

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

**Easton, PA  
Monday  
November 14, 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 (In-Person)  
Robert Walker (In-Person)  
Theodore Veresink (In-Person)  
Wayne Barefoot (In-Person)  
Dave Hopkins (Virtually)  
Tom Rosenbauer (In-Person)  
Rosie Bukics (In-Person)  
Mike McGuire (Virtually)  
Joe Mauro (Virtually)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; 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. Barefoot, seconded by Mr. Veresink, the minutes of the October 10, 2022, meeting were approved. No public comment was received.

Motion adopted by the following vote:

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

- Main Installation – 11,938'
  - 2022 Palmer Township Improvements (4,082')
    - 1,760' of 8" on Hermitage Avenue
    - 1,620' of 8" on Eldridge Avenue
    - 682' of 8" on Old Nazareth Road
    - 20' of 6" on Westgate Avenue
  - Route 191 Improvements (7,856')
    - 7,762' of 12" on Route 191
    - 7' of 8" on Route 191
    - 82' of 6" on Route 191
    - 5' of 4" on Route 191
- Service Installations – 1
  - 1 – 1" 3118 Sullivan Trail (Forks)
- Service Replacements – 116
  - 61 – ¾" Route 191 Project (Lower Nazareth)
  - 44 – ¾" 2022 Palmer Townships Improvements
  - 1 – ¾" 126 South 18<sup>th</sup> Street (Wilson, Lead)
  - 1 – ¾" 730 Northampton Street (Easton, Lead)
  - 1 – ¾" 815 Frost Hollow Road (Forks, Copper)
  - 7 – 1" 207 Route 191 Project (Lower Nazareth)
  - 1 – 1" 2022 Palmer Township Improvements
- Service Reconnections – 60
  - 60 – ¾" 2022 Palmer Township Improvements
- Fire Hydrants Replacement – 9
  - 2022 Palmer Township Improvements
    - Hermitage Avenue & Martin Street
    - 2637 Eldridge Avenue
  - Route 191 Project (Lower Nazareth)
    - 3 Fire Hydrants Replaced
  - Eichlin Street & Haupt Street (Palmer)
  - Blair Street & Florian Avenue (Palmer)
  - Virginia Street & Paul Street (Palmer)
  - Blair Street & Oregon Street (Palmer)

- Hydrant Repairs – 9
  - Ohio Street & Concord Drive (Bethlehem)
  - Victors Way (Bethlehem)
  - Line Street & Iron Street (Easton)
  - Centre Street & Williams Street (Easton)
  - Washington Street & Union Street (Easton)
  - Kendon Drive & Huegel Street (Palmer)
  - 413 Stones Crossing Road (Palmer)
  - 2908 Washington Street (Palmer)
  - Lisa Lane (Palmer)
- New Fire Hydrants – 6
  - Route 191 Project (Lower Nazareth)
- Valves – 2
  - Repaired 6” valve at McCartney Street & Parsons Street (Easton)
  - Repaired 6” valve at 2103 Edgewood Avenue (Palmer)
- Main Breaks – 2
  - 6” – McCartney Street & Parsons Street (Easton)
  - 2” – Low Street (West Easton, Galvanized)

Service:

- New Meter Installation – 45
  - 45 – 5/8” COE
- Meter Changes – 194
  - 3- 5/8” - COE
  - 182– 5/8” – ESWA
  - 4 – 3/4” ESWA
  - 1– 1” COE
  - 4 – 2” ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU’s - 76
  - 7 – COE
  - 69 – ESWA

Customer Service

- Bill Date:9/16 & 9/27 Due: 10/20/2022
  - Meters Read & Billed = 12,438
  - Amount billed = \$1,482,700

## Disconnections Summary:

**48 hr termination calls: 231**

**48 hr door hangers (No phone numbers): 45**

**Actual terminations: 56**

ESW = 45

COE = 11

- Turn Off for Non-Payment of Water- 56
- Turn Off for Non-Payment of Sewer – 0

***Updated 11/10/2022 @ 1:30 pm***

	OPEN AR 2021/2022													
	11/8/2021	12/13/2021	1/10/2022	2/14/2022	3/14/2022	4/11/2022	5/9/2022	6/13/2022	7/11/2022	8/8/2022	9/12/2022	10/10/2022	11/10/2022	
<30 days	\$ 1,031,750.23	\$ 710,329.30	\$ 962,854.85	\$ 136,045.25	\$ 669,987.92	\$ 1,024,822.00	\$ 925,771.54	\$ 652,552.60	\$ 1,340,572.31	\$ 1,106,179.76	\$ 767,390.40	\$ 1,338,697.07	\$ 1,014,869.41	
31-60 days	\$ 132,210.61	\$ 126,697.6	\$ 77,914.66	\$ 616,051.00	\$ 99,898.61	\$ 60,361.80	\$ 109,360.27	\$ 4,234.32	\$ 107,071.18	\$ 114,541.67	\$ 117,363.45	\$ 82,276.18	\$ 109,529.79	
61-90 days	\$ 52,562.75	\$ 76,363.95	\$ 77,290.23	\$ 138,758.09	\$ 68,598.14	\$ 34,996.51	\$ 25,329.10	\$ 132,832.34	\$ 62,231.70	\$ 38,601.64	\$ 40,488.80	\$ 32,396.44	\$ 29,393.05	
91-120 days	\$ 67,126.71	\$ 44,266.70	\$ 65,635.70	\$ 181.34	\$ 33,076.06	\$ 50,639.97	\$ 22,291.65	\$ 17,885.04	\$ 32,271.34	\$ 44,291.85	\$ 31,227.69	\$ 35,396.44	\$ 26,365.38	
>120 Days	\$ 250,450.69	\$ 248,379.60	\$ 208,759.57	\$ 225,781.17	\$ 174,880.46	\$ 117,066.00	\$ 92,814.49	\$ 29,746.95	\$ 28,922.31	\$ 24,846.12	\$ 35,187.92	\$ 26,684.31	\$ 28,639.94	

### Authority Projects

- WTP Chemical Storage Project
  - Heater Control Panels must be upgraded, waiting for new panels.
    - Control Panels ordered.
- 2022 Palmer Township Improvements
  - Water system work completed.
  - Pavement restoration should be completed by 11/23/22.
- Route 191 Project
  - Water system work completed.
  - Pavement restoration will be performed in the Spring.
  - Pay Estimate #3 for \$254,965.75 recommended for approval today.

- Richmond Road Water System Design
  - Alignment Finalized.
  - Preliminary design being completed.
- Old Orchard Water System Improvements
  - Completing Plans & Specifications
  - Possibly advertise for bids in December.
- Flushing
  - Suburban Morgan Hill System completed on 9/28/22.
  - City of Easton South Side Twin Reservoirs System completed on 9/30/22.
  - Water Used:
    - October: 1,508,030 Gallons
    - Year To Date: 35,464,611 Gallons

#### Administrative

- Medical Insurance
- Grant Opportunities
  - H2O Grant
    - Ferry Street, Northampton Street

### APPROVAL OF REQUISITIONS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, requisitions were approved for payment November 14, 2022 (item 4239 - 4244, totaling \$348,689.81). No public comment was received.

Motion adopted by the following vote:

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

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 action items for today's meeting.

#### **Budget and Finance –**

Mr. Rosenbauer stated the Finance Committee met last month and reviewed the budgets. They will be going out to Board members. He also stated that the committee will be looking for a new

auditor and letters were sent out to 3 firms, and they are waiting for proposals. They will review the proposals before going to the Board.

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

**Pension Committee –**

Mr. Barefoot stated the committee met on October 24<sup>th</sup> to discuss a proposal under new business a modification to the 401A plan.

**Retiree Benefits Ad-hoc Committee –**

No Report

**Personnel Committee –**

Mr. Cain stated the committee met and reviewed the proposed employee manual changes. They will also meet on 11/17 to discuss wages and benefits.

**Risk Management Committee –**

No Report

**Buildings and Properties Committee –**

No Report

**REPORT OF SOLICITOR**

No Report

**NEW BUSINESS**

On a motion from Mr. Cain, seconded by Mr. Barefoot, the Board authorized the resolution that the Easton Suburban Water Authority of Northampton County hereby requests an H2O Pa grant up to \$1,100,000.00 from the Commonwealth Financing Authority to be used for water main improvements in the City of Easton.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the Board approved various revisions to the Easton Suburban Water Authority Employee Policy Manual, including modifications to various sections and subsections thereof. All such modifications are reflected in the Board's Resolution of even date hereto in detail with the manual to be revised accordingly.

Motion adopted by the following vote:

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

Nays: None

On a motion from Mr. Cain, seconded by Mrs. Bukics, the Board passed a resolution authorizing a modification to the employee policy manual under its 457(b) Plan to increase contributions from two percent to three percent of the base compensation, overtime, and bonuses for the pay period as set forth in the manual.

Motion adopted by the following vote:

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

Nays: None

### **ADJOURNMENT**

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the meeting was adjourned at 3:56 pm.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary