

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
April 18, 2022, Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, April 18, 2022, 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 Vice-Chairman, David Hopkins, 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 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	David 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 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		*
9	Stephen 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.

❖ **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 was made by Mr. McGowan, and seconded by Mr. Riegel, to approve the posted agenda, without any amendments. **Motion Carried (9-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Werner, and seconded by Mr. James, to approve the minutes of March 21, 2022, regular meeting was passed. **Motion Carried (9-0).**

❖ **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.

SOLICITOR'S REPORT

Attorney Gaul, EAJSA Solicitor, stated he had nothing to report.

Atty Gaul stated the recently amended By-Laws do allow for recurring bills, those that can incur a penalty or have associated discounts, to be disbursed without Authority action provided it is within the currently approved budget of expenses. He will add either a resolution or motion to next month's meeting to determine how to do this.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, stated he had nothing to report.

Accountant Schimmel is still awaiting the City's quarterly bill.

A motion was made by Mr. McGowan, and seconded by Mr. Peterson, to approve of the April 2022 bills.

Motion Carried 2022-04-18 A (9-0).

Mr. Schimmel stated the Bond Fund Requisition for this month is for \$155,993.11. Mrs. Lane will email the documentation to the Board once received.

A motion was made by Mr. James, and seconded by Mr. Riegel, to approve Bond Funds Requisitions 21-C2022-04, in the total amount of \$155,993.11, in accordance with the Authority Engineer's reports and amendments as discussed. **Motion Carried 2022-04-18 B (9-0).**

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated he had nothing to report.

Atty Gaul stated that Shannon A. Smith Inc. (SAS) had sent correspondence to the Authority withdrawing its bid for the electrical contract for the new administration building and requesting the Authority Board approve the bid withdraw. The SAS letter was sent the same day as bid opening and explains that a clerical error resulted in a substantial amount of work not being factored into the final bid calculation. There was discussion as to whether the Board actually had to approve the withdraw, since SAS had acted within the time frame allowed by statute. Atty Gaul stated the Board action acknowledging or approving the withdraw would provide confirmation to SAS and its bonding company that the withdraw was not disputed.

A motion was made by Mr. Blanchfield, and seconded by Mr. Werner to acknowledging SAS's withdrawal of its bid based on its correspondence to the Authority. **Motion Carried 2022-04-18 C (9-0).**

Mr. Morgan stated bids for the new Administration Building have been received. A tabulation of the bids was distributed to the Board and is included at the end of these minutes. The bids have been reviewed, The cost has increased from the first time the project was proposed for reasons previously discussed. However, the bids did come in lower than the latest estimated costs for the project. The 2021 Bond Issue budget is aligned with the current projects, based on putting the FOG project on hold to be able to apply for funding towards the end of the year. He stated there is approximately \$9.8 Million remaining with approximately \$9.2 million budgeted in projects.

A motion was made by Mr. Werner, and seconded by Mr. Van Arman to accept bids for the administration building project as follows: contingent about receipt of required bonds, insurance, and other contract

documents, approve the issuance of notices of intent to award, and authorize the Authority officers to execute construction contracts for the project upon receipt of bidder's contract documents satisfactory to the Authority Engineer or Solicitor:

<u>Contract</u>	<u>Price</u>	<u>Company</u>
General	\$2,499,700	Bracy Construction
Electrical	\$480,900	BSI Electrical Contractors
Plumbing	\$215,500	J. Rybnick Mechanical Contractor, Inc.
HVAC	\$377,700	Dual Temp Company, Tnc.

Motion Carried 2022-04-18 D (9-0).

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated he had nothing to report.

Ms. Hoffman stated 2022 inspections have started. Bakerly Barn reported they have completed cleaning and will begin investigative pH sampling to assist in determining from where the high pH discharge is coming.

Mr. Morgan stated the surcharge formula has been updated and it will be brought to the Board for approval at the May meeting.

FINANCE COMMITTEE REPORT

Nothing to report.

AD HOC DOCUMENT REVIEW COMMITTEE REPORT

Nothing to report.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Hopkins stated a meeting with Michele DiSora and Marshall Wolff with Kressler, Wolff, and Miller (KWM), took place. Mr. Morgan stated the plant and pump stations were last appraised in 2012. There have been many improvements from 2013 to present. He will work on providing KWM a list of improvements and associated costs. Pricing for a new appraisal is being reviewed because the significant amount of recent improvements may warrant a new appraisal.

OPERATIONS REPORT

Mr. Wilson reported there was a chlorine violation in early April when the chlorine analyzer failed. Steps will be taken to automate a response to alleviate future issues. Boilers were having siloxane build up, forcing the boilers to shut off. The problem was traced to an overfeed of methane. Boiler parts were replaced. He stated the the bypass pump and vaults for the Disk Filter project are complete and in service. The project should be wrapping up within the month and scheduled for start up on May 2, 2022.

ADDITIONAL REPORTING

- ❖ **Old Business:** None
- ❖ **Unfinished Business:** None
- ❖ **New Business:** None

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Riegel, and unanimously carried, at 6:45 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary

{Enclosure}

