

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
February 20, 2024**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Tuesday, February 20, 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 were in-person and via video conference option. 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		5:03 pm
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:**

Kevin Reid (KingSpry Law Firm, Solicitor), Jeff Morgan (SC Engineers), John Schimmel (Accountant), Chuck Wilson (Operations Manager of WWTP), Alexandria Hoffman (Assistant Operations Manager of WWTP), Yuslendy Zorrilla (Office Manager of WWTP).

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. James and seconded by Mr. Frank, to approve the posted agenda without any amendments. **Motion Carried (10-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Riegel and seconded by Mr. Werner to approve the minutes of the January 16, 2024; meeting as presented. **Motion Carried (10-0).**

❖ **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 Kevin Reid had nothing to report.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, reported that he is continuing to work with the Authority's auditors on the 2022 audit. He noted that the draft Audit the Authority received was missing information regarding Authority projects and certain funds.

Mr. Werner made a motion, seconded by Mr. Mauro, to approve the January 2024 bills for a total amount of \$1,369,810.62. **Motion Carried (9-0).** Mr. Bracken had connection trouble at the time of the vote.

Mr. Mauro made a motion, seconded by Mr. James, to approve the Bond Funds Requisition 24-C2024-1 for \$7,140.50 in accordance with the Authority Engineer's recommendation.

Motion Carried (10-0).

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the Engineering Committee met on February 6, 2024; The Committee had a busy agenda. Bond Issue and funding of capital projects were some of the topics at hand. Mr. Hopkins handed over the rest of the report to Mr. Morgan.

Mr. Morgan started off providing an update on the rebid of the Oxidation Ditch MCC Replacement Project. The lowest bidder was BSI for \$650,000 which equals the Engineer estimate, including a \$20,000 allowance for various issues that were not anticipated on the project. Mr. Morgan stated tables for the other bids were included in the Board Packet. Mr. Morgan reviewed all the bid documents, which were in order.

This project is one of the three MCC projects that needed to be done at the plant. Mr. Morgan stated these projects have to be done one at a time because it will be a big challenge to shut down all three at the same time.

Mr. Mauro made a motion, seconded by Mr. Hopkins, to approve BSI Contractors, Inc.'s bid in the amount of \$650,000.00. **Engineer Memorandum #02-01. Motion Carried (10-0).**

Mr. Morgan provided an update on the jet-vac truck which was discussed at the Engineering Committee Meeting. The discussion involved issues with the vehicle since it was delivered last March. Mr. Wilson and Ms. Hoffman are working to get these issues resolved but other parties are involved, so it is a bit of a challenge.

Mr. Morgan stated this item was on the agenda based on the Sunshine Act, in case action was needed, but it won't be necessary, at this time.

Mr. Hopkins asked if an extended warranty was ever provided. Mr. Morgan stated nothing officially.

Mr. Hopkins asked Mr. Lammi to pass a Resolution asking for an extended warranty from all three parties involved. Mr. Lammi stated he will let Ms. Hoffman, Mr. Wilson, Mr. Morgan, and Mr. Gaul manage this situation, as they have been doing so far.

Mr. Werner suggested moving forward with Mr. Hopkins' request to pass a Resolution on this matter. Mr. Lammi

passed on the suggestion to Attorney Reid. Attorney Reid stated that the matter is an agenda item. As a result, if the Board would like to act, they could do so. However, based on specificities still needed, such as the warranty's beginning and end term, Mr. Reid advised allowing Mr. Wilson, Mr. Morgan, and Mr. Gaul to discuss it first with the vendors involved so the Resolution could be more specific.

Mr. Lammi stated this item will be on next month's Board Meeting agenda to allow time for discussion or Mr. Gaul to prepare a Resolution.

Mr. Morgan stated he and Mr. Hopkins met with Delta Development Group and The Nurture Nature Center to go over a potential grant opportunity. Mr. Morgan included a proposal provided by Delta in the packet, emailed it to everyone, and provided a paper copy to everyone here present at this meeting. Mr. Morgan added the minimum amount for this grant application is ten-million dollars. The grant application would be for the FOG and Combined Heat and Power Project, in the amount of about six-million dollars, and four million for other projects in conjunction with the City of Easton. Mr. Morgan stated that one of the requirements from this grant is to partner with a Non-Profit Organization such as The Nurture Nature Center.

Mr. Hopkins provided background about this funding source which is environmental. It is Mr. Hopkins's belief that it would be in the Authority's interest to obtain the grant early because we have a shovel-ready project, making the Authority competitive for the grant. It has no match to the Authority, so it will cover the entire project with no debt service. Mr. Hopkins is optimistic about this grant possibility.

Mr. Lammi agrees with Mr. Hopkins about the positive outcome this grant could provide.

Mr. Hopkins provided geographical information about The Nurture Nature Center which is located here in Easton. For a small group they have many Federal relationships and are successful at developing science curriculum about climate. In addition, this center is part of the City's Climate Action Plan and an ideal 501 companion.

Mr. Morgan provided information regarding cost and time frame for the project which is seven months and \$7,200.00 monthly for various tasks in the approval request. The full budget approval request is \$50,750.00. Mr. Morgan stated to Mr. Schimmel, this amount will be from the Capital Projects line.

Attorney Reid provided a suggestion to Mr. Lammi that if the Board considers acting as Mr. Morgan's outlined, to make it subject to a Professional Service Agreement and provide it to the Solicitor for review.

Mr. Hopkins made a motion, seconded by Mr. Mauro, to retain Delta Development Group for an amount not to exceed \$50,750.00 and subject in condition to a satisfactory Professional Service Agreement reviewed by the Solicitor's Office and the Board. **Motion Carried (10-0).**

Mr. Morgan reported the completion of the HVAC Project in the Centrifuge building. The last pay request was provided to Mr. Morgan and will be included in next month's Board Meeting Packet. The project came in at the amount budgeted. There was an allowance in the original project sum of contract of \$5,000, which was unused and will be credited back.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro had nothing to report. Ms. Hoffman reported violations, mostly pH. Also, all Compliance Recognition Certificate Letters went out on February 1, 2024. Ms. Hoffman received a great deal of feedback from industries, they do appreciate these certificates and post them up at the facility. Ms. Hoffman added it is a good tradition to continue every year.

FINANCE COMMITTEE REPORT

Mr. Blanchfield reported receiving a draft Audit of which Mr. Morgan had comments on. Mr. Schimmel found discrepancies including missing information from The City of Easton. Mr. Blanchfield wishes these could be reviewed now and approved with the addition of Mr. Morgan's comments but understands this draft cannot be approved now.

Mr. Morgan presented electronic Audit draft discrepancies for all Board Members via conference room monitors. One of the errors was editorial comments about the description of the plant and the capital projects. Mr. Morgan believes this information may have been taken out of an old Bond Issue. Mr. Morgan added the Disk Filter System and Centrifuge Building were not referenced. Also, current projects for which we will be using the 2021 Bond Issue need correction.

Mr. Morgan stated the biggest correction needed is on a yearly breakdown the City provides the Authority on the Sewage Treatment Expenses which is the largest item in the budget. Mr. Morgan suggested to Mr. Schimmel to ask the Auditor to add this as an appendix to the Audit in addition to the 5.5-million-line item. Mr. Schimmel also provided areas that need correction including the Debt Service, the Sewage Treatment Expense, and Rebate amount. Mr. Schimmel will have his portion of corrected items as soon as possible sent to the Auditors for final correction. Mr. Lammi would like to be able to provide the final Audit to Mr. Hottenstein so the Bond Refunding can be completed.

Mr. Blanchfield stated to the Board this is a new Auditor and we are getting familiar with their requirements. Mr. Blanchfield stated for 2023 Audit submittal and documents required, we should be notified in advance, so we don't fall behind and have it ready on time.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated the only item outstanding is the Cyber Security Insurance. Mr. Lammi stated Kressler, Wolff and Miller were asked for a quote. Mr. Morgan received a quote from SolveIT. In addition, sent other applications to Travelers. As of now we are waiting to hear from Ms. Disora for a quote.

OPERATIONS REPORT

Mr. Wilson provided an update on the warranty claim for the jet-vac for which he was asked to provide more digital information. Mr. Wilson will do so right away to continue the process.

ADDITIONAL REPORT

❖ **Old Business:** None

❖ **New Business:** Mr. Lammi went over the PMAA packet which had information on different webinars the Board Members can take. Mr. Lammi highlighted the webinar on legislation. Mr. Lammi added members are financially covered to take these webinars. Mr. Lammi stated the cost for members is \$75.00. In-person and virtual attendance are available.

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

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Frank and unanimously carried, at 5:41 PM.

Respectfully submitted,
Yuslenny Zorrilla
EAJSA Board Recording Secretary