

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

August 16, 2021

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, August 16, 2021, at the Palmer Library, 1 Weller Place, Easton, Pennsylvania 18045, with Zoom Meeting option. The meeting was open to the public.
- ❖ 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 the Zoom internet meeting application, including telephone option, as follows:

#	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		6:04pm
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		6:20pm
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

Board members attending via Zoom Meeting could hear each other meeting attendee and be heard by each other attendee. Attending by Zoom Meeting were Luis Campos, David Hopkins, Joseph Mauro Jr, James McGowan, Charles Peterson, John Van Arman, and Robert Werner.

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

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

Keith Fleming, of Palmer and Company, the Authority's auditor was also in attendance.

❖ **Minutes Approval:**

A motion by Mr. McGowan, seconded by Mr. Riegel to approve the minutes of the July 19, 2021, regular meeting was passed by a voice vote (9-0). **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

Attorney Gaul, EAJSA Solicitor, stated the Municipalities Authorities Act requires that the Board take official action to accept the Audit report, which also needs to be filed with DCED, and advertised.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, had no report. He presented Mr. Keith Fleming to summarize the 2020 Financial Statement and Audit.

Mr. Fleming provided an overview of the report and reviewed year ending December 31, 2020 line items: Net Position Statement shows EAJSA assets at \$4,591,476; Liabilities at \$1,335,457; and a Net Position at \$10,039,316. Revenues, Expenses and Changes in Net Position Statement shows EAJSA operating revenues at \$8,627,190; Operating expenses at \$8,185,379; and Ending Net Position at \$10,039,316.

Mr. Fleming summarized the plant leasing agreement between the Authority and City of Easton that was started in 1977 of 99 years, ending January 31, 2076. Sewer Rate covenant that is in place with the service agreement, continuously while the bonds remain outstanding.

Mr. Fleming recommended the Board review whether any amounts payable related to one IPP customer prior to its bankruptcy should be written off as unrecoverable to the Authority. He spoke with Mr. Schimmel, the Authority's accountant, and they agreed that EAJSA may consider adjusting the municipality rebates by some reserve amount, in the event these monies are not recovered. Mr. Gaul stated that his understanding is that the customer's pre-Chapter 11 bankruptcy debts have been discharged, and that the customer is current on its post-bankruptcy obligations, except perhaps the most recent surcharge invoice that was issued. Mr. Morgan states the numbers should be checked due to some partial payments that have come through. Mr. Fleming suggests getting the money off the books and reconciled. A vote will be made at the next meeting, with the total amount and the effects it will have on the rebates.

Mr. Lammi inquired about net position decreasing. The rating agency for the Authority's recent bond issue has also inquired about the decrease. Mr. Fleming replied that he would need to know the rating agency's specific question to answer more fully, but the net position doesn't change dramatically. EAJSA has complied with paying the 10% (\$170,000) of annual debt service into a Bond Redemption Fund. Making it a break-even operation.

A motion was made by Mr. Weis, seconded by Mr. Campos, to approve the Annual Audit and Financial Report for year ending December 31, 2020, and passed by a voice vote (11-0).

Motion Carried 2021-08-16 A

A motion was made by Mr. Blanchfield, seconded by Mr. Riegel, to approve the DCED report filing and publishing a concise financial statement notice, and passed by a voice vote (11-0).

Motion Carried 2021-08-16 B

A motion was made by Mr. Hopkins, seconded by Mr. McGowan, to approve the July 2021 bills in the amount of \$1,233,870.03, and passed by a voice vote (11-0).

Motion Carried 2021-08-16 C

ENGINEERING COMMITTEE REPORT

Mr. Hopkins reported on behalf of the Engineering Committee the treatment plant is doing great. There are issues with pumping stations and emergency response requirements of staff. A meeting is being held Tuesday, August 17 to discuss issues and solutions.

Mr. Wilson stated plant staff are tracking the expenses for the emergency responses for pump failures repairs.

Mr. Morgan provided an update on the pumping stations as follows:

- Lehigh Drive has no issues.
- South Delaware Drive is having random pump clogging, and VFD issues. The pumps #3 and #4 repairs were not successfully, cards were again programmed incorrectly. The vendor was directed to remove the cards, and not bring them back until fixed or bring new VFDs.
- 2nd Street has been having an inordinate amount of clogging. Operations has done everything that can be done, with wet well being cleaned Thursday. Pump vendor and maintenance contractor are coming out to look at the pumps and help determine and address problem. Three (3) pumps are running; one (1) has contact issues but is operable; one (1) is inoperable because the motor shorted.

Mr. Hopkins states the mixing stations at the South Delaware or 2nd Street pump stations are not working. He corresponded with the design engineer and involved Mr. Morgan. Iron Horse inspected but did not supply any assistance, another representative

is ordering parts for cutter blade and cutter plate repairs. BCM is working on the potential installation of a different pump or grinder in the piping system to make it work.

Mr. Morgan reminded the Board that the numbers for Water Use Data and Allocated Capacity for this year may be lower than previous year due to COVID-19. He recommends municipalities use flow data from 2019 for estimating budget. The municipalities most impacted are: City of Easton, Palmer, West Easton and Wilson.

❖ **ITEM 08-01-2021 Design Proposal for New Administrative Building at the WWTP**

Mr. Morgan presented the proposal of MKSD, LLC for design of the new administrative building. Mr. Morgan states the previous bids for a new administrative building came in higher than expected and the funding was not there, but with the new bond issue the funding is secured. He is recommending the same architect again and a proposal that was approved by the Engineering Committee for \$79,450 for redesign of building to include a larger lab and new office spaces. \$108,000 is what the original design budget was, with about \$85,000 spent.

A motion was made by Mr. Hopkins, seconded by Mr. Campos, to approve ITEM 08-01-2021, MKSD, LLC Design Proposal for New Administrative Building at the WWTP in the amount of \$79,450, passed by a voice vote (11-0).

Motion Carried 2021-08-16 D

Mr. Morgan provided an update on the Force Main Replacement Project. The boring is expected to be finished by Friday, dependent upon the weather. He also sent pictures of Disk Filter building under construction. The project is moving along well, and block walls will be installed soon.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro had nothing to report.

Ms. Hoffman states the prison was checked to make sure it was not a contributor to the rag problem and determined not to be a contributor to the problem. Calls to Forks Township and Palmer Township were made to see if they've had any changes or clogging, but they reported no issues out of the ordinary. There is a call out to the City of Easton sewer crew as well. Letters are also going out to all nursing homes, hospitals, and care facilities as a reminder of what cannot be disposed.

FINANCE COMMITTEE REPORT

Mr. Schimmel stated the rebate calculation will be started and getting ready for 2021 audit. Rebate calculations should be completed within two (2) weeks.

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.

Mr. Wilson reported the Combine Sewer Overflow was estimated because a lid failure and the replacement was cast iron, therefore no transmissions were received. These estimates have had to be reported in the past based on previous data. A PLC was replaced for a centrifuge drive. A scum arm on #5 Secondary Clarifier had a tension rod break and was immediately fixed without further issue or malfunction.

SOLICITORS REPORT CONTINUED

- ❖ **Old Business**: Atty. Gaul reported that an amendment to the Sunshine Act was recently enacted, effective August 29, 2021. The amendment requires that the Board of a local agency, such as the EAJSA, post its meeting agenda on the agency's website and at the agency's main office and meeting location, if different, at least 24 hours in advance of the meeting. At its meeting, the Board cannot vote on items that do not appear on the posted agenda, unless permitted by certain exceptions. A general exception to the rule permits the Board to amend its agenda at the meeting, subject to certain requirements, and then vote on the matter. If an agenda is amended, the amended agenda needs to be posted within one (1) business day. Attorney Gaul recommended that a new line item be added to the standard agenda, providing for Board approval of the agenda and any amendments, as reminder of these procedural requirements.

- ❖ **Unfinished Business**: None

- ❖ **New Business**: Mr. Lammi shared potential designs for the new EAJSA logo. The new logo could be placed on a sign at the plant, and on EAJSA letterhead and work-related items. A modernized and updated logo would better identify the sewer authority and its purpose.

Mr. Weis announced that, in the near future, he may be stepping off the Board. As a result, Forks Township may need to appoint a new member to the Board in his place.

The meeting was adjourned on a motion by Mr. Werner and seconded by Mr. Hopkins at 7:09 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary