

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

**Easton, PA  
Monday  
October 11, 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)

Absent: Wayne Barefoot  
Mary Kennon

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 ; 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. McGuire, the minutes of the September 13, 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 (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 – 2,862'
  - River Hill Estates (Bethlehem, Kay Builders)
    - 2,315' of 8" on Charley Lane
    - 499' of 8" on Emma Lane
    - 48' of 6" fire hydrant laterals
- Service Installations – 1
  - 1 – ¾" 3051 Green Pond Road (Palmer)
- Service Replacements – 3
  - 1 – ¾" 501 Brodhead Street (Easton, Lead)
  - 1 – ¾" 3496 Daniels Road (Lower Nazareth, Plastic)
  - 1 – ¾" 247 Butztown Road (Lower Nazareth, Plastic)
- Service Relocation – 1
  - 1 – ¾" 1103 Wayne Street (Palmer, relocated for storm sewer)
- Fire Hydrant Installations – 6
  - River Hill Estates (Bethlehem, Kay Builders)
    - Charley Lane & Josey Lane
    - Emma Lane & Charley Lane
    - 1686 Charley Lane
    - 1718 Charley Lane
    - 1752 Charley Lane
    - 1775 Charley Lane
- Main Breaks – 2
  - 6" – Old Orchard Drive & Crescent Drive (Palmer, Radial)
  - 6" – 432 Dogwood Terrace (Forks, Radial)
- Fire Hydrant Inspection
  - Inspected 1263 of 2083 Hydrants
- Fire Hydrant Replacements – 1
  - William Penn Highway & Greenwood Avenue (Palmer)
- Fire Hydrant Repairs – 9
  - 612 James Street (Easton, Vehicle)
  - Freemansburg Avenue & Milford Street (Palmer)
  - Ann Marie Street & Leeman Street (Palmer)
  - Guyton Street & Dunkle Street (Palmer)
  - Milford Street & Division Street (Palmer)
  - Aicher Drive & Nazareth Road (Palmer)

- Auburn Drive & Cedar Park Boulevard (Williams)
- Knollwood Drive & Cedar Park Boulevard (Williams)
- 23<sup>rd</sup> Street & 3<sup>rd</sup> Street (Wilson)

## Service:

- New Meter Installation – 26
  - 2 – 5/8” ESWA
  - 23 – 5/8” ESWA
  - 1 – 2” ESWA
- Meter Changes – 177
  - 8– 5/8” - COE
  - 145– 5/8” – ESWA
  - 19 – 3/4” ESWA
  - 4 – 1” COE
  - 1 – 3” COE
- MTU’s - 72
  - 7 – COE
  - 65 – ESWA

## Customer Service

- Bill Date: 8/16 & 8/25 Due: 9/20/2021
  - Meters Read & Billed = 10,082
  - Amount billed = \$1,175,967

**Disconnections Summary:****48 hr termination calls: 66****48 hr door hangers (No phone numbers): 26****Actual terminations: 12****ESW = 6****COE = 6**

- Turn Off for Non-Payment of Water- 12
- Turn Off for Non-Payment of Sewer – 10

**Updated: 10/11/2021 @ 10:30am**

OPEN AR 2020/2021									
	3/8/2021	4/12/2021	5/10/2021	6/14/2021	7/12/2021	8/9/2021	9/13/2021	10/11/2021	
<30 days	\$ 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	
31-60 days	\$ 172,968.54	\$ 64,389.69	\$ 97,477.75	\$ 99,181.09	\$ 69,341.54	\$ 118,440.06	\$ (8,591.15)	\$ 90,822.19	
61-90 days	\$ 85,985.84	\$ 82,971.20	\$ 46,118.32	\$ 67,502.80	\$ 75,632.00	\$ 49,946.85	\$ 187,032.14	\$ 75,647.19	
91-120 days	\$ 59,137.21	\$ 61,169.59	\$ 68,821.31	\$ 40,183.80	\$ 61,992.35	\$ 68,340.80	\$ 37,952.41	\$ 61,726.85	
>120 Days	\$ 259,252.48	\$ 233,529.56	\$ 242,496.61	\$ 262,210.57	\$ 263,369.38	\$ 271,123.93	\$ 262,128.21	\$ 248,363.75	

OPEN AR COMPARE YEAR -- 2019/2020/2021				
	10/11/2018	10/11/2019	10/11/2020	10/11/2021
<30 days	\$ 1,043,841.87	\$ 994,376.27	\$ 1,150,489.30	\$ 1,105,050.64
31-60 days	\$ 62,843.06	\$ 79,739.19	\$ 111,638.84	\$ 90,822.19
61-90 days	\$ 47,918.44	\$ 52,991.52	\$ 93,837.51	\$ 75,647.19
91-120 days	\$ 28,811.03	\$ 32,591.36	\$ 82,805.50	\$ 61,726.85
>120 Days	\$ 29,634.88	\$ 62,843.06	\$ 125,521.36	\$ 248,363.75
<b>TOTAL AR</b>	<b>\$ 1,213,049.28</b>	<b>\$ 1,222,541.40</b>	<b>\$ 1,564,292.51</b>	<b>\$ 1,581,610.62</b>

### Authority Projects

- Lower Nazareth Project
  - Route 191 Water Mains
    - Working to finalize plans and specifications.
    - Advertise in October.
    - Open bids in early November.
    - Potentially award in December.
    - Construction in Spring of 2022.
- Arndt Road / Bushkill Park Drive Water Main
  - Preconstruction Meeting scheduled for 10/12/21.
  - Tentative start date of November 2, 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
  - Pavement restoration has been completed.
  - Pay Estimate #3 for \$139,781.10 recommended for approval.
  - Final Pay Estimate will be processed in November.
  
- WTP Chemical Storage Project
  - New bulk tank complete and available for use.
  - Day tank has been replaced. Waiting on Transmitter to be replaced, 28 day lead time.
  - Existing bulk tank to be renovated once new day tank is in service.
  - BSI Electrical Contractors Pay Estimate #5 for \$7,872.50 recommended for approval.
  
- Twin Reservoirs Cover Replacement
  - East Reservoir was placed back into service on 9/27/21.
  
- SCADA Upgrade
  - Factory testing completed.
  - OCC installed back panels and pre-wired sites where possible.
  - Changeover to new system to start in October.
  
- Church Road (Bethlehem)
  - Trench restoration to be completed in October.
  
- Flushing
  - September Flushing
    - Morgan Hill High Service
    - Suburban Morgan Hill Low Service.
    - Twin Reservoirs South Side
  
  - Water used:
 

▪ September:	2,040,498 Gallons
▪ Year to Date:	32,485,650 Gallons

#### Administration

- Alternate Source Study
  - ESWA received revised draft from Gannett Fleming on 10/4/21.
  - ESWA Staff is reviewing draft and will provide to Board Committee for review.

- Budgets
  - Capital & Operating Budgets to be reviewed with Finance Committee in October.
  - Provided to Board at November Meeting.

### **APPROVAL OF REQUISITIONS**

On a motion from Mr. Mauro, seconded by Mrs. Rosenbauer, requisitions were approved for payment October 11, 2021 (items 4160-4168, totaling \$251,171.87). No public comment was received.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins (7)

Nays: None

### **REPORT OF COMMITTEES**

#### **Executive Committee –**

Mr. Cain, Chairperson, stated that the Executive Committee met briefly before the meeting today to catch up with Mr. Barefoot with the changes in the Sunshine Act in regards to our agenda. They also now meet every month on Wednesday for the new agenda.

#### **Budget and Finance –**

Mr. Cain stated that the committee will meet on October 27<sup>th</sup> to review the 2022 Preliminary Budget.

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

#### **Pension Committee –**

Mr. Cain stated the committee may meet to discuss the suggestions from the staff in regards to the pension.

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

No Report

#### **Personnel Committee –**

Mr. Cain stated the staff is looking into the wage and benefits this year with the possibility of changes made and additional recommendations. A committee meeting will be scheduled.

#### **Risk Management Committee –**

No Report

**Buildings and Properties Committee –**  
No Report

**REPORT OF SOLICITOR**

No Report

**NEW BUSINESS**

On a motion from Mr. Mauro, seconded by Mr. Rosenbauer, the Board passed a Resolution accepting the proposal from Keystone Consulting Engineers dated September 30, 2021, to provide engineering services for the Bushkill Creek utility Crossing Project in Palmer and Forks Township.

Motion adopted by the following vote:

Yeas: Cain, Veresink, Walker, Mauro, McGuire, Rosenbauer, Hopkins (7)

Nays: None

**ADJOURNMENT**

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

Motion adopted by the following vote:

Yeas: Cain, Walker, Mauro, McGuire, Rosenbauer, Veresink, Hopkins (7)

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary