

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD**

June 21, 2021

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, June 21, 2021. The meeting was held in-person at the Palmer Library, 1 Weller Place, Easton, Pennsylvania 18045, with telephone option. The meeting was open to the public. Each attendee of the meeting could hear each other attendee and be heard by each other attendee.

- ❖ The meeting was called to order by Chairman, Robert Lammi, who ordered the roll to be called at 6:00 p.m. Board Members were in attendance in-person or via telephone option.

#	Member	Municipality	Term Expires	Present	Absent	Time entered
1	Robert Blanchfield	Palmer Township	12/31/2025	X		*
2	Luis Campos	City of Easton	12/31/2025	X		*
3	Dave Hopkins Vice-Chairman	City of Easton	12/31/2022	X		*
4	Paul James	West Easton Borough	12/31/2024	X		*
5	Robert Lammi Chairman	Palmer Township	12/31/2024	X		*
6	Joseph Mauro	City of Easton	12/31/2025	X		*
7	James McGowan Treasurer	Wilson Borough	12/31/2024	X		*
8	Charles Peterson	City of Easton	12/31/2023	X		*
9	Steven Riegel	Tatamy Borough	12/31/2024	X		*
10	John Van Arman	City of Easton	12/31/2024	X		*
11	Tim Weis	Forks Township	12/31/2024	X		*
12	Robert Werner	City of Easton	12/31/2025	X		*

* Beginning of meeting

** adjournment of meeting

❖ **The following personnel were in attendance:**

Mr. Michael Gaul (Solicitor), Mr. Jeff Morgan (SC Engineers), Ms. Alex Hoffman (IPP Manager/Assistant Operations Manager of WWTP), Mr. John Schimmel (Accountant), Mr. Chuck Wilson (Operations Manager of WWTP), and Ms. Erin Meixelsperger (EAJSA Recording Secretary/Secretary of WWTP).

Ms. Hoffman introduced new Authority Recording Secretary/Secretary, Ms. Erin Meixelsperger.

❖ **Minutes Approval:**

A motion by Mr. Riegel, seconded by Mr. Mauro to approve the minutes of the May 17, 2021, regular meeting was passed by a voice vote (11-0). Mr. Weis abstained. **Motion Carried.**

❖ **Courtesy of the floor: None**

Mr. Hopkins and Ms. Hoffman confirmed that the Authority had not received any correspondence through phone, email, or mail for public comment at the meeting. No members of the public attended the meeting.

SOLICITOR'S REPORT

RESOLUTION #2021-06-21 A, APPROVING THE HIGH STRENGTH SURCHARGE FORMULA

Attorney Gaul, EAJSA Solicitor, reported that the surcharge formula updated by Mr. Morgan, and discussed, and approved at the May 17, 2021, is prepared to be formally approved with Resolution #2021-06-21 A at this meeting.

A motion was made by Mr. Hopkins, seconded by Mr. McGowen, to approve Resolution #2021-06-21 A, updating the high strength surcharge formula, passed by a voice vote (12-0).

Motion Carried 2021-06-21 A

RESOLUTION #2021-06-21 B, APPROVING M.J. REIDER IPP CONTRACTS

Attorney Gaul reported the contracts with current vendor, M.J. Reider for sample collection, and testing/lab services are set to expire. The prices were reviewed and are staying the same. Two new contracts have been drafted, each for a three (3) year term starting July 1, 2021, and ending June 30, 2024. Under the contracts, EAJSA is allowed to extend each contract for three (3) additional one (1) year terms, with allowance for M.J. Reider to request up to a 2% increase (based on the producer index) for each year the contract is extended.

A motion was made by Mr. Blanchfield, seconded by Mr. Van Arman, to approve the contracts with vendor, M.J. Reider, passed by a voice vote (12-0).

Motion Carried 2021-06-21 B

ACCOUNTANT'S REPORT

Mr. Schimmel, EAJSA Accountant, stated that the \$10M bond money has not appeared in bank account as of June 1, 2021, and will be added to existing balance.

A motion was made by Mr. McGowan, seconded by Mr. James, to approve the June 2021 bills, and passed by a voice vote (12-0).

Motion Carried 2021-06-21 C

ENGINEERING COMMITTEE REPORT

Mr. Hopkins reported on behalf of the Engineering Committee there is nothing new.

Mr. Morgan updated the Board regarding the RBC Demolition project; the project has been completed. The final pay request will come next month. The project came in under budget as the existing concrete was able to be turned to subgrade and rebar removed. Soils Engineer was brought in to inspect and test, thereby completing the project.

Mr. Morgan stated that a meeting is scheduled for June 24, 2021, with the architect MKSD, same as previously used, for the proposal on the design of the new administration building.

Mr. Morgan reported nothing new on the Disk Filter Project, this project is moving along.

Mr. Morgan reported that bids have been received for the Bar Screen Replacement Project. He will review them with the Engineering Committee on July 6, 2021. This item will come up for board approval during the July meeting. \$900,000 was budgeted for this project and bids came in at \$886,000. The cost of this project will be paid from the proceeds of the new bond issue.

Mr. Morgan reported an air permit is required for the FOG Combined Heat and Power Project, stating it would be a minor state permit only. Currently working on getting this permit.

Mr. Morgan updated the Board regarding the pump station matters at South Delaware. The new pumps installed needed new seals and will arrive this week.

Some of the VFDs need new cards, which are expected to be coming from the supplier by July 2, 2021. Mr. Morgan notified OCC via email about the SSO. OCC responded to keep them posted if any regulatory issues arise.

Mr. Wilson stated pumps 1 and 2 are working after repairs and flows are correct. Five (5) of the six (6) pumps are in service, which should be able to handle any flow coming, without issue.

Mr. Hopkins stated an opening conversation has been started with Project of Easton Inc. about use of their lot for the Force Main Project. He expects that EAJSA will need to use the lot for up to 60 days. Mr. Morgan stated the river boring will begin in Mid-July for this project.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated there is nothing new to report.

Ms. Hoffman reported that LVHN Hecktown Oaks will be issued a new permit set to start July 1, 2021.

Mr. Lammi stated that the PIX Roundtable via Zoom occurred on June 18, 2021. EAJSA was very well represented by Alex, Carrie, Jeff, and Chuck.

FINANCE COMMITTEE REPORT

Mr. Schimmel had nothing to report.

Mr. Morgan reported the flow report file from the beginning of February has been received from all municipalities, except West Easton. He will reach out to them for the data. Will be disseminated to John to begin working on the budget.

AD HOC DOCUMENT REVIEW COMMITTEE REPORT

The AD HOC Committee had nothing to report.

OPERATIONS REPORT

Mr. Wilson reported that operations at the WWTP are running well. Annual cleaning of all the basins for the secondary side of the plant will be timed with the work occurring for the Disk Filter Project.

Mr. Hopkins stated new Assistant Lab Supervisor, John Kuhns, has been onboarded. He is getting certified and will be working towards completing the test and lab certifications.

SOLICITORS REPORT CONTINUED

RESOLUTION #2021-06-21 D, APPOINTING RIGHT-TO-KNOW OFFICER

Attorney Gaul's associate, Liz Kelly, arrived at the meeting for the purpose of discussing the appointment of a Right to Know Officer and Alternate, and the new office staffing arrangement with the City of Easton. Attorney Gaul described the role of the Right-to-Know Officer and process of responding to records requests. The Right-to-Know Officer receives requests; notifies appropriate channels, requests information to be gathered; writes and sends written response within five (5) days of the request. The Authority may also respond requesting an extension, allowing 30 days to provide requested data to requestor.

General Board discussion occurred about potential candidates to serve as the the Right-to-Know Officer, and Alternate.

A motion was made by Mr. Werner, seconded by Mr. Hopkins, to appoint Chairman Robert Lammi as the Authority's Right-to-Know Officer, passed by a voice vote (12-0).

Motion Carried 2021-06-21 D

RESOLUTION #2021-06-21 E, APPOINTING ALTERNATE RIGHT-TO-KNOW OFFICER

A motion was made by Mr. James, seconded by Mr. Mauro, to appoint Mr. Weis as the Alternate Right-to-Know Officer, passed by a voice vote (12-0).

Motion Carried 2021-06-21 E

- ❖ **Old Business**: None
- ❖ **Unfinished Business**: None
- ❖ **New Business**: Mr. Lammi inquired on worker's compensation for board members if traveling to a worksite. Attorney Gaul stated it may behoove the team to review and discuss insurance provisions the authority has and should have, in particular E&O and property insurance. Will begin brainstorming and working with a professional insurance agent to discuss.

Attorney Gaul reported that the Pennsylvania Senate is considering legislation that could place under PUC regulation municipalities and municipal authorities operating water or sewer systems having more than 500 connections. The Board Chairman and Attorney Gaul will draft a memorandum that can sent to the Authority's member municipalities, informing them of the development and recommending that they take action.

The meeting was adjourned on a motion by Mr. James and seconded by Mr. McGowan at 7:30 p.m.

Respectfully submitted,

Erin Meixelsperger, EAJSA Recording Secretary and Alexandria Hoffman,
Assistant Operations Manager/IPP Manager