

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

**Easton, PA
Monday
October 12, 2020
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 (Chairman)
Wayne Barefoot (Virtually)
Joe Mauro (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
David Hopkins (Phone)
Mike Moorehead (Virtually)

Absent: Mary Kennon

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; 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. Moorehead, the minutes of the September 14, 2020 meeting were approved with correction. No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the September 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 –
 - Lehigh Valley Hospital network Hecktown Oaks Campus
 - Water system should be completed by 10/23/20.
 - Traditions of America at Green Pond
 - Phase IIB water main installation should be completed by 10/9/20.
- Service Lateral installations - 2
 - 2 – 3/4" 1051 & 1051-1/2 West Lincoln Street (Easton)
- Service Lateral Replacements - 1
 - 1 – 3/4" 213 South 12th Street (Easton, leaking lead service)
- Service Repairs - 2
 - 1 – 3/4" 502 Daniels Road (Lower Nazareth, saddle)
 - 1 – 3/4" 80 Industrial Drive (Easton, UGI)
- Main Breaks – 2
 - 6" – 511 Acorn Drive (Forks, Radial)
 - 4" James Street & Lachenour Avenue (Easton, UGI)
- Valve Repairs - 8
 - 3 – 8" Freemansburg Avenue & Stones Crossing Road (Palmer)
 - 3 – 8" Hobson Street & Victoria Lane (Palmer)
 - 1 – 8" & 1 – 6" Mine Lane Road & Oregon Street (Palmer)
 - 1 – 6" Heather Lane & Marigold Drive (Forks)

Service:

- New Meter Installation – 36
 - 32 – 5/8" ESWA
 - 1 – 5/8" COE
 - 1 – 1" COE
 - 2 – 2" ESWA
- Meter Changes – 53
 - 9 – 5/8" COE
 - 39 – 5/8" ESWA
 - 1 – 1 1/2 " ESWA

- 1 – 3” COE
- 1 – 3” ESWA
- 1 – 4” ESWA
- 1 – 6” ESWA

- MTU’s - 82
 - 15 – COE
 - 67 – ESWA

- 100 CF – 1 CF
 - 4,579

- Turn Off for Non-Payment of Water -0

- Turn Off for Non-Payment of Sewer - 0

Customer Service

- Bill Date: 9/17 & 9/21 Due 10/20/2020
 - Meters Read & Billed = 11,884
 - Amount billed = \$1,412,792

- Actual Terminations
 - ESWA – 0
 - COE – 0

WTP Production for 2019/2020 (million gallons)

	2019	2020	
January	194.42	191.70	-1.40%
February	181.99	184.56	-1.41%
March	191.68	194.54	+1.49%
April	182.74	186.57	+2.10%
May	199.94	207.24	+3.65%
June	197.55	222.16	+12.46%
July	216.84	238.23	+9.86%
August	223.37	220.61	-1.24%
September	212.17	204.50	-3.62%

Past Due Notices Mailed Out

	<u>2019</u>	<u>2020</u>
Jan 20 Due Date	1,581	1,525
Feb 20 Due Date	1,631	1,748
March 20 Due Date	1,032	935
April 20 Due Date	1600	1329
May 20 Due Date	1531	1737
June 20 Due Date	1170	795
July 20 Due Date	1480	1537
Aug 20 Due Date	1799	1706
Sept 20 Due Date	1057	931

Penalties

** Average of about **\$13,000.00** in lost Revenue
February through July - so far

Miscellaenous Revenue

** Average of about **\$1,000.00** in lost Revenue
February through July - so far
(Turn on/Turn off Fees)

OPEN AR 2020						
	6/5/2020	7/13/2020	8/10/2020	9/11/2020	10/9/2020	1
unbilled	\$ 2,012.18	\$ 3,674.10	\$ 2,737.32	\$ 2,506.09	\$ 2,950.58	
<30 days	\$ 756,999.75	\$ 1,001,160.66	\$ 1,075,351.26	\$ 740,601.57	\$ 1,168,940.30	
31-60 days	\$ 167,174.18	\$ 50,914.34	\$ 188,980.68	\$ 151,686.24	\$ 104,205.13	
61-90 days	\$ 93,781.15	\$ 73,894.27	\$ 52,540.66	\$ 116,688.53	\$ 90,052.32	
91-120 days	\$ 43,365.30	\$ 65,126.88	\$ 66,900.42	\$ 34,877.43	\$ 83,089.55	
>120 Days	\$ 77,150.66	\$ 90,200.20	\$ 98,997.60	\$ 118,194.94	\$ 125,807.71	

OPEN AR 2018 - 2019 - 2020				
		10/9/2018	10/9/2019	10/9/2020
<30 days		\$ 119,485.27	\$ 1,085,834.03	\$ 1,168,940.30
31-60 days		\$ 73,185.19	\$ 94,248.62	\$ 104,205.13
61-90 days		\$ 49,205.16	\$ 55,297.16	\$ 90,052.32
91-120 days		\$ 29,677.30	\$ 33,367.73	\$ 83,089.55
>120 Days		\$ 31,477.52	\$ 40,395.40	\$ 125,807.71

184 Customers @ \$98,567.99, 27 are tenants who owe \$200 or more that
Are 120+ days and another category also.

\$200-300 = 14

\$300-400 = 67

\$400-500 = 40

\$500-600 = 23

\$600-1000 = 33

\$1000 – 2000 = 4

\$2000 – 3000 = 2

\$3000 – 6000 = 1 (\$5389.17-- Excalibur Reality 1525 Wood Ave)

Paid nothing, owes in each <30 to 120+

Customer Portal / Website (Invoice Cloud)

Launched live 7/1/2020

September Totals - 09/2020 Totals

eCheck: \$139,744.24

Credit Card: \$355,971.39

TOTAL: \$495,715.63

Customer Count: 34974

Registered: 5206 -- 14.89%

Paperless = 2,825

Auto Pay = 1,586

Pay by Text = 603

Authority Projects

- Twin Reservoirs Cover Replacement
 - Work began on repair plan on 9/8/20.
 - Reservoir filled to 4', cover was filled and tested, a few minor leaks were found.
 - Reservoir drained, minor repairs made to cover and float, ice shield and weights are being installed.
 - Work should be completed the week of 10/12/20 depending on weather.

- Knox Avenue Pump Station Upgrades
 - Electrical contractor began work on 10/6/20.
 - General contractor started work on 10/9/20.
 - Substantial completion deadline is 1/4/21.

- Lower Nazareth Project
 - Northampton County repealed the ordinance to provide an easement for the pumping station and water main extension to Louise Moore Park.
 - Looking at alternative pump station locations in the Hecktown Road and Country Club Road area.
 - Route 191 Water Main:
 - Improvement needed regardless of pump station location.
 - Complete work prior to PennDOT's overlay of the road.
 - Financing concern.

- Arndt Road / Bushkill Park Drive Water Main
 - Detour approved by Forks and Palmer Townships.
 - PennDOT HOP Application resubmitted.

- Bethlehem Township Improvements
 - Cibby, Circle, Embur, Emrick, King and Winfield
 - Survey & Design Approved in May 2020.
 - Bethlehem Township will be performing complete street reconstruction in 2022.
 - ESWA to perform water system work in 2021.
 - Installing prior to street reconstruction will save ESWA approximately \$175,000.

- Myrtle Avenue Improvements (Forks)
 - Forks to repave streets in Myrtle Avenue area in 2021 and 2022.
 - ESWA has unlined cast iron mains in pavement area.
 - ESWA will replace a portion in 2020 and remainder in 2021.

- WTP Chemical Storage Project
 - Work resumed on 9/14/20. Progressing well.
 - Covid-19 Safety Plan agreed to by all parties.
 - Substantial completion date extended to 1/4/21.

- Flushing
 - Knox Avenue
 - Completed 9/30/20
 - ESWA 15th Street
 - Started 10/1/20
 - Water Used
 - September: 5,378,123 Gallons
 - Year To Date: 22,737,987 Gallons
- Leak Detection
 - Implement leak detection schedule:
 - October through March, every zone done minimum of monthly.
 - April through September, every zone done minimum of quarterly.
 - Work orders to track completion.

Administration

- CPR / First Aid Training
- Capital & Operating Budgets
- Risk & Resiliency Assessment
 - Met on 10/7/20 to review draft report. Minor revisions to be performed.
 - Must be certified by 12/31/20.
 - ERP update must be completed by 6/30/21.
- Alternate Source & Source Resiliency Study
 - City of Bethlehem Interconnection Analysis
 - ESWA provided system mapping.
 - COB provided ESWA flow test locations.
 - COB did not provide system mapping or flow test locations in their system.

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mr. Barefoot, requisitions were approved for payment October 12, 2020 (items 4077-78, totaling \$170,822.40). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Cain, Chairperson, stated that the Executive Committee met on 10/1/20 and discussed personnel matters and a legal matter.

Budget and Finance –

Mr. Barefoot stated there is a meeting scheduled on 10/22 to discuss the budget.

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

No Report

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

On a motion from Mr. Barefoot, seconded by Mr. Moorehead, the Board passed a resolution authorizing the acceptance of certain terms and conditions proposed by Fulton Bank modifying a certain three million dollar (\$3,000,000.00) committed line of credit presently in existence, accepting certain conditions relating thereto including extending the term of the loan for an additional three year period to August 31, 2023 and to pay costs and expenses of securing such loan, authorizing the execution and delivery of a certain note modification agreement and authorizing the execution of any pertinent loan documents necessary to carry out matters consistent with said loan proposal.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Veresink, Walker, Mauro, Hopkins, Moorehead (7)

Nays: None

EXECUTIVE SESSION

The Board entered into Executive Session at 3:47 pm to discuss a legal matter. The Board resumed regular session at 4:15 pm.

ADJOURNMENT

On a motion from Mr. Moorehead, seconded by Mr. Veresink, the meeting was adjourned at 4:17 pm.

Motion adopted by the following vote:

Yeas: Cain, Barefoot, Walker, Veresink, Mauro, Hopkins, Moorehead (7)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary