

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

**Easton, PA
Monday
May 10, 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
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
David Hopkins (Virtually)
Tom Rosenbauer (Virtually)
Mike McGuire (Virtually)

Absent: Mary Kennon

Also in attendance were Craig Swinsburg Assistant Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; 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 April 12, 2021 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, McGuire, Rosenbauer (8)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the April 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 – 1,944'
 - Myrtle Avenue Project (Forks, ESWA)
 - 550' of 8" on Myrtle Avenue
 - 296' of 8" on Nelson Avenue
 - 290' of 8" on Johnson Street
 - 253' of 8" on Cottage Street
 - Allen Street Project (Palmer, ESWA)
 - 537' of 8" on Allen Street
 - 9' of 8" on Carbon Street
 - 5' of 6" on Allen Street
 - 4' of 6" on Carbon Street
- Service Reconnections – 27
 - 21 – ¾" Myrtle Avenue Project (Forks, ESWA)
 - 6 – ¾" Allen Street Project (Palmer, ESWA)
- Service Installations – 2
 - 1 – 1" 2600 Greemar Road (Lower Nazareth)
 - 1 – ¾" Riverview Park (Palmer)
- Service Replacements – 2
 - 1 – ¾" 901 Paxinosa Avenue (Easton, Lead)
 - 1 – ¾" 2442 Freemansburg Avenue (Wilson, Lead)
- Hydrant Repairs – 1
 - 1550 Lehigh Drive (West Easton, Unknown Vehicle)
- Valves – 2
 - Repaired 1-4" & 1-6" at 322 Dogwood Terrace (Forks)
- Main Breaks – 1
 - 132 South 5th Street (Easton, Radial)

Service:

- New Meter Installation – 21
 - 21 – 5/8" ESWA

- Meter Changes – 169
 - 157– 5/8”
 - 2 – 3/4”
 - 4 – 1”
 - 2 – 1-1/2”
 - 3 – 2”
 - 1 – 6”

- MTU’s - 51
 - 6 – COE
 - 45 – ESWA

- Turn Off for Non-Payment of Water -0

- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 4/16 & 4/22 Due: 5/20/2021
 - Meters Read & Billed = 13,647
 - Amount billed = \$1,357,070

- Actual Terminations
 - ESWA – 0
 - COE – 0

Updated: 5/10/2021 @ 11:00am

OPEN AR 2020/2021								
	10/9/2020	11/9/2020	12/14/2020	1/11/2021	2/8/2021	3/8/2021	4/12/2021	5/10/2021
<30 days	\$ 1,168,940.30	\$ 1,112,707.60	\$ 679,120.82	\$ 1,119,570.78	\$ 978,482.60	\$ 719,573.51	\$ 896,536.74	\$ 891,586.54
31-60 days	\$ 104,205.13	\$ 174,578.22	\$ 163,390.22	\$ 161,001.98	\$ 171,119.07	\$ 172,968.54	\$ 64,389.69	\$ 97,477.75
61-90 days	\$ 90,052.32	\$ 69,925.58	\$ 92,565.38	\$ 114,424.14	\$ 86,675.14	\$ 85,985.84	\$ 82,971.20	\$ 46,118.32
91-120 days	\$ 83,089.55	\$ 73,315.46	\$ 45,653.02	\$ 82,723.22	\$ 94,545.30	\$ 59,137.21	\$ 61,169.59	\$ 68,821.31
>120 Days	\$ 125,807.71	\$ 151,817.56	\$ 174,745.97	\$ 188,432.99	\$ 227,395.62	\$ 259,252.48	\$ 233,529.56	\$ 242,496.61

OPEN AR COMPARE YEAR -- 2019/2020/2021				
		5/10/2019	5/10/2020	5/10/2021
<30 days		\$ 843,580.86	\$ 785,651.15	\$ 891,586.54
31-60 days		\$ 103,253.73	\$ 170,739.34	\$ 97,477.75
61-90 days		\$ 30,263.23	\$ 53,969.66	\$ 46,118.32
91-120 days		\$ 33,178.98	\$ 53,810.78	\$ 68,821.31
>120 Days		\$ 43,170.06	\$ 59,914.10	\$ 242,496.61
TOTAL AR		\$ 1,053,446.86	\$ 1,124,085.03	\$ 1,346,500.53

Shut off to start this month; Past Due Notices sending out week of 5/24 - will have note to pay \$600 or being risk of shut off for non-payment.

Any over \$600 will get 48hr notice call/door hanger prior to shut off (if tenant, ESWA will follow)

Bills greater than \$600 = 129

Bills between \$600 & \$800 = 65

Authority Projects

- Knox Avenue Pump Station Upgrades
 - O & M Manuals and spare parts submitted.
 - New pumps now operating automatically through SCADA.
 - Final pay estimates in June.
- Lower Nazareth Project
 - PennVEST Status Call
- Arndt Road / Bushkill Park Drive Water Main
 - HOP Application being resubmitted this week.
- 2021 Bethlehem Township Water System Improvements
 - Shop drawings submitted.
 - Contractor looking to start the beginning of June.
- WTP Chemical Storage Project
 - Heater parts received waiting on installation.
 - Notifying contractors of intent to assess liquidated damages.

- Twin Reservoirs Cover Replacement
 - East Reservoir removed from service on 4/30/21 and drained.
 - Contractor to begin repairs on 5/10/21.
 - Work anticipated to take 4 weeks to complete.
 - This will complete contract work.

- SCADA Upgrade
 - ESWA Personnel working on installing outside panels, removing from underground vaults. 3 of 7 tank sites completed.
 - New SCADA panels being constructed and will be factory tested.
 - Transfer to new system will be done once factory testing is completed.

- 2021 Myrtle Avenue Area Water System Improvements
 - Water system work completed in April.
 - Trenches temporarily restored.
 - Permanent restoration to be completed as part of Forks Township Street Refurbishment Project.

- Allen Street Project
 - ESWA replaced 600' of 6" CIP with 8" DIP.
 - Water system work completed on 5/5/21.
 - Trenches temporarily restored.
 - Palmer Township reconstructing street, final restoration will be included in their project.

- Flushing
 - ESWA North High System
 - Started on 4/7/21.
 - Completed on 5/7/21.
 - ESWA 15th Street System
 - Starting on 5/10/21.
 - Water used:
 - April: 5,323,112 Gallons
 - Year to Date: 5,323,112 Gallons

- Water Treatment Plant
 - Intake dredging performed on 4/20/21.
 - Intake Structure cleaned on 4/21 & 4/22.
 - Flocculators cleaned the week of 4/26.
 - Water Treatment Plant Long Range Planning
 - Gannett Fleming site visit 5/14/21.

Administration

- Emergency Response Plan
 - Working to complete revisions.
 - Certification required by 6/28/21.
- Insurance Surveys for Renewals
- COVID-19 Vaccine
 - 33 of 53 staff to be fully vaccinated by the end of May.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Mauro, requisitions were approved for payment May 10, 2021 (items 4130-4132, totaling \$240,125.05). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, McGuire, Rosenbauer (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met virtually before the meeting and discussed the lease agreement with the City of Easton and the Lower Nazareth Pump Station.

Mr. Cain stated that Craig and he met with Mayor Panto to ascertain where we go from here with the Lease Agreement. They agreed to send a proposal to narrow down the parts of the lease that are an issue. And they will meet again in a few weeks.

Budget and Finance –

Mr. Barefoot stated the field work for the audit is complete and the final report will be in June.

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain reported that there will be a review of the Personnel Policies. It will be examined by staff and our HR consultant.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

No Report

NEW BUSINESS

Mr. Barefoot stated that they were discussing security measures for staff prior of Covid-19. He wanted to know if we need to look for a cyber-attack possibility. Tim Ryan stated we can have a study done and /or simulations. He explained the company we use for our systems.

Mr. Cain stated he will take a look at whether or not we will continue virtual meetings, in-person or hybrid. The Board agreed to look further into this in September.

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the meeting was adjourned at 3:58 pm.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Mauro, Hopkins, McGuire, Rosenbauer, Veresink (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary