

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

**Easton, PA
Monday
May 13, 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 (Virtual)
 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. Veresink, seconded by Ms. Bukics, the minutes of the April 8, 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 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 Replacements - 1
 - 1- 3/4" 1415 Washington Street (Easton, Lead)
- Service Installations - 2
 - 1-3" 522 March Street (Easton)
 - 1-8" Fire 522 March Street (Easton)
- Service Repairs – 1
 - 1 – 3/4" 800 Northampton Street (Easton, Copper)
- New Fire Hydrant – 1
 - Georgetown Road & Daniels Road (Upper Nazareth)
- Valves – 2
 - Repaired 8" Valve at 27 Chestnut Ridge Circle (Easton)
 - Repaired 6" Valve at Hamilton Street & Burke Street (Easton)
- Blowoffs – 1
 - Repaired 1" Blow Off at 457 Heather Lane (Forks)

Service:

- New Meter Installation – 22
 - 7 – 5/8" COE
 - 13 – 5/8" ESWA
 - 1 – 1" ESWA
 - 1 – 4" ESWA
- Meter Changes – 157
 - 16- 5/8" - COE
 - 126- 5/8" – ESWA
 - 4- 3/4"-ESWA
 - 1 – 1" COE
 - 3 – 1-1/2" ESWA
 - 4 – 2" ESWA
 - 1 – 3" COE
 - 1 – 4" COE
 - 1 – 4" ESWA

- MTU's - 46
 - 19 – COE
 - 27 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 3/12 & 3/25 Due: 4/20/2024**
 - Meters Read & Billed = 12,280
 - Amount billed = \$1,319,302

Disconnections Summary: (Non-Payment):

48 hr termination calls: 134

48 hr door hangers (No phone numbers): 17

Actual terminations: 24

ESW = 17

COE = 7

- Turn Off for Non-Payment of Water- 24
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- Lower Nazareth Pump Station
 - Zoning Hearing Board April 30th Meeting.
 - Variance Granted for Lot Size.
 - Resubmission to Planning Commission is next.
 - June 17, 2024 Planning Commission Meeting.

- Richmond Road
 - Contract to be executed.
 - Preconstruction Meeting to be scheduled in late May.
 - Construction begins in June.
 - Anticipated completion by the end of August.

- Dogwood Terrace Water System Improvements
 - Notice of Intent to Award sent 4/26/24.
 - Contract to be executed.
 - Contractor anticipates starting the week of 5/20/24.

- South Side Water System Improvements
 - PennVEST awarded \$1,102,099 grant and \$2,190,901 loan at 1/24/24 meeting.
 - PennVEST Confirmed loan length cannot exceed the end of the City of Easton Lease.
 - Correspondence provided to City of Easton regarding the Grant and Loan requirements.
 - PennVEST status meeting scheduled for 5/16/24.

- City of Easton Transmission Main Improvements Group A
 - ESWA must review connection and abandonment sequence and requirements.
 - Gannett Fleming proceeding with design.

- Jackson Street Water System Improvements
 - 7th Street to 10th Street
 - Replacing cast iron water main and lead water service laterals.
 - Water main installation started 5/8/24.
 - Main installation should be completed by 5/17/24.
 - Service Reconnections/Replacements after.

- Flushing Program
 - North High System started on 4/15/24.
 - Will be completed on 5/17/24.
 - Water used to Date: 3,495,606 gallons.
 - Knox Avenue System will be started on 5/20/24.

- Water Treatment Plant
 - Intake, Sedimentation Basins and Flocculators were cleaned out end of April/early May.
 - Intake cleaned annually.
 - Sedimentation Basins and Flocculators done Spring & Fall.

Administration

- DEP System Inspection
 - April 9th through 11th
 - No violations noted.
 - Some minor deficiencies noted.
 - Cost and Feasibility to correct.
- Property Insurance
 - Renewal due 8/8/24.

APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, requisitions were approved for payment May 13, 2024 (items 4363-4369, totaling \$319,878.61). 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 status of current and upcoming projects, PennVEST, status of lease and action items.

Budget and Finance –

No Report- Audit in progress

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

Two action items under new business.

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the Board approved the resolution authorizing a certain engineering services proposal dated May 8, 2024 submitted by Gannett Fleming for the Richmond Road Water Distribution Main Replacement, Construction Phase & Additional Permit Services.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Veresink, seconded by Ms. Bukics, the Board approved the resolution to approve, accept, and adopt the “CDL Employee Drug and Alcohol Testing Personnel Policy” attached hereto: The adoption of this policy shall not in any way reduce, diminish or otherwise affect the employer’s rights under the Authority’s Employee Policy Manual.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Barefoot, seconded by Mr. Mauro, the meeting was adjourned at 3:33 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