

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

**Easton, PA
Monday
October 10, 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

Tony Salamone from the Morning Call was present for the meeting virtually. He asked the Board if we could let him know when they have more information on the lease with the City of Easton.

ACTION ON MINUTES

On a motion from Mr. Veresink, seconded by Mr. Cain, the minutes of the September 12, 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 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:

- Service Replacements – 7
 - 2 – ¾” 716/718 Pardee Street (Easton, Leaking Lead)
 - 1 – ¾” 26 North 2nd Street (Easton, Leaking Lead)
 - 1 – ¾” 1039 Washington Street (Easton, Lead)
 - 1 – ¾” 501 Mixsell Street (Easton, Leaking Lead)
 - 1 – ¾” 2201 Hackett Avenue (Palmer, Lead)
 - 1 – ¾” 207 Butztown Road (Lower Nazareth, Plastic)
- Service Repairs – 2
 - 1 – ¾” 85 Wilden Drive (Palmer, UGI)
 - 1 – ¾” 241 9th Street (West Easton, Leaking Corp)
- Fire Hydrants Replacement– 5
 - Replaced non-breakaway Darling Hydrants
 - Nulton Avenue & Camden Street (Palmer)
 - Berkeley Street & Farragut Street (Palmer)
 - 32 Alpine Drive (Palmer)
 - Vermont Street & Blair Street (Palmer)
 - Crestview Avenue & Newton Street (Palmer)
- Hydrant Repairs – 2
 - Merlot Drive & Chateau Place (Bethlehem)
 - Arndt Road & Bushkill Drive (Forks, Vehicle)
- Valves – 1
 - Installed 8” Cut in Valve at Old Nazareth Road and Eldridge Avenue (Palmer)

Service:

- New Meter Installation – 19
 - 7 – 5/8” COE
 - 11- 5/8” ESWA
 - 1 – 1” ESWA
- Meter Changes – 186
 - 11- 5/8” - COE
 - 109– 5/8” – ESWA

- 32 – ¾” ESWA
- 4 – 1” COE
- 13 – 1” ESWA
- 1 – 1-1/2” ESWA
- 11 – 2” ESWA
- 2 – 3” ESWA
- 3 – 4” COE

Focusing on 100CF Meters, and high usage meters.

- MTU's - 45
 - 15 – COE
 - 30 – ESWA

Customer Service

- Bill Date:8/16 & 8/23 Due: 9/20/2022
 - Meters Read & Billed = 9,782
 - Amount billed = \$1,235,072

Disconnections Summary:

48 hr termination calls: 356

48 hr door hangers (No phone numbers): 106

Actual terminations: 81

ESW = 42 (Forks, Palmer, Bethlehem)

COE = 39

- Turn Off for Non-Payment of Water- 81
- Turn Off for Non-Payment of Sewer – 0

Updated 09/12/2022 @ 12:45 am

Updated 10/10/2022 @ 12:30 pm

	OPEN AR 2021/2022												
	10/11/2021	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
<30 days	\$ 1,105,050.64	\$ 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
31-60 days	\$ 90,822.19	\$ 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
61-90 days	\$ 75,647.19	\$ 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
91-120 days	\$ 61,726.85	\$ 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
>120 Days	\$ 248,363.75	\$ 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

OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	10/10/2019	10/10/2020	10/10/2021	10/10/2022
<30 days	\$ 1,030,821.42	\$ 1,150,616.44	\$ 1,115,644.73	\$ 1,338,697.07
31-60 days	\$ 88,276.44	\$ 111,511.78	\$ 101,676.90	\$ 82,276.18
61-90 days	\$ 54,276.44	\$ 93,837.25	\$ 82,568.38	\$ 32,396.44
91-120 days	\$ 32,757.50	\$ 82,805.50	\$ 61,828.10	\$ 35,396.44
>120 Days	\$ 39,720.33	\$ 125,521.54	\$ 249,561.82	\$ 26,684.31
TOTAL AR	\$ 1,245,852.13	\$ 1,564,292.51	\$ 1,611,279.93	\$ 1,515,450.44

Authority Projects

- WTP Chemical Storage Project
 - Heater Control Panels must be upgraded, waiting for new panels.
 - ESWA Personnel questioned this when heaters were ordered, manufacturer provided incorrect information.
- 2022 Palmer Township Improvements
 - Water system work completed on east side on 10/6/22.
 - Pavement restoration to be performed in late October/early November.
 - Pay estimate #4 for \$203,275.29 recommended for approval today.
- Route 191 Project
 - Water main installation completed on 9/27/22.
 - Contractor working on service replacements and water main tie-ins.
 - Water system work should be completed by 10/28/22.
 - Pay Estimate #2 for \$1,002,424.85 recommended for approval today.
- Centre Square Water System Improvements
 - Pay estimate #3 Final for \$39,331.07 recommended for approval today.
- Richmond Road Water System Design
 - Preliminary design being completed.

- Flushing
 - North High System completed on 9/28/22.
 - Morgan Hill High Service completed on 9/30/22.
 - Water Used:
 - September: 5,436,440 Gallons
 - Year To Date: 33,956,581 Gallons

Administrative

- Drought Watch still in effect
- Capital & Operating Budgets
- Grant Opportunities
 - H2O Grants
 - Lead Service Investigations/Replacements

APPROVAL OF REQUISITIONS

On a motion from Mr. Mauro, seconded by Mr. Barefoot, requisitions were approved for payment October 10, 2022 (item 4229 - 4238, totaling \$1,456,753.44). 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 proposed changes to the Personnel Manual and 2 pending easements.

Budget and Finance –

Mr. Rosenbauer stated the Finance Committee will be meeting October 13, 2022, to look at next year's Operating and Capital Budgets.

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

Pension Committee –

No Report

Retiree Benefits Ad-hoc Committee –
No Report

Personnel Committee –

Mr. Cain stated the committee met 10/5/22 to review the proposed changes to the employee manual. The major change was vacation carry over. Stephanie will send out the pages with just the changes on them. We will act on the changes at our next meeting. There will be another committee meeting to review staff wages and benefit changes.

Risk Management Committee –
No Report

Buildings and Properties Committee –
No Report

REPORT OF SOLICITOR

Mr. Walters stated there are 2 action items today.

UNFINISHED BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Rosenbauer, the Board determined that it is useful for and in the best interest of the Authority to enter into a certain agreement with TOA Green Pond, L.P. and Green Pond Golf Course, Inc., to modify certain water line easement agreements in Bethlehem Township in existence between the parties. The Executive Director of the Authority or any officer of the Board is authorized to execute any documents necessary to carry out these modifications: said documents to be first approved by the solicitor of the Easton Suburban Water Authority.

Motion adopted by the following vote:

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

Nays: None

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, the Board authorized the Authority to acquire certain premises/parcels of land for water easements on property maintained and owned by 2100 Bushkill Park Drive, LLC, and 2100 Bushkill Park, LLC, such parcels located in Palmer Township and Forks Township, Northampton County. The Board approves the acquisition of the same for the sum of \$12,000.00. The premises consist of approximately 1.2 acres.

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. Cain, seconded by Mrs. Bukics, the meeting was adjourned at 3:32 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