

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
January 16, 2024**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Tuesday, January 16, 2024, at the EAJSA Administration Building, 50 South Delaware Drive, Easton, Pennsylvania 18042, with Zoom Meeting option. The meeting was open to the public.
- ❖ The meeting was called to order by Chairman, Mr. Robert Lammi. Mr. Lammi ordered the roll to be called at 5:00 p.m. Board Members chose to attend via video conference option due to weather conditions. Board members present at the call to order were as follows:

#	Member	Municipality	Term Expires	Present	Absent	Time Entered
1	Robert Blanchfield Treasurer	Palmer Township	12/31/2025	X		*
2	Luis Campos	City of Easton	12/31/2025	X		*
3	James Frank	Forks Township	12/31/2024	X		*
4	David Hopkins Vice-Chairman	City of Easton	12/31/2028	X		*
5	Paul James	West Easton Borough	12/31/2024	X		*
6	Robert Lammi Chairman	Palmer Township	12/31/2024	X		*
7	Joseph Mauro Jr	City of Easton	12/31/2025		X	*
8	Stephen Riegel Secretary	Tatamy Borough	12/31/2024	X		*
9	John Van Arman	City of Easton	12/31/2024	X		*
10	Robert Werner	City of Easton	12/31/2025	X		*
11	Jeffrey Bracken	Wilson Borough	12/31/2024		X	*
12	VACANT	City of Easton	12/31/2023			

*Beginning of Meeting

**Adjournment of Meeting

Members attending via Zoom Meeting could hear each other meeting attendees 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 (Assistant Operations Manager of WWTP), Yuselndy Zorrilla (Office Manager of WWTP).

❖ **Election of Officers:**

Mr. Gaul conducted the election of the Authority's officers.

Mr. Hopkins nominated Mr. Lammi as Chairman. There were no other nominations for Chairman. **Mr. Lammi was elected Chairman**, with all Board members present voting in favor of his election. **(9-0)**.

Mr. James nominated Mr. Hopkins as Vice-Chairman. There were no other nominations for Vice Chairman. **Mr. Hopkins was elected Vice Chairman**, with all Board members present voting in favor of his election. **(9-0)**.

Mr. James nominated Mr. Blanchfield as Treasurer. There were no other nominations for Treasurer. **Mr. Blanchfield was elected Treasurer**, with all Board members present voting in favor of his election. (9-0).

Mr. Lammi nominated Mr. Riegel as Secretary. There were no other nominations for Secretary. **Mr. Riegel was elected Secretary**, with all Board members present voting in favor of his election. (9-0).

Election results:

Chairman: Robert Lammi
Vice Chairman: David Hopkins
Treasurer: Rober Blanchfield
Secretary: Stephen Riegel

Chairman Lammi presided over the remainder of the Board meeting.

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. Hopkins 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. Blanchfield and seconded by Mr. Riegel to approve the minutes of the December 18, 2023; meeting as presented. **Motion Carried (8-0)** with Mr. Van Arman abstaining.

❖ **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

Solicitor Gaul stated that, to protect and separate personal and Authority information, it would be best if all Board members had an email account just for Authority business. Mr. Gaul understands it could be an inconvenience for some. Ms. Hoffman explained that, for those not familiar with the Outlook platform, it could be challenging to navigate through it, but SolveiT can set up accounts that are web-based, and users would be able to log in that way. Mr. Morgan and Mr. Lammi stated that they had previously experienced logistical issues with accessing a second email account from their cell phone device and/or tablet, which is Mr. Lammi's case. Ms. Hoffman agreed to assist in obtaining these Authority's email accounts through SolveiT, the Authority's IT provider. Ms. Hoffman asked Board members to send her an email request if they desired an Authority e-mail account, so she can forward it to SolveiT.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, stated his report is in the packet. In addition, Mr. Schimmel stated he received two more invoices before the meeting. He stated one of these bills required us to draft the requisition which he sent over to Mr. Morgan. Mr. Schimmel stated the requisition is for \$15,971.40; Mr. Morgan explained it is for the HVAC work in the Centrifuge building. Mr. Schimmel will have it ready for the following business day.

Mr. Lammi asked which invoices were not on the bills list. Mr. Schimmel responded that BTCPA, the auditing firm's bill for \$1,660.00 was received, but not on the list. Mr. Schimmel also mentioned McCloskey's invoice.

Mr. Morgan confirmed their bills should have been on the list.

Mr. Blanchfield asked if the BTCPA was to be paid for its work at the conclusion of its work, or through partial payments during the progress of work. Mr. Schimmel stated he is not certain but will obtain information about it.

Mr. Blanchfield asked if any partial auditing information was available at this time. Mr. Schimmel responded no update was available.

Mr. Lammi commented that it is not unusual to obtain partial bills; it has happened in the past. Mr. Lammi's main concern is to obtain the audit.

Mr. Lammi asked for clarification about a bill not on the bills list for Kressler, Wolff & Miller in the amount of \$20,221.57. Mr. Schimmel stated it will be added to the bills list.

Mr. Morgan stated the forklift invoice was received and he will forward it to Mr. Schimmel for payment. Mr. Morgan added the forklift will not be delivered until payment is received. In addition, Mr. Morgan stated it is not an urgent matter but would like to finalize it.

Mr. James made a motion, seconded by Mr. Campos, to approve the December 2023 bills with the additions discussed at the meeting for a total amount of \$108,028.00

Motion Carried (9-0).

Mr. Hopkins made a motion, seconded by Mr. Riegel, to approve the Bond Funds Requisition 23-C2023-12 for \$15,971.40 in accordance with the Authority Engineer's recommendation.

Motion Carried (9-0).

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the Engineering Committee met on January 2, 2024; some work was done with the VPN at the South Delaware Pump Station. Another topic discussed was the possibility of obtaining Cyber liability insurance, which is an ongoing conversation. In addition, there was a review of the major capital projects for 2024. Mr. Hopkins concluded his report and turned it over to Mr. Morgan.

Mr. Morgan provided a follow-up on a couple of items and indicated there was one item for approval.

Mr. Morgan stated there was a list of major capital projects in the packet for 2024 and some other projects done yearly such as Chapter 94. Mr. Morgan stated a five-year plan was also established. Mr. Morgan also cited the graph he provided in the packet. He asked if the Board had any questions. The Board did not have any questions.

Next, Mr. Morgan stated the Engineer Committee had asked Mr. Morgan to review whether the Authority could eliminate the usage of the term "BLL capacity" in its operations. Mr. Morgan provided some history regarding its history and usage. Mr. Morgan concluded, and the Engineering Committee agreed, that the concept and terminology could not be eliminated without making major changes to agreements, which was not recommended at this time due to the practical difficulty in implementing the required changes.

Mr. Morgan elaborated on the Cyber Liability Insurance analysis Mr. Hopkins talked about. Mr. Morgan obtained a quote which he sent over to the Insurance Committee for review. The Committee considered obtaining a quote from Kressler, Wolff & Miller as well as the firm suggested by SolveiT.

Mr. Gaul asked if this insurance would protect the Authority in a situation similar to recent incidents where hackers had remotely attacked equipment in water plants. Mr. Morgan explained our system at the wastewater

plant allows for remote access, but it is only for monitoring, and not control. Mr. Morgan confirmed this policy would provide protection against a situation like that.

Mr. Lammi stated the coverage is one-million dollars. This policy has multiple coverage components. Mr. Lammi will forward all of this information to the Insurance Committee for review. The premium amount is \$6,069.15, which he considered reasonable. Mr. Lammi recommended the Authority obtain the coverage.

Mr. Morgan discussed his item for approval. The Authority intends to undertake a Pump Station Force Main Replacement Project. The Project requires a general permit for the pipe crossing the Lehigh River. The Commonwealth will not issue the permit until the Authority enters into a Submerged Lands License Agreement (SLLA) with the Commonwealth. Mr. Morgan requests that the Board approve the SLLA provided by the Commonwealth.

Solicitor Gaul stated that he had prepared a written Resolution titled **RESOLUTION AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT (PUBLIC SERVICE LINE) BETWEEN THE COMMONWEALTH OF PENNSYLVANIA AND EASTON AREA JOINT SEWER AUTHORITY AND OTHER MISCELLANEOUS ITEMS**, for the Board to approve the SLLA, and circulated the proposed Resolution to the Board in advance of the meeting. The Resolution number would be 2024-01-16A.

Mr. Lammi requested a motion to adopt Resolution number 2024-01-16A. A motion was made by Mr. Werner and seconded by Mr. James to adopt Resolution number 2024-01-16A approving the proposal of a Submerged Lands License Agreement (SLLA) for the Second Street Pump Station Force Main Replacement Project.

Engineer Memorandum #01-01. Motion Carried (9-0).

Mr. Morgan stated there is a required permit for this project. Mr. Morgan reached out to DEP to find out the status of the permit. He is waiting for a response. This is the same project for which we received a one-million-dollar grant. The plan is to finish the design and put it out for bid. A temporary construction easement is needed from one property owner in the City. Mr. Morgan hopes to have someone under contract by January 2025, with the work to be completed between January and May of 2025. This will decrease the burden on the Easton Farmers Market and various events downtown.

Mr. Hopkins informed the Board that the canal work on the other side of the river is not set to finish till likely October.

PRETREATMENT COMMITTEE REPORT

Ms. Hoffman stated all 2023 data has been finalized. Ms. Hoffman is currently working on the EPA Annual Report due on March 31, 2024. This report should be ready for Mr. Lammi's signature by late February 2024.

FINANCE COMMITTEE REPORT

Mr. Blanchfield stated that besides the Audit discussion, all checks were signed, and all appropriate documents were provided. Mr. Blanchfield asked Mr. Schimmel to obtain information on any partial Audit summary report that could be available for the Authority.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated there were two items for discussion. The first item was Cyber Insurance discussed earlier in the meeting. The second is the Authority now has Environmental Liability Insurance. A check will be going out to Kressler, Wolff & Miller for this year's premium.

OPERATIONS REPORT

Mr. Wilson provided an explanation regarding the operations gas sensor calibration service, which is being

evaluated with the emergency response planning. A comprehensive study of the gas sensors will be provided. A couple of sensors were not working properly and needed calibration. Mr. Wilson stated the plant is running well, aside from a few storms and a couple of situations with Disk Filters. Even with these minor issues, our highest TSS was 14.2. Typically, it would have been in twenties or thirties.

Mr. Werner asked if the plant's gate had been secured at this point. Mr. Wilson stated SolveiT has been in contact with Hi-Tech Security to get that accomplished.

Mr. Lammi asked how gate access will be granted and if access cards will be provided. Mr. Wilson stated cards will be programmed and distributed to all personnel. Mr. Wilson stated older access cards should be operational as well. Ms. Hoffman stated if it is not the case, a new access card will be granted.

Mr. Blanchfield asked how a delivery truck would be able to come into the plant. Mr. Wilson provided the history of how it was done in the past. The visitor would have to press a number on the keypad, and it will ring different extensions until someone allows entry.

Board member Hopkins left the meeting after the discussion of the Operations Report.

ADDITIONAL REPORT

❖ Old Business: None

❖ New Business:

H2O Grant: Mr. Lammi elaborated on the H2O one-million-dollar grant the Authority had received. Mr. Lammi added a federal document in the Board packet about all the requirements that have to be approved and signed.

Mr. Lammi asked if there were any questions. Mr. Gaul stated the grant requirements were complicated and should be studied in order to ensure compliance with reimbursement requirements.

Mr. Morgan stated the expiration date for Mr. Lammi and Mr. Blanchfield to sign off this document is coming up soon, which is the first step after approval. There will be a check list to be done. Mr. Morgan explained there is a website that can be useful to assist in completing the necessary steps for the grant appropriately. Mr. Morgan has a contact that can be of assistance in clarifying details about insurance requirements.

A motion was made by Mr. Werner and seconded by Mr. James to approve the H2O grant agreement and authorize the Chairman and Treasurer to execute the grant agreement.

Carried motion (8-0).

Mr. Lammi and Mr. Gaul stated there was no reason for an Executive Session.

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Werner and unanimously carried, at 6:05 PM

Respectfully submitted,

Yuslenny Zorrilla
EAJSA Board Recording Secretary