

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

**Easton, PA
Monday
September 12, 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 (Virtually)
Robert Walker (Virtually)
Theodore Veresink (Virtually)
Wayne Barefoot (Virtually)
Dave Hopkins (Virtually)
Tom Rosenbauer (Virtually)
Rosie Bukics (In-Person)
Mike McGuire (Phone)
Joe Mauro (Virtually)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, IT Manager; Stephanie Kinsell, Business Manager; Thomas Walters, Solicitor; Erin Laux, 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 August 8, 2022, meeting were approved with corrections. 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 August 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 Installations – 5
 - 3 – ¾" Toboggan Trail (Forks)
 - 1 – 1-1/2" 58 Centre Square (Easton)
 - 1 – 4" Fire 58 Centre Square (Easton)
- Service Replacements – 18
 - 18 – ¾" 2022 Palmer Township Improvements
- Service Reconnections – 87
 - 87 – ¾" 2022 Palmer Township Improvements
- Service Repairs – 2
 - 1 – 3" 1709 Richmond Road (Forks)
 - 1 – ¾" 3886 Independence Drive (Bethlehem)
- Fire Hydrants Replacement– 4
 - 2022 Palmer Township Improvements
 - Radcliffe Street & Eldridge Street
 - Eldridge Street & Clearview Street
 - Morris Street & Hermitage Avenue
 - 3750 Nicholas Street (Palmer, Vehicle)
- Main Installation – 4,634'
 - 1,799' of 8" on Eldridge Street
 - 1,790' of 8" on Hermitage Avenue
 - 515' of 8" on Clearview Street
 - 281' of 8" on Morris Street
 - 249' of 8" on Radcliffe Street
- Hydrant Repairs – 3
 - 13th Street & Butler Street (Easton, Vehicle)
 - 210 South Delaware Drive (Easton, Vehicle)
 - Foxwood Circle & Steeplechase Drive (Forks)
- Blow Offs – 1
 - Replaced 2" Blow Off at 151 Nazareth Pike (Lower Nazareth)

Service:

- New Meter Installation – 19
 - 18 – 5/8" ESWA

- 1 – 1-1/2” COE
- Meter Changes – 221
 - 5- 5/8” - COE
 - 199– 5/8” – ESWA
 - 2 – 1” COE
 - 1 – 1” ESWA
 - 2 – 1-1/2” ESWA
 - 1 – 2” COE
 - 8 – 2” ESWA
 - 1 – 4” ESWA
 - 1 – 6” ESWA (Production)
 - 1 – 8” ESWA

Focusing on 100CF Meters, and high usage meters.

- MTU’s - 52
 - 15 – COE
 - 37 – ESWA

Customer Service

- Bill Date:7/19 & 7/26 Due: 8/20/2022
 - Meters Read & Billed = 13,886
 - Amount billed = \$1,550,019

Disconnections Summary:

48 hr termination calls: 210

48 hr door hangers (No phone numbers): 55

Actual terminations: 45

ESW = 36 (Wilson, W. Easton, Forks, Palmer, Bethlehem,
Lower Naz)

COE = 9

- Turn Off for Non-Payment of Water- 45
- Turn Off for Non-Payment of Sewer – 0

Updated 09/12/2022 @ 12:45 am

OPEN AR 2021/2022													
	9/13/2021	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
<30 days	\$ 643,256.32	\$ 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
31-60 days	\$ (8,591.15)	\$ 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
61-90 days	\$ 187,032.14	\$ 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
91-120 days	\$ 37,952.41	\$ 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
>120 Days	\$ 262,128.21	\$ 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

OPEN AR COMPARE YEAR -- 2019/2020/2021/2022				
	9/12/2019	9/12/2020	9/12/2021	9/12/2022
<30 days	\$ 681,654.03	\$ 686,558.35	\$ 710,589.87	\$ 767,390.40
31-60 days	\$ 108,190.28	\$ 144,113.12	\$ 127,302.95	\$ 117,363.45
61-90 days	\$ 43,552.39	\$ 107,080.93	\$ 75,510.37	\$ 40,488.80
91-120 days	\$ 26,949.06	\$ 30,591.88	\$ 38,394.43	\$ 31,227.69
>120 Days	\$ 39,312.05	\$ 125,578.36	\$ 264,938.71	\$ 35,187.92
TOTAL AR	\$ 899,657.81	\$ 1,093,922.64	\$ 1,216,736.33	\$ 991,658.26

Authority Projects

- WTP Chemical Storage Project
 - Heaters received and installed.
 - Completing electrical and scheduling manufacturer for startup.
- 2022 Palmer Township Improvements
 - Western portion water system work completed.
 - Water main installation completed on the east side on 9/7/22.
 - Service reconnections began on the east side on 9/8/22.
 - Pay Estimate #3 for \$325,469.38 recommended for approval today.
- Route 191 Project
 - Preconstruction Meeting on 7/15/22.
 - Contractor plans to start on 8/22/22.
- Centre Square Water System Improvements
 - Project completed on 8/4/22.
 - Pay Estimate #2 for \$136,331.18 recommended for approval today.

- Richmond Road Water System Design
 - Survey work completed the week of 8/22/22.
 - Main alignment and sequence being discussed.
- Flushing
 - Suburban 15th Street System completed on 8/18/22.
 - North High System started on 8/19/22.
 - Water Used:
 - August: 6,180,893 Gallons
 - Year To Date: 28,520,141 Gallons

Administrative

- Drought Watch
 - Declared on August 31, 2022, for 36 Counties
 - 5% Reduction in Usage Through Voluntary Measures.
- Capital & Operating Budgets
 - Staff preparing 2023 Capital & Operating Budgets

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment September 12, 2022 (item 4225 - 4228, totaling \$1,074,622.12). 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 the agenda, change in Budget and Finance Committee and the new Board member Ms. Bukics will take Mr. Walkers place on the committee.

Budget and Finance –

Mr. Rosenbauer stated the Finance Committee met with the Auditors on 8/10/22 to discuss the report. We received a "Clean Opinion" from Palmer and Company. Mr. Rosenbauer also stated that Palmer & Company are ceasing operations and the finance committee will look for a new auditor.

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

Pension Committee –

Mr. Barefoot stated the pension committee met with Empower and Cornerstone on 8/23/22. They presented where we are at. The 2nd quarter our plan has reported a decline of 12.65%. The blended benchmark we are up against are a -10.55 so we are close to target. We also have a 93.6% participation rate.

Retiree Benefits Ad-hoc Committee –

No Report

Personnel Committee –

Mr. Cain stated the committee will need to have 2 meetings before the end of the year. They will need a committee meeting before our next Board meeting.

Risk Management Committee –

No Report

Buildings and Properties Committee –

No Report

REPORT OF SOLICITOR

No Report

UNFINISHED BUSINESS

Traditions of America Water Main Easement Exchange- No Action today.

NEW BUSINESS

On a motion from Mr. Cain, seconded by Mr. Barefoot, the Board accepted the Audit from Palmer & Company for the 2021 Fiscal year.

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. Mauro, 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