

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

**Easton, PA
Monday
December 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 (Virtual)
Dave Hopkins (Virtual)
Joe Mauro (Virtual)
Mike McGuire (Person)
Tom Rosenbauer (In-Person)
Rosie Bukics (In-Person)
BJ Metz (Virtual)

Absent: None

Also in attendance were Craig Swinsburg, Executive Director; Timothy Ryan, Technology Director; Stephanie Kinsell, Financial Director; Thomas Walters, Solicitor; Rachel Govelovich, Gannett Fleming.

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 Ms. Bukics, the minutes of the November 12, 2024, meeting was approved. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the November 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 – 8
 - 1 – ¾" 4800 William Penn Highway (Bethlehem)
 - 1 – 2" 831 Lehigh Street (Easton)
 - 1 – 2" 151 Northampton St (Easton)
 - 1 – 3" 40 South 6th Street (Easton)
 - 1- 2" Fire 831 Lehigh Street (Easton)
 - 1 – 4" Fire 111 North 4th Street (Easton)
 - 1 – 6" Fire 40 South 6th Street (Easton)
- Service Removal – 3
 - 1 – ¾" 831 Lehigh Street (Easton)
 - 1 – ¾" 151 Northampton Street (Easton)
 - 1 – ¾" 111 North 4th Street (Easton)
- Service Repair – 3
 - 1 – ¾" 2703 Spring Garden Street (Palmer)
 - 1 – ¾" 151 Northampton Street (Easton)
 - 1 – ¾" 4802 Rafi Road (Bethlehem)
- Main Breaks - 3
 - 1 – 12" 4110 Kesslersville Road (Forks, Radial)
 - 1 – 6" 615 Kingwood Street (Palmer, Radial)
 - 1 – 2" 4627 Newburg Road (Lower Nazareth, Tee)
- New Fire Hydrants – 1
 - 40 South 6th Street (Easton)
- Fire Hydrant Replacements – 1
 - 2820 Hartley Avenue (Palmer)

Service:

- New Meter Installation – 17
 - 1 – 5/8" COE
 - 16 – 5/8" ESWA
- Meter Changes – 163
 - 3- 5/8" - COE
 - 157 – 5/8" – ESWA
 - 2- 1" COE
 - 1 – 4" ESWA

- MTU's - 50
 - 8 – COE
 - 42 – ESWA

Customer Service Monthly Information

Billing Summary

- **Bill Date: 10/16 & 10/22 Due: 11/20/2024**
 - Meters Read & Billed = 13,769
 - Amount billed = \$1,683,412

Disconnections Summary: (Non-Payment):

48 hr termination calls: 269

48 hr door hangers (No phone numbers): 40

Actual terminations: 23

ESW = 11

COE = 12

- Turn Off for Non-Payment of Water- 23
- Turn Off for Non-Payment of Sewer – 0

Authority Projects

- Lower Nazareth Pump Station
 - Board of Supervisors granted Approval at their August 28, 2024 Meeting.
 - Gannett Fleming working to address conditions of approval.
- South Side Water System Improvements
 - PennVEST extended the closing date on the Loan to 1/31/2025.
 - Gannett Fleming finalizing Plans and Specifications in preparation for bidding.

- Glendon Water System Improvements
 - Final pavement completed on Holly Street (Williams Township) on 12/3/24.
 - Final pavement on Liberty Street and High Street (Glendon) will be completed in the Spring.
- City of Easton Transmission Mains Group A Design
 - ESWA received 90% Drawings for Contract I & II
 - Gannett Fleming to provide 60% Drawings to ESWA for Contract III.
 - Design meeting with ESWA Staff and Gannett Fleming to be held in early January to review plan comments.
 - Gannett Fleming working to address Contract I PennDOT review comments and resubmit to Penn DOT.
- Bushkill Creek Crossing / Tatamy Road Water Main
 - KCE finalizing plans for PennDOT Submission.
 - Working on Stream crossing permits
 - KCE provided easement descriptions to ESWA. Solicitor working on creating agreements.

ADMINISTRATION

- Service Line Inventory.
 - Customer notifications distributed for Lead, Galvanized Requiring Replacement and Lead Status Unknown in accordance with LCRR requirements.
 - Received updated Northampton County parcel information which provided additional Year of Construction information for parcels.
 - Reviewing Predictive Modeling Alternatives as a Secondary Verification Method for Authority Service Records prior to 1/1/87 Ordinance.
 - Approximately 6,000 Service Laterals with Records.
- ESWA Website
 - New website will be live on 12/11/24.

APPROVAL OF REQUISITIONS

On a motion from Mr. Rosenbauer, seconded by Mr. McGuire, requisitions were approved for payment December 9, 2024 (items 4415-4419, totaling \$378,174.63). No public comment was received.

Motion adopted by the following vote:

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

Nays: None

REPORT OF COMMITTEES

Executive Committee –

Mr. Walker, Chairperson, stated that the Executive Committee met last week and reviewed the agenda and discussed the status of the budgets, wage and benefits and elections of officers in January. We also talked about the lease negotiations with the City.

Budget and Finance –

No Report

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

Personnel, Wage & Benefit Committee –

Mr. Barefoot stated the committee met and reviewed the recommendations for wage increases and also looked at Executive Compensation.

Capital Improvement & Planning Committee-

Mr. Hopkins will be recusing himself from Executive Committee and will be going to the Finance Committee.

Water Quality Committee-

No Report

Public Relations & Communications Committee-

No Report

REPORT OF SOLICITOR

No Report

NEW BUSINESS

Mr. Walker called for a vote for The 2025 Operating Budget.

Motion adopted by the following vote:

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

Nays: None

Mr. Walker called for a vote for the 2025 Capital Budget.

Motion adopted by the following vote:

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

Nays: None

EXECUTIVE SESSION

The Board entered into Executive Session at 3:43 PM and resumed regular session at 4:07 PM.

On a motion from Mr. Veresink, seconded by Ms. Bukics, the Board authorize for Mr. Walker and Mr. Swinsburg to continue negotiations with The City of Easton.

Motion adopted by the following vote:

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

Nays: None

ADJOURNMENT

On a motion from Mr. Rosenbauer, seconded by Mr. Barefoot, the meeting was adjourned at 4:12 PM.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz
Recording Secretary

Pending Board Approval