

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

**Easton, PA
Monday
September 9, 2024
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)
 Dave Hopkins (Virtual)
 BJ Metz (In-Person)
 Joe Mauro (Virtual)
 Mike McGuire (Virtual)
 Tom Rosenbauer (Virtual)

Absent: Rosie Bukics

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial Director; Thomas Walters, Solicitor; 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. Veresink, seconded by Mr. Barefoot, the minutes of the August 12, 2024, meeting was approved. No public comment was received.

Motion adopted by the following vote:

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

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 - 3
 - 1 – 1-1/2" 3845 Eastgate Boulevard (Lower Nazareth)
 - 1 – 2" 2301 Emick Boulevard (Bethlehem)
 - 1 – 6" Fire 2301 Emrick Boulevard (Bethlehem)
- Service Replacements – 3
 - 2 – 3/4" 1031/1033 Washington Street (Easton, Lead)
 - 1 – 3/4" 620 Kingwood Street (Palmer, Copper, Stormwater Project)
- Service Removal – 2
 - 1 – 3/4" 500 Block of Ferry Street (Easton)
 - 1 – 3/4" 233 Northampton Street (Easton)
- Main Breaks - 2
 - 1 – 8" Pine Street @3rd Street (Easton, Longitudinal)
 - 1 – 4" 1307 Lynn Street (Easton, Longitudinal)
- Valves - 1
 - Repaired 12" Valve at 25th Street & Forrest Street (Palmer)

Service:

- New Meter Installation – 10
 - 2 – 5/8" COE
 - 7 – 5/8" ESWA
 - 1 – 1" ESWA
- Meter Changes – 193
 - 9- 5/8" - COE
 - 169 – 5/8" – ESWA
 - 1 – 3/4" ESWA
 - 3 – 1' ESWA
 - 2 – 1-1/2" ESWA
 - 4 – 2" COE
 - 1 – 3" COE
 - 3 – 3" ESWA
 - 1 – 4" ESWA
- MTU's - 49
 - 13 – COE
 - 36 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 7/17 & 7/24 Due: 8/20/2024**
 - Meters Read & Billed = 13,748
 - Amount billed = \$1,661,228

Disconnections Summary: (Non-Payment):

48 hr termination calls: 262

48 hr door hangers (No phone numbers): 26

Actual terminations: 40

ESW = 23

COE = 17

- Turn Off for Non-Payment of Water- 40
- Turn Off for Non-Payment of Sewer – 2

Authority Projects

- Lower Nazareth Pump Station
 - Planning Commission granted Conditional Approval at their 6/17/24 meeting.
 - Board of Supervisors granted Approval at their August 28, 2024 Meeting.
- Richmond Road
 - Water system work completed.
 - Pavement restoration completed.
 - Sealing & Line painting issue being addressed.
 - ESWA to prepare punch list.
 - Pay Estimate #3 for \$249,365.49 recommended for approval today.

- Dogwood Terrace Water System Improvements
 - Water system work completed.
 - Pavement restoration completed.
 - ESWA to prepare punch list.
 - Pay Estimate #3 for 246,292.73 recommended for approval today.

- South Side Water System Improvements
 - PennVEST status meeting scheduled for 8/22/24.
 - Loan/Grant was required to settle in October 2024.
 - ESWA/Gannett Fleming to provide Lease/Project schedule to PennVEST in order to request an extension on the closing of the loan.

- Glendon Water System Improvements
 - ESWA personnel working to replace the water mains on the 200 Block of High Street, Holly Street and Liberty Street in the Borough of Glendon.
 - Water main installation began 9/3/24.
 - Water system work should be completed by the end of August.

- Flushing Program.
 - Knox System completed on 8/5/24.
 - Suburban 15th Street System
 - Started on 8/5/24.
 - Completed on 8/23/24.
 - Morgan Hill High Service
 - Flushed on 8/26/24 & 8/27/24.
 - Morgan Hill Low Service
 - Started on 8/28/24.
 - Completed on 9/3/24.
 - Water Used:
 - August: 5,990,810 gallons
 - Year to Date: 34,944,685 gallons

ADMINISTRATION

- Board Member Photos
 - Group & Individual, Next 2 meetings?
- November Board Meeting
 - Rescheduled to Tuesday, November 12, 2024.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, requisitions were approved for payment September 9, 2024 (items 4394-4401, totaling \$683,305.02). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and reviewed the agenda, action items listed and Craig gave an update on lease.

Budget and Finance –

No Report-

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit August 2024; Cash Flow Forecast 2024; and Income Statement – Budget Comparison for July 2024.

Personnel, Wage & Benefit Committee –

Mr. Barefoot stated the committee met with Cornerstone to review 457B and 401 Plan. They are performing well. We are staying the course.

Capital Improvement & Planning Committee-

No Report

Water Quality Committee-

No Report

Public Relations & Communications Committee-

Mr. Walker stated they met with staff and reviewed changes that are coming. They looked at newsletter Spring / fall. New website launch in mid-October and they reviewed the piece on lead service survey.

REPORT OF SOLICITOR

No Report

NEW BUSINESS

On a motion from Mr. Barefoot, seconded by Mr. Veresink, The Board approved the Gannett Fleming 2024/2025 ROV Tank Inspection Proposal for \$46,398.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Metz, seconded by Mr. Barefoot, the meeting was adjourned at 3:44 PM.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary