

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
September 20, 2021**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, September 20, 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 and via video conference option.

| # | Member | Municipality | Term Expiry | Present | Absent | Time Entered |
|----|--------------------------------|---------------------|-------------|---------|--------|--------------|
| 1 | Robert Blanchfield | Palmer Township | 12/31/2025 | | X | * |
| 2 | Luis Campos | City of Easton | 12/31/2025 | X | | 6:17 pm |
| 3 | David Hopkins Vice-Chairman | City of Easton | 12/31/2022 | X | | 6:10 pm |
| 4 | Paul James | West Easton Borough | 12/31/2024 | X | | * |
| 5 | Robert Lammi Chairman | Palmer Township | 12/31/2024 | X | | * |
| 6 | Joseph Mauro Jr | 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 | | 6:33 pm |
| 9 | Steven Riegel | Tatamy Borough | 12/31/2024 | X | | * |
| 10 | John Van Arman | City of Easton | 12/31/2024 | X | | * |
| 11 | Robert Werner | City of Easton | 12/31/2025 | X | | * |

*Beginning of Meeting

**Adjournment of Meeting

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, and Charles Peterson.

❖ **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/Office Manager of WWTP).

❖ **Agenda and any Amendment Approval:**

A motion by Mr. McGowan, seconded by Mr. Riegel to approve the current agenda, without any amendments, were passed by a voice vote (7-0; Absent at time of vote were Mr. Blanchfield, Mr. Campos, Mr. Hopkins, and Mr. Peterson). **Motion Carried.**

❖ **Minutes Approval:**

A motion by Mr. Werner, seconded by Mr. Riegel to approve the minutes of August 16, 2021, regular meeting was passed by a voice vote (6-0; one (1) abstention from Mr. James; Absent

at time of vote were Mr. Blanchfield, Mr. Campos, Mr. Hopkins, and Mr. Peterson). **Motion Carried.**

❖ **Courtesy of the floor:**

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.

Member Resignation: Mr. Lammi announced Mr. Timothy Weis' resignation and acceptance with regret, effective immediately. Letter of resignation read to the members by Mrs. Lane. Mr. Lammi stated he responded to Mr. Weis, thanking him for his service and he'll be missed. No correspondence from Forks Township as it relates to Mr. Weis' resignation from the Board. After resignation, a letter should be sent to the Forks Township Manager informing the Township of the resignation and the Board of Supervisor's need to appoint someone new. Request of Secretary to compose letter to the Forks Township manager.

A motion by Mr. James, seconded by Mr. Werner to accept the resignation with regret, was passed by a voice vote (8-0, Absent at time of vote were Mr. Blanchfield, Mr. Campos, and Mr. Peterson).

Motion Carried 2021-09-20 A

SOLICITOR'S REPORT

Attorney Gaul, EAJSA Solicitor, stated he had nothing to report. He did update the Board regarding review of an old account receivable discussed at the previous Board meeting. Attorney Gaul sent an email to Mr. Schimmel regarding the matter. Mr. Lammi noted the August minutes state a vote will be made regarding the total uncollectible amount and the affect it will have on municipal rebates. Mr. Schimmel stated the rebate has been calculated using data from Palmer and Company's, Mr. Fleming, and approval from Mr. Morgan to take the debt off the books and the report states the rebate amounts for each municipality. Mr. Schimmel stated a meeting should be held with Mr. Fleming the auditor, Mr. Morgan, Mr. Gaul and himself before removing the debts from the books and included in next month's agenda. Mr. Gaul wants to ensure all numbers are matching based on the understanding of the outstanding debt to be written off, among all involved.

Attorney Gaul also went over the By-Laws' quorum and voting requirements for Board action.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, stated the calculations of the rebate are summarized on page 1 of his report. The figures show Easton, Wilson, West Easton, Palmer would receive rebates, while Forks, Tatamy, and Williams would have to pay in. The total difference is \$713,925.43. If the account receivable in the amount of \$127,846 for the customer that previously obtained a bankruptcy discharge is written off as uncollectible, then the net rebate is reduced to \$586,079.43.

Mr. Morgan explained further that some of the differences in rebate amounts are due to differences in expected 2020 flow amounts, possibly due to COVID-19. A meeting will be held with the auditor, solicitor, engineer, and himself regarding the totals and how the numbers will play out. Mr. Schimmel stated that, from an accounting perspective, the rebate calculation can wait until next month to be voted on. Mr. Lammi, however, noted that township managers are waiting for these number, so they can be incorporated into the township's 2022 budget.

A motion by Mr. James, seconded by Mr. McGowan to approve the rebate calculation with an adjustment to the outstanding account receivable based on Mr. Schimmel, Atty. Gaul, Mr. Morgan and auditor, Mr. Fleming's determination of the uncollectible amount was passed by a voice vote (9-0, Absent at time of vote were Mr. Blanchfield and Mr. Peterson).

Motion Carried 2021-09-20 B

Mr. Schimmel stated he is still reviewing with Fulton Bank how to get signer authority changed, by adding and removing individuals. One Fulton Bank representative stated it needs to be discussed and approved at a Board Meeting. Mr. Schimmel is awaiting further word on this process, as that is not how it has been done in the past. No action will be taken at this time because of confusion around how this process works. Mr. Schimmel stated he also had an issue with accounts payable. Mrs. Lane further mentioned a new credit card application and then cancellation of existing card needs to be accomplished. Mr. Schimmel and Mrs. Lane will work on having these items in order for next month's Board meeting.

A motion was made by Mr. Campos, seconded by Mr. Hopkins, to approve the August 2021 bills in the amount of \$305,074.49, and passed by a voice vote (9-0, Absent at time of vote were Mr. Blanchfield and Mr. Peterson).

Motion Carried 2021-09-20 C

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the disk filter project is going well and the screening facilities were fine through the rains. Staffing is good.

Mr. Morgan shared data regarding the plant and flow during the storm/flooding at the beginning of September. There are four (4) level sensors that provide data of flow during the rains, he suggested the purchase of a couple more sensors in the future.

The data from the sensors showed:

- 36" pipe at Bushkill interceptor: filled ~13-14" of pipe, sewage was well below the manhole elevation.
- 21" pipe, a common use line (for Palmer/Wilson): filled to ~19" of pipe but sewage was well below the manhole elevation.
- 18" pipe at Bushkill interceptor near Forks Township: has a history of surcharges in the area, sewage line did back up, but did not come out the manhole.
- 42" pipe at Snyder Street: has a history of surcharges, sewage line did back up, but did not come out the manhole.

Mr. Morgan inquired about an RFP Easton may be doing for a trail connector pedestrian bridge. Mr. Morgan thought a new pedestrian bridge could possibly be used for connecting the new force main, as opposed to drilling a location for the main. Mr. Hopkins responded that the current proposed scope of work is only for the City's consultant to prove that the bridge can be built without causing backwater into the Lehigh. If that turns out to be the case, both parties could potentially benefit from cost savings if the bridge and force main are installed together. The current study is expected to be completed within about three (3) months.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated IPP committee met on September 2 and discussed the industrial user inspection, in-house computers and filing, and local limits ordinances.

Ms. Hoffman updated the Board on the local limits ordinances the Authority is still awaiting from the City of Easton, Lower Nazareth, Glendon, and West Easton. All of those municipalities have acknowledged receipt of the Authority's requirements.

Ms. Hoffman stated that she'll be meeting with Palmer Township tomorrow regarding their Fats, Oils, and Grease (FOG) program, and has made a call to Forks Township to do the same. From here, they'll begin working on program for the city and other smaller municipalities.

Mr. Morgan stated Ms. Hoffman and he have been evaluating updating Authority documentation, including rules and regulations, and resolutions, since the original documentation dates back to 1998. The documentation can be simplified by restating in new documents only the currently effective rules and regulations.

FINANCE COMMITTEE REPORT

Mr. Schimmel recommended scheduling a meeting for the finance committee for the 2022 Budget. Mrs. Lane has sent out letters to vendors/consultants regarding proposed 2022 budget amounts. A budget will be put together after the proposals are received. Mrs. Lane will send a letter to the auditor, Palmer and Company.

AD HOC DOCUMENT REVIEW COMMITTEE REPORT

Mr. Hopkins stated there was nothing to report.

OPERATIONS REPORT

Mr. Wilson stated there was one manhole that popped during the heavy rains and flooding at South Delaware. This was reported to DEP as a sewer system overflow.

Mr. Wilson stated, operationally, there is no update on when new control boards will arrive for the VFDs at South Delaware. Pump #3 at Lehigh Drive had a warranty repair of the cooling jacket, this has been repaired and reinstalled, and is working fine.

Mr. Wilson stated a meeting occurred with Briner Pumps and Martins Electric regarding the grinder pumps. Adjustments were made based on recommendation of these two companies and the pumps have been working well.

During the recent heavy rain event, twenty (20) million gallons were flowing into the Plant for approximately 36 hours, but all went well, and plant is running well.

SOLICITOR'S REPORT CONTINUED

- ❖ **Old Business:** Mr. Werner inquired as to the status of resolution of the workers compensation insurance issue with Kressler, Wolff, and Miller. Atty. Gaul stated that the matter has been resolved. Atty. Gaul further stated that Mr. Schimmel's report in the meeting packet appears to note that the Authority has Officer's Liability Insurance. Mr. Schimmel stated that it is procured annually. Mr. Lammi stated an insurance committee will allow for reviewing active policies, policies we should have but do not, those we have but may not need and this will be started the week of September 27.
- ❖ **Unfinished Business:** Mr. Lammi stated the new logo is finished based on discussion from last meeting. There are several usable designs, based on the logo palette. Letterhead and electronic documents will be made and sent to all.

A motion was made by Mr. Werner, seconded by Mr. Riegel, to approve the adoption of the new logo and designs for the Authority and passed by a voice vote (10-0, Absent at time of vote was Mr. Blanchfield).

Motion Carried 2021-09-20 D

- ❖ **New Business:** Mrs. Lane shared that the computer that held Content Central transitioned successfully over to a cloud-based program, SharePoint. All electronic documentation, past, present, and future, will be stored in this cloud-based program, for accessing historical data and abiding by document retention requirements.

The meeting was adjourned on a motion by Mr. Werner and seconded by Mr. James at 7:06 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary