimplementation Plan

- Present High Balances
 - > \$500 – 191
 - \$600 - \$800 – 87
 - \$800 - \$1000 – 19
 - > \$1000 - 36
- Begin shutoffs in 2nd Quarter (Bills due April, May & June)
 - Balances due greater than \$800
 - Must bring balance below \$600
- 3rd Quarter 2021 (Bills due July, August & September)
 - Balance due greater than \$600
 - Must bring balance below \$400
- 4th Quarter 2021 (Bills due October, November & December)
 - Balance due greater than \$400
 - Must bring balance below \$200
- Late Fees to be assessed beginning with 3rd Quarter Billing (Start as of 7/1/21)
- Step procedure to be placed on past due notices & bills
 - Send notification letters to all with past due balances.
- Re-evaluate in 4th Quarter 2021 to determine how to proceed in 2022.

Authority Projects

- Knox Avenue Pump Station Upgrades
 - Pump Start Up performed on 3/2/21. Pumps work properly.
 - Work is substantially completed.
 - Manuals and spare parts must be provided.
 - Will prepare final punch list.
 - No Pay estimates.
- Lower Nazareth Project
 - Pump Station Site
 - Gannett Fleming provided preliminary site plans to ESWA on 3/3/21.

- Arndt Road / Bushkill Park Drive Water Main
 - HOP Application returned again, minor corrections/formatting changes.
 - HOP resubmitted on 3/8/21.

- 2021 Bethlehem Township Water System Improvements
 - Bids Opened on 3/3/21.
 - Bid to be awarded based on Basic, Unforeseen and Alternate 1.
 - Budget: \$780,000.00
 - Low Bid: \$647,515.00
 - High Bid: \$832,832.00
 - Low Bidder: Joao & Bradley
 - Project Schedule:
 - Award Bids: 3/8/21
 - Tentative Start: May 2021
 - Substantial Completion: 5/2/22

- WTP Chemical Storage Project
 - Containment wall completed.
 - Controls being completed.
 - Tank temporary operating permit received.
 - New bulk tank will be tested and placed in service in March.
 - Pay estimates recommended for approval:
 - Blooming Glen Contractors
 - Pay Estimate #7: \$24,072.30
 - BSI Electrical Contractors
 - Pay Estimate #4: \$13,669.00

- SCADA Upgrade
 - ESWA Personnel working on installing outside panels, removing from underground vaults.
 - Transfer to new system delayed until May due to equipment delays.

Administration

- Emergency Response Plan
 - Revisions progressing.
 - Updates to Emergency Response Plan (ERP) due on 6/28/21.
- 2021 Drinking Water Infrastructure Needs Survey and Assessment
 - ESWA selected to participate in the survey.
- Water Treatment Plant Filter Media
 - Carbon testing, slight decrease, within recommended levels.
 - Will review and may need to begin replacement in 2022.
 - Replacement done over a 3 year period.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mrs. Kennon, requisitions were approved for payment March 8, 2021 (items 4109-4120, totaling \$76,862.36). 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 Project and a few routine matters. They also discussed Mr. White's status.

Budget and Finance –

No Report

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

Pension Committee –

Mr. Barefoot stated they met with Cornerstone to review plans for last year. They discussed reducing target date fund cost.

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the Board approved the change to our Target Date Funds now classified in Vanguard's Investor Share Class to Vanguard's Target Date Funds in its Institutional Share Class.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Rosenbauer, Kennon (9)

Nays: None

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. Moorehead, seconded by Mr. Rosenbauer, the Board accepted the resolution authorizing the acceptance of the bid of Joao & Bradley Construction Co., Inc. in the amount of \$523,455.00 total basic bid; \$20,200.00 total unforeseen bid; \$103,860.00 total alternate 1 bid; and \$150,246.25 total alternate 2 bid, and authorizing the awarding of the said contract to the same subject to the terms and conditions pursuant to a certain project manual dated February 2021, as amended, prepared by Keystone Consulting Engineers, Inc. for the purpose of replacement of approximately 4,500 lineal feet of water main replacement and pavement restoration, in Bethlehem and Palmer Townships, Northampton County, Pennsylvania.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead, Rosenbauer, Kennon (9)

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the meeting was adjourned at 4:02 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