

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

**Easton, PA  
Monday  
November 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  
Joe Mauro (Virtually)  
Robert Walker (Virtually)  
Theodore Veresink (Virtually)  
Tom Rosenbauer (Virtually)  
Mike McGuire (Virtually)  
Dave Hopkins (Virtually)  
Wayne Barefoot (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 (Virtually); 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. Veresink, seconded by Mr. Walker, the minutes of the October 11, 2021 meeting were approved with corrections. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

### **REPORT OF ENGINEER**

Copies of the Engineer's Report were enclosed with the mailing of the October 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 – 62
  - 59 – ¾" River Hill Estates (Bethlehem)
  - 1 – 1-1/2" 416 Canal Street (Easton)
  - 2 – 1" Fire Riverview Estates Phase II (Forks)
- Service Replacements – 1
  - 1 – ¾" 4254 Gradwohl Switch Road (Lower Nazareth, Plastic)
- Service Repair - 2
  - 1 – ¾" 3715 Freemansburg Avenue (Palmer)
  - 1 – ¾" 3823 Freemansburg Avenue (Palmer)
- Main Breaks – 3
  - 12" – 1019 Ferry Street (Easton, Longitudinal)
  - 8" – 1146 Stones Crossing Road (Palmer, Radial)
  - 4" – Elm Street & Warren Street (Easton)
- Fire Hydrant Replacements – 1
  - Northampton Street & Greenwood Avenue (Palmer)
- Fire Hydrant Repairs – 7
  - Canal Street & Centre Street (Easton)
  - 420 West Grant Street (Easton)
  - 435 Northampton Street (Easton)
  - 13<sup>th</sup> Street & Spring Garden Street (Easton)
  - Line Street & Valley Street (Easton)
  - Porter Street (Easton)
  - Cedarville Road (Williams, Vehicle)
- Valves – 1
  - Repaired 8" Valve at Stones Crossing Road & Wedgewood Drive (Palmer)
- Blow Offs – 1
  - Replaced 1" Blow Off with new 2" Blow Off at 100 Main Street (Glendon)

Service:

- New Meter Installation – 30
  - 29 – 5/8" ESWA
  - 1 – 5/8" ESWA

- Meter Changes – 226
  - 7– 5/8” - COE
  - 212– 5/8” – ESWA
  - 3 – 3/4” ESWA
  - 1 – 1” ESWA
  - 1 – 1-1/2” COE
  - 1 – 2” COE
  - 1 – 6” COE
  
- MTU’s - 62
  - 7 – COE
  - 55 – ESWA

Customer Service

- Bill Date: 9/16 & 9/22 Due: 10/20/2021
  - Meters Read & Billed = 12,300
  - Amount billed = \$1,396,111

**Disconnections Summary:**

**48 hr termination calls: 26**

**48 hr door hangers (No phone numbers): 7**

**Actual terminations: 9**

**ESW = 5**

**COE = 4**

- Turn Off for Non-Payment of Water- 9
  
- Turn Off for Non-Payment of Sewer – 4

**Updated: 11/8/2021 @ 1:05pm**

OPEN AR 2020/2021											
	1/11/2021	2/8/2021	3/8/2021	4/12/2021	5/10/2021	6/14/2021	7/12/2021	8/9/2021	9/13/2021	10/11/2021	11/8/2021
<30 days	\$ 1,119,570.78	\$ 978,482.60	\$ 719,573.51	\$ 896,536.74	\$ 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
31-60 days	\$ 161,001.98	\$ 171,119.07	\$ 172,968.54	\$ 64,389.69	\$ 97,477.75	\$ 99,181.09	\$ 69,341.54	\$ 118,440.06	\$ (8,591.15)	\$ 90,822.19	\$ 132,210.61
61-90 days	\$ 114,424.14	\$ 86,675.14	\$ 85,985.84	\$ 82,971.20	\$ 46,118.32	\$ 67,502.80	\$ 75,632.00	\$ 49,946.85	\$ 187,032.14	\$ 75,647.19	\$ 52,562.75
91-120 days	\$ 82,723.22	\$ 94,545.30	\$ 59,137.21	\$ 61,169.59	\$ 68,821.31	\$ 40,183.80	\$ 61,992.35	\$ 68,340.80	\$ 37,952.41	\$ 61,726.85	\$ 67,126.71
>120 Days	\$ 188,432.99	\$ 227,395.62	\$ 259,252.48	\$ 233,529.56	\$ 242,496.61	\$ 262,210.57	\$ 263,369.38	\$ 271,123.93	\$ 262,128.21	\$ 248,363.75	\$ 250,450.69

OPEN AR COMPARE YEAR -- 2018/2019/2020/2021				
	11/8/2018	11/8/2019	11/8/2020	11/8/2021
<30 days	\$ 935,060.03	\$ 1,017,643.64	\$ 1,141,617.58	\$ 1,031,750.23
31-60 days	\$ 121,283.84	\$ 120,830.20	\$ 177,368.45	\$ 132,210.61
61-90 days	\$ 34,416.47	\$ 29,171.21	\$ 59,620.84	\$ 52,562.75
91-120 days	\$ 33,429.25	\$ 38,830.82	\$ 72,745.04	\$ 67,126.71
>120 Days	\$ 41,356.12	\$ 41,377.37	\$ 156,136.96	\$ 250,450.69
<b>TOTAL AR</b>	<b>\$ 1,165,545.71</b>	<b>\$ 1,247,853.24</b>	<b>\$ 1,607,488.87</b>	<b>\$ 1,534,100.99</b>

**Penalties will be starting again January 2022**

**January Bills: 1<sup>st</sup> bills going out that will be subject to penalty, if not paid by 2/20**

**January will be regular shut off amount of \$80, raised to \$100 dollars**

#### Authority Projects

- Lower Nazareth Project
  - Route 191 Water Mains
    - Working to finalize plans and specifications.
    - Advertise in November.
    - Potentially award in January.
    - Construction in Spring of 2022.
- Arndt Road / Bushkill Park Drive Water Main
  - PennDOT Preconstruction Meeting held on 11/8/21.
  - Tentative start date of November 15, 2021.
  - Water system work should take approximately 5 weeks.
  - Permanent pavement restoration to be performed in spring of 2022.

- 2021 Bethlehem Township Water System Improvements
  - Processing Final Pay Estimate.
  - Working on contract close out documents.
  - Final Pay Estimate at December Meeting.
  
- WTP Chemical Storage Project
  - New bulk tank complete and available for use.
  - Day tank has been replaced.
  - Day tank Transmitter replaced, everything being tested.
  - Existing bulk tank to be renovated once new day tank is in service.
  
- Twin Reservoirs Cover Replacement
  - East Reservoir was placed back into service on 9/27/21.
  - Working on Warranty & Contract Close Out.
  
- SCADA Upgrade
  - Changeover to new system to start the week of 11/15/21.
  
- 2021 Tank Inspections
  - Palmer Tank, drain, remove old mixer.
  - Butztown, Georgetown, Wilden, Paxinosa & Morgan Hill East robotic inspection the week of 11/15/21.

#### Administration

- Alternate Source Study
  - Draft Report and Summary provided to the Risk Management Committee on 11/5/21.
  - Will meet and discuss alternatives to review further.
  
- Budgets
  - Capital & Operating Budgets provided to Board on 11/5/21.
  
- Water Treatment Plant
  - NPDES Permit expires in July 2022, application must be submitted in February 2022.

## **APPROVAL OF REQUISITIONS**

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment November 8, 2021 (item 4169, totaling \$451,274.34). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

## **REPORT OF COMMITTEES**

### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met briefly last Wednesday to review a matter for the agenda. They also now meet every month on Wednesday for the new agenda. They also discussed the alternate source study, the ongoing issues with Lower Nazareth pump station and wage and benefit issues. The committee also met this morning to discuss the pump station matter and a possible amendment to the agenda for the PennDOT bond authorization.

### **Budget and Finance –**

Mr. Barefoot stated that the committee met to review the Budget and they will proceed with a recommendation to accept the Budget at the December Board meeting.

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

### **Pension Committee –**

No Report

### **Retiree Benefits Ad-hoc Committee –**

No Report

### **Personnel Committee –**

Mr. Cain stated there will be a meeting for this committee to discuss wage and benefit on December 1, 2021.

### **Risk Management Committee –**

Mr. Veresink stated the alternate study went out to the committee and Craig will set up a virtual meeting to discuss it.

### **Buildings and Properties Committee –**

No Report

**REPORT OF SOLICITOR**

No Report

**NEW BUSINESS**

On a motion from Mr. Mauro, seconded by Mr. McGuire, the Board amended the agenda for today's meeting to add to new business a vote to change the agenda.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Walker, seconded by Mr. Rosenbauer, the Board passed a resolution authorizing the execution of a certain restoration bond dated October 15, 2021, in favor of the parties named therein, binding the Authority accordingly on the project.

Motion adopted by the following vote:

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

Nays: None

**ADJOURNMENT**

On a motion from Mr. Mauro, seconded by Mr. Barefoot, the meeting was adjourned at 3:39 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary