

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

**Easton, PA  
Monday  
February 10, 2025  
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 (In-Person)  
Tom Rosenbauer (Virtual)  
Rosie Bukics (In-Person)  
BJ Metz (In-Person)  
Mike McGuire (In-Person)

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; 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 Ms. Bukics, the minutes of the January 13, 2025, meeting was approved with corrections. No public comment was received.

Motion adopted by the following vote:

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

Nays: None

### REPORT OF ENGINEER

Copies of the Engineer's Report were enclosed with the mailing of the January 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 Repair – 3
  - 1 – 4" 127 South 4<sup>th</sup> Street (Easton)
  - 1 – ¾" 304 West Nesquehoning Street (Easton)
  - 1 – ¾" 137 West St Joseph Street (Easton)
- Main Breaks - 10
  - 8" – 204 Morrison Avenue (Easton, Radial)
  - 6" – 304 W Nesquehoning Street (Easton, Radial)
  - 6" – 1108 Washington Street (Easton, Radial)
  - 6" – 137 West St Joseph Street (Easton, Radial)
  - 6" – 24<sup>th</sup> & Forest Streets (Wilson, Radial)
  - 6" – 21<sup>st</sup> & Forest Streets (Wilson, Radial)
  - 6" – 2616 Liberty Street (Palmer, Universal)
  - 6" – 1200 Wayne Street (Palmer, Radial)
  - 4" – 237 West Berwick Street (Easton, Radial)
  - 4" – 1339 Pine Street (Easton, Radial)
- Service Replacements – 2
  - 1 – ¾" 718 Bushkill Street (Easton, Leaking Lead)
  - 1 – ¾" 44 South 5<sup>th</sup> Street (Easton, UGI)
- Fire Hydrant Repairs – 3
  - Freemansburg Avenue & Balata Street (Wilson)
  - Butternut Lane & Haupt Street (Palmer)
  - Greenwood Avenue & Jones Boulevard (Palmer)
- Valves – 3
  - Repaired 2 – 6" Valves at 16<sup>th</sup> & Bushkill Streets (Wilson)
  - Repaired 6" Valve at 631 South 25<sup>th</sup> Street (Palmer)
- Fire Hydrant Replacement – 1
  - Mine Lane Road & Chain Damn Road (Palmer, Darling)
- Service Installations – 4
  - 1 – 1-1/2" 2250 Butler Street (Wilson)
  - 1 – ¾" 2840 Norton Avenue (Palmer)
  - 1 – ¾" 2844 Norton Avenue (Palmer)
  - 1 – 2" Fire 2250 Butler Street (Wilson)

Service:

- New Meter Installation – 23
  - 11 – 5/8” COE
  - 11– 5/8” ESWA
  - 1 – 4” ESWA
- Meter Changes – 259
  - 25- 5/8” - COE
  - 234– 5/8” – ESWA
- MTU’s - 42
  - 16 – COE
  - 26 – ESWA

## Customer Service Monthly Information

### Billing Summary

- **Bill Date: 12/18 & 12/26 Due: 1/20/2025**
  - Meters Read & Billed = 12,698
  - Amount billed = \$1,429,352

### Disconnections Summary: (Non-Payment):

**48 hr termination calls: 232**

**48 hr door hangers (No phone numbers): 29**

**Actual terminations: 13**

ESW = 11

COE = 2

- Turn Off for Non-Payment of Water- 13
- Turn Off for Non-Payment of Sewer – 5

## 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.
  - Land Development Plans being signed and then provided to Lower Nazareth for signature and recording.
- South Side Water System Improvements
  - PennVEST extended the deadline on the 1.1M Grant and the 2.2M Loan to July 31, 2025.
  - ESWA and Gannett Fleming will be putting together a plan and schedule to move forward with this project at the March meeting.
- City of Easton Transmission Mains Group A Design
  - Design meeting with ESWA Staff and Gannett Fleming scheduled for February 12, 2025.
- Bushkill Creek Crossing / Tatamy Road Water Main
  - Submitted application to PennDOT for HOP.
  - Must attain a Submerged Lands License Agreement from PA DEP.
    - Will have for approval at March meeting.
  - Working to attain 3 Easements for the proposed water main.

### ADMINISTRATION

- Service Line Inventory.
  - Vacuum Truck
    - Should take delivery in March.
  - Predictive Modeling
    - Proposal to be recommended for approval at the March meeting.



Lead Service Map Dashboard (Rev3) SLI DATA



PE

**APPROVAL OF REQUISITIONS**

On a motion from Ms. Bukics, seconded by Mr. Mauro, requisitions were approved for payment February 10, 2025 (items 4427-4429, totaling \$29,939.47). No public comment was received.

Motion adopted by the following vote:

Yeas: Veresink, Walker, Barefoot, Hopkins, Mauro, Rosenbauer, Bukics, Metz, McGuire (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 negotiations with the City.

**Budget and Finance –**

Mr. Rosenbauer stated him and Stephanie Kinsell executed an engagement letter to the auditors and they will do the audit for 2024.

At this time, Stephanie Kinsell, discussed the following reports: Funds on Deposit January 2025; Cash Flow Forecast 2025; and Income Statement – Budget Comparison for December 2024.

**Personnel, Wage & Benefit Committee –**

No Report

**Capital Improvement & Planning Committee-**

No Report

**Water Quality Committee-**

No Report

**Public Relations & Communications Committee-**

No Report

**REPORT OF SOLICITOR**

No Report

**EXECUTIVE SESSION**

The Board entered into Executive Session at 3:29 PM and resumed regular session at 3:52 PM.

**ADJOURNMENT**

On a motion from Mr. McGuire, seconded by Mr. Mauro, the meeting was adjourned at 3:53 PM.

Motion adopted by the following vote:

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

Nays: None

Respectfully Submitted

Holly L. Frantz  
Recording Secretary

Pending Board Approval