

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

**Easton, PA
Monday
May 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)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Tom Rosenbauer (Virtually)
Mike McGuire (Virtually)
Wayne Barefoot (Virtually)
Dave Hopkins (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(Virtually) ; 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. Cain, seconded by Mr. Barefoot, the minutes of the April 11, 2022 meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

- Service Installations – 3
 - 1 – 2" 3052 Green Pond Road (Palmer)
 - 1 – 2" 4089 Jandy Boulevard (Lower Nazareth)
 - 1 – 2" 4075 Jandy Boulevard (Lower Nazareth)
- Service Replacements – 10
 - 4 – 3/4" Charles Street (Easton, Lead)
 - 2 – 3/4" 521/525 Hamilton Street (Easton, Lead)
 - 2 – 3/4" 1220 / 1222 Spruce Street (Easton, Lead)
 - 1 – 3/4" 916 Spring Garden Street (Easton, Lead)
 - 1 – 3/4" 118 East Wayne Avenue (Easton, Leaking Lead)
- Main Breaks – 1
 - 12" – 425 Spring Street (West Easton, Lead Plug)
- Main Installation – 244"
 - ESWA Charles Street Project (Easton)
 - 244' on Charles Street
- Valves – 2
 - Repaired 2 – 6" Valves at Dogwood Terrace & Oak Tree Lane (Forks)
- Service Repair-1
 - 1 – 3/4" 101 Brandywine Drive (Bethlehem)
- Service Reconnection – 1
 - 1 – 1" Charles Street (Easton)

Service:

- New Meter Installation – 23
 - 22 – 5/8" ESWA
 - 1 – 2" ESWA
- Meter Changes – 265
 - 18- 5/8" - COE
 - 236– 5/8" – ESWA
 - 1- 3/4" COE
 - 5 – 3/4" ESWA
 - 3 – 1" ESWA
 - 1 – 1-1/2" ESWA

- 1 – 2” ESWA

. Focusing on 100CF Meters, and high usage meters.

- MTU’s - 59
 - 14 – COE
 - 45 – ESWA

Customer Service

- Bill Date: 3/16 & 3/22 Due: 4/20/2022
 - Meters Read & Billed = 11,986
 - Amount billed = \$1,218,039

Disconnections Summary:

48 hr termination calls: 541 (2Groups)

48 hr door hangers (No phone numbers): 70

Actual terminations: 70

ESW = 43 (Wilson, W Easton, Williams, L. Naz)

COE = 27

- Turn Off for Non-Payment of Water- 70
- Turn Off for Non-Payment of Sewer – 4

Updated 05/09/2022 @ 11:00 am

OPEN AR 2021/2022													
	5/10/2021	6/14/2021	7/12/2021	8/9/2021	9/13/2021	10/11/2021	11/8/2021	12/13/2021	1/10/2022	2/14/2022	3/14/2022	4/11/2022	5/9/2022
<30 days	\$891,586.54	\$574,030.02	\$1,028,893.26	\$1,012,292.58	\$643,256.32	\$1,105,050.64	\$1,031,750.23	\$710,329.30	\$962,854.85	\$136,045.25	\$669,987.92	\$1,024,822.00	\$ 925,771.54
31-60 days	\$ 97,477.75	\$ 99,181.09	\$ 69,341.54	\$ 118,440.06	\$ (8,591.15)	\$ 90,822.19	\$ 132,210.61	\$ 126,697.6	\$ 77,914.66	\$616,051.00	\$ 99,898.61	\$ 60,361.80	\$ 109,360.27
61-90 days	\$ 46,118.32	\$ 67,502.80	\$ 75,632.00	\$ 49,946.85	\$187,032.14	\$ 75,647.19	\$ 52,562.75	\$ 76,363.95	\$ 77,290.23	\$138,758.09	\$ 68,598.14	\$ 34,996.51	\$ 25,329.10
91-120 days	\$ 68,821.31	\$ 40,183.80	\$ 61,992.35	\$ 68,340.80	\$ 37,952.41	\$ 61,726.85	\$ 67,126.71	\$ 44,266.70	\$ 65,635.70	\$ 181.34	\$ 33,076.06	\$ 50,639.97	\$ 22,291.65
>120 Days	\$242,496.61	\$262,210.57	\$ 263,369.38	\$ 271,128.93	\$262,128.21	\$ 248,363.75	\$ 250,450.69	\$248,379.60	\$208,759.57	\$225,781.17	\$174,880.46	\$ 117,066.00	\$ 92,814.46

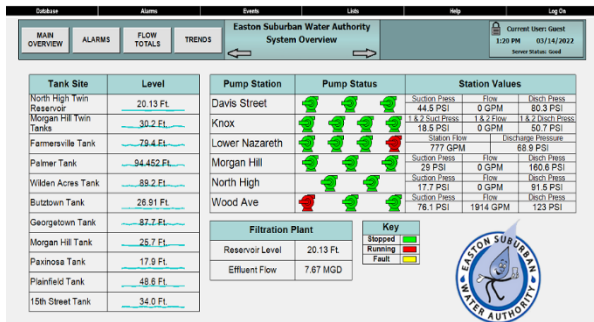
OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	5/9/2019	5/9/2020	5/9/2021	5/9/2022
<30 days	\$ 875,545.72	\$ 785,653.50	\$ 929,172.94	\$ 925,771.54
31-60 days	\$ 112,160.53	\$ 170,746.50	\$ 113,322.96	\$ 109,360.27
61-90 days	\$ 30,648.69	\$ 53,993.67	\$ 53,779.61	\$ 25,329.10
91-120 days	\$ 33,796.65	\$ 53,779.61	\$ 69,756.07	\$ 22,291.65
>120 Days	\$ 44,818.80	\$ 59,911.75	\$ 244,541.75	\$ 92,814.49
TOTAL AR	\$ 1,096,970.39	\$ 1,124,085.03	\$ 1,410,573.33	\$ 1,175,567.05

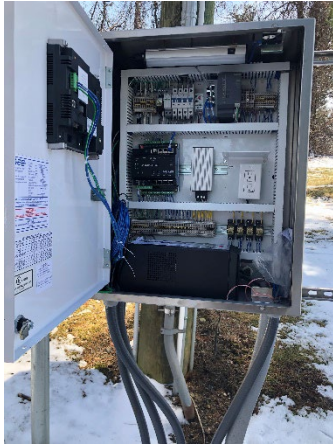
Authority Projects

- Arndt Road / Bushkill Park Drive Water Main
 - Pavement restoration completed on 4/22/22.
 - Topsoil and punch list being addressed.
 - Pay Estimate #3 for \$172,695.32 is recommended for approval.

- WTP Chemical Storage Project
 - Heaters for existing bulk tank scheduled to ship May 25th.

- SCADA Upgrade
 - All pressure zones have been transferred to the new system.
 - Radios have been replaced at all locations.
 - Addressing punch list items.





- 2022 Palmer Township Improvements
 - Preconstruction meeting held on April 21st.
 - Contractor planning to start work in the beginning of June
 - Brass materials may be delayed.

- Charles Street Improvements
 - ESWA replacing existing 3” / 4” CIP with DIP.
 - Work began 4/20/22.
 - Work completed 5/2/22.

- Lower Nazareth Project
 - Route 191 bids opened 5/4.
 - Low bid was \$2,154,800, high was \$3,510,615.
 - Recommend approving the low bid based on Engineer & Solicitor review.

- Centre Square
 - City of Easton repaving Centre Square.
 - ESWA to replace water mains within Centre Square prior to paving work.
 - Due to material lead times, ESWA will be providing water system materials for the project.
 - Bid advertised on 4/29 and will be opened 5/13.

Administrative

- Lead Investigation / Replacement Plan
 - Conference call on 4/13/22 with City of Bethlehem to discuss their process and project. Reviewed ESWA’s process to date.
 - ESWA staff preparing formal plan.
 - Explore future grants once plan is in place.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Mauro, requisitions were approved for payment May 9, 2022 (item 4200 - 4201, totaling \$402,044.09). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week to discuss the agenda for today's meeting. They also met today and discussed the agenda and received some updates from Craig Swinsburg. Mr. Walker stated they have a candidate for the open seat on the Board and may have a proposal at the next Board meeting.

Budget and Finance –

No Report

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated he asked Craig this week about pending revisions to the employee manual and a committee meeting will be coming up.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

Mr. Walters stated the Key Bank Loan Refinancing was completed. Loan was paid off and the new loan was completed.

UNFINISHED BUSINESS

None

NEW BUSINESS

On a motion from Mr. Cain, seconded by Mr. Walker, the Board accepted and approved a resolution acknowledging the passing of Mr. Roy White and all of his accomplishments during his tenure with the Authority.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the board approved a resolution authorizing the acceptance of the bid of Joao & Bradley Construction Co Inc., in the amount of \$2,154,800.00, and authorizing the awarding of said contract to the same subject to the terms and conditions pursuant to a certain project manual dated march 2022 for the purpose of construction of approximately 7,550 lineal feet of 12 inch, 75 lineal feet of 8 inch, 105 lineal feet of 6 inch and 5 lineal feet of 4 inch ductile iron pipe water main, 100 lineal feet of 12 inch PVC water main, and appurtenances including valves, tapping sleeve and valve, combination air valve and manhole, blow-off hydrant, fire hydrants, new and reconnection of water service lines and incidental work including seeding and paving replacement in Township and state roadways.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot seconded by Mr. Veresink, the meeting was adjourned at 3:38 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary