

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

**Easton, PA
Monday
October 9, 2023
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: Robert Walker (In-Person)
 Theodore Veresink (In-Person)
 Wayne Barefoot (In-Person)
 Tom Rosenbauer (In-Person)
 Joe Mauro (Virtual)
 Dave Hopkins (Virtual)
 Rosie Bukics (In-Person)
 Mike McGuire (In-Person)

Absent: BJ Metz

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial Director; Thomas Walters, Solicitor; Erin Laux, Gannett Fleming; 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. Rosenbauer, seconded by Mr. Barefoot, the minutes of the September 11, 2023, meeting were approved. No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Mauro, Hopkins, Bukics, McGuire (8)

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
 - 1 – 1" 336 Reeder Street (Easton, Lead)
 - 2 – ¾" 827/831 West Lafayette Street (Easton, Lead)
 - 1 – ¾" 720 Coleman Street (Easton, Lead)
 - 1 – ¾" 523 Valley Street (Easton, Lead)
 - 1 – ¾" 529 Valley Street (Easton, Lead)
 - 1 – ¾" 737 Northampton Street (Easton, Lead)
- Service Installations – 1
 - 1 – ¾" 2856 Norton Avenue (Palmer)
- Service Repairs – 1
 - 1 – 1" 5049 William Penn Highway (Bethlehem, Copper)
- Hydrant Repairs – 7
 - Larry Holmes Plaza (Easton)
 - Ann Street & Lachenour Avenue (Easton)
 - Holly Street & Crescent Street (Glendon, Vehicle)
 - Sara Beth Lane & Steuben Road (Lower Nazareth)
 - Stephanie Drive & Kimberly Drive (Lower Nazareth)
 - Kingsview Drive & Danberry Drive (Bethlehem)
 - 2315 Ben Jon Road (Forks)
- City of Easton Storz Adapters
 - ESWA Installed approximately 90 Storz Adapters on City Hydrants.
 - COE Fire Department purchased through a grant.
- Valve repairs – 1
 - Repaired 6" Valve at George Street & Green Trail (Forks)

Service:

- New Meter Installation – 13
 - 10 – 5/8" ESWA
 - 1 – 5/8 COE
 - 1 – 1" COE
 - 1 – 1-1/2" ESWA

- Meter Changes – 80
 - 9- 5/8” - COE
 - 66- 5/8” – ESWA
 - 2- 3/4” ESWA
 - 1- 1” ESWA
 - 2 – 2” ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU's - 34
 - 11 – COE
 - 23 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 8/16 & 8/24 Due: 9/20/2023**
 - Meters Read & Billed = 10,191
 - Amount billed = \$1,235,553

Disconnections Summary: (Non-Payment):

48 hr termination calls: 345

48 hr door hangers (No phone numbers): 39

Actual terminations: 45

ESW = 26

COE = 19

- Turn Off for Non-Payment of Water- 45
- Turn Off for Non-Payment of Sewer – 6

Authority Projects

- WTP Chemical Storage Project
 - Still waiting on Revised Diagrams for Heater Control Panels from general Contractor.

- Route 191 Project
 - Joao & Bradley coordinating remaining pavement restoration with their subcontractor. Will be completed by the end of October.
 - Final Pay Estimate should be ready for approval in November.

- 2023 Old Orchard Improvements
 - Water system work completed on 8/28/23.
 - Pavement restoration began on 9/28/23, will be completed by the end of October.
 - No pay estimate this month.

- COE Transmission Mains Design Group A
 - Design is progressing.

- Richmond Road
 - Highway Occupancy Permit was received on 10/2/23.
 - Advertise for bids in late 2023.
 - Award in early 2024 (February).
 - Summer construction to accommodate Forks Elementary School.

- Dogwood Terrace Water System Improvements
 - Finalizing water main alignment.
 - Project to be bid over Winter, with construction in 2024.

- Valley Street Water Main Replacement
 - Water System work completed.

- Flushing
 - COE South Side Twin Reservoirs completed on 9/5/23.
 - Lower Nazareth started on 9/6/23 and completed on 9/27/23.
 - Water used:
 - September 6,487,316 Gallons
 - Year to Date: 37,058,337 Gallons

- Forks Township ISO Tests Conducted in September.

Administration

- 2024 Operating Budget
- 2024 Capital Budget

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Veresink, requisitions were approved for payment October 9, 2023 (items 4312-4317, totaling \$97,738.19). No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Rosenbauer, Barefoot, Mauro, Bukics, Hopkins, McGuire (8)

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and again today to discuss the agenda and finalize the dinner plans.

Budget and Finance –

Mr. Rosenbauer stated the committee will meet later in the month.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit September 2023; Cash Flow Forecast 2022; and Income Statement – Budget Comparison for August 2023.

Personnel, Wage & Benefit Committee –

No Report

Capital Improvement & Planning Committee-

Mr. Hopkins stated the committee met on 9/26/23. They discussed the Authority assets. They received a 5 year budget to review. They also discussed a proposed budget for 2024.

Water Quality Committee- No Report

Public Relations & Communications Committee-

Mr. Walker stated there is work being done behind the scenes with the consultant and the focus groups. There is a preliminary new logo to review.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Veresink, seconded by Mr. Barefoot, the Board approved the resolution recognizing Mr. Cain's service to Easton Suburban Water Authority.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Mauro, Hopkins, McGuire (8)

Nays: None

On a motion from Mr. Barefoot, seconded by Mrs. Bukics, the Board approved the resolution to apply for PennVEST Funding for the Southside Water Systems Improvements Project.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Mauro, Hopkins, McGuire (8)

Nays: None

ADJOURNMENT

On a motion from Mrs. Bukics, seconded by Mr. Barefoot, the meeting was adjourned at 4:01 pm.

Motion adopted by the following vote:

Yeas: Walker, Veresink Barefoot, Rosenbauer, Bukics, Mauro, Hopkins, McGuire (8)

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary