

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
March 17, 2025 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, March 17, 2025, 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 present 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	Jeffrey Bracken	Wilson Borough	12/31/2029	X		*
3	Luis Campos	City of Easton	12/31/2025		X	5:06
4	Patrick Caubel	City of Easton	12/31/2028		X	5:22
4	James Frank	Forks Township	12/31/2029		X	
5	David Hopkins Vice-Chairman	City of Easton	12/31/2028		X	5:02
6	Paul James	West Easton Borough	12/31/2029	X		*
7	Robert Lammi Chairman	Palmer Township	12/31/2029	X		*
8	Joseph Mauro Jr	City of Easton	12/31/2025	X		*
9	Stephen Riegel Secretary	Tatamy Borough	12/31/2029	X		*
11	Robert Werner	City of Easton	12/31/2025	X		*
12	VACANT	City of Easton	12/31/2029			

\*Beginning of Meeting

\*\*Adjournment of Meeting

Board members attending via Zoom Meeting could hear each meeting attendee and be heard by each attendee.

Board members Hopkins, Campos and Caubel entered the meeting after the call to order, at the times indicated below.

- ❖ **The following personnel were in attendance:**  
Mike Gaul (King Spry law firm, Authority Solicitor), Jeff Morgan (SC Engineers, Authority Engineer), John Schimmel (Authority Accountant), Chuck Wilson (City of Easton Operations Manager of WWTP), Alexandria Hoffman (City of Easton Assistant Operations Manager of WWTP, and Authority IPP Manager), Yuselndy Zorrilla (City of Easton Office Manager of WWTP, and Authority Administrative Assistant).

*Mr. Hopkins entered the meeting at 5:02 PM.*

**Agenda and any Amendment Approval:**

A motion was made by Mr. James and seconded by Mr. Riegel, to approve the posted agenda without any amendments. **Motion Carried (8-0).**

- ❖ **Minutes Approval:**

A motion was made by Mr. Riegel, and seconded by Mr. Blanchfield, to approve the minutes of the Board's February 18, 2025, regular meeting, as presented. **Motion Carried (8-0).**

*Mr. Campos entered the meeting at 5:06 PM.*

❖ **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 stated he did not have a report but noted that the Engineering Committee Report would include discussion of easements needed for the Force Main Replacement Project.

Mr. Gaul also stated that he recently viewed a PMAA webinar titled "Eluding Litigation" and recommended that Board members view it as well. The webinar presenter went over issues that arise in several areas of Authority business, such as agreements and constructions projects.

Mr. Lammi stated that PMAA also presents several webinars for Board member training as well. The Authority has a budget to pay or reimburse Board member costs for these types of informational programs.

**ACCOUNTANT'S REPORT**

Mr. John Schimmel, EAJSA Accountant, had no report except to note that the Authority had received two late invoices, bringing the total amount of bills to \$ 190,790.12.

Mr. Schimmel stated during the Finance Committee Report a meeting will have to be arranged for further discussion.

Mr. Blanchfield made a motion, seconded by Mr. Mauro, to approve the February 2025 bills for payment in the total amount of \$ 190,790.12 **Motion Carried (9-0).**

Mr. James made a motion, seconded by Mr. Mauro, to approve the Bond Funds Requisition 25-C2025-03 in the amount of \$ 40,756.54 in accordance with the Authority Engineer's recommendation.  
**Motion Carried (9-0).**

**ENGINEERING COMMITTEE REPORT**

Mr. Hopkins stated the Engineering Committee met on March 4, 2025. Mr. Hopkins stated many items were discussed, including the Force Main Replacement project and the Digester Cleaning project. Mr. Hopkins gave the floor to Mr. Morgan to continue with the report.

**Mr. Morgan presented Item# 03-01:**

Mr. Morgan presented a request for Waiver of Sewage Capacity Request Review fee.

Mr. Morgan stated the Authority received a letter, included in the Board Packet, from the Brown & Lynch American Legion located in Palmer Township, requesting a waiver of the Sewage Capacity Request Review fee of \$300.00 for the Picnic Pavillion Construction Project.

Mr. Morgan added the Authority has waived this fee a few times, on a case-by-case basis, for smaller, non-profit organizations in the past.

A motion was made by Mr. Lammi and seconded by Mr. Blanchfield to approve the request for Waiver of Sewage Capacity Request fee for the Picnic Pavillion Construction Project at the Brown & Lynch American Legion located in Palmer Township. **Engineering Memorandum # 03-01. Motion Carried (9-0).**

**Mr. Morgan proceeded with Item #03-02:**

Mr. Morgan presented the Wastewater Treatment Plant-Approval of Bids for the Digester Gas System Upgrades, Structural Painting and Improvements and Miscellaneous Upgrades Project.

Mr. Morgan stated the bids for the three contracts for this project were received at 10:00 A.M. on February 27, 2025, and discussed at the March 4, 2025 Engineering Committee meeting. The low bidders for this project were:

<u>Contract</u>	<u>Contractor</u>	<u>Bid Price (s)</u>
Digester Cleaning	Spectraserv, Inc.	\$336,250.00
General Construction	Eastern Environmental Contractors, Inc.	\$1,564,480.00
Electrical Construction	Brendan Stanton, Inc.	\$291,000.00

AARO, the design engineer for this project, checked all of these contractors' references and provided letters stating that these contractors are qualified to complete the work required for this project. Bid tabulations for each contract for this project were also included in the meeting packet.

The Engineering Committee recommends that the Authority approve the individual low bids listed for this project. Due to market conditions at this time, specifically the elevated workload on contractors who perform this type of work, inflation costs for equipment and potential tariffs, the cost for the project is above the design engineer's estimated construction cost which was \$1,200,000.00. This project will be paid for using funds from the Authority's 2021 Bond Issue.

A motion was made by Mr. Hopkins and seconded by Mr. Campos, to approve the low bids for the Digester Gas System Upgrades, Structural Painting and Improvements and Miscellaneous Upgrades Project contracts, subject to the Authority's receipt of the bonds, insurance, and any other contract documentation required by the Bid Specifications for the Project.

**Engineering Memorandum # 03-02. Motion Carried (9-0).**

*Mr. Caubel entered the meeting at 5:22 PM.*

**Mr. Morgan proceeded with Item # 03-03:**

Mr. Morgan presented Second Street Pumping Station-Conditional Approval of Bid for the Force Main Replacement Project

Mr. Morgan stated the redesign and rebidding of the Second Street Pumping Force Main Replacement Project was recently completed. Mr. Morgan added two bids were received at 10:00 A.M. on March 4, 2025, and discussed at the March 4, 2025 Engineering Committee Meeting. Mr. Morgan stated the low bidder was Wexcon, Inc. and their bid amount was \$2,987,095.00. Mr. Morgan added BCM-Atlas, the design engineer for this project, checked his contractor's references and provided a letter stating that this contractor is qualified to complete the work required for this project. Mr. Morgan added the Board meeting packet includes a bid tabulation for this project.

Mr. Morgan stated the meeting packet contained the qualifications for the subcontractor who will perform the horizontal directional drilling and jack and boring work for this project.

Mr. Morgan stated the Engineering Committee recommends that the Authority conditionally approve the bid from Wexcon, Inc. contingent upon receipt of all required easements for this project. This bid was less than the design engineer's revised estimated construction cost range for this project of \$3,100,000.00 to \$3,400,000.00. This project will be paid through the remaining funds from the Authority's 2021 Bond Issue, the PA H2O Grant received for this project, and funds from the Authority's Bond Redemption and Improvement Account.

Mr. Morgan stated the City easement is still subject to a second reading requirement before it can be approved by City Council. Mr. Hopkins stated that the second reading is scheduled to occur March 26, 2025. Mr. Morgan stated the Riverstar Parking Plan needed for the Riverstar Easement is being revised to meet City zoning requirements, based on comments received from the City Planning Department. Once the Plan is revised, the Plan will be submitted to the City's Zoning Department for a second review and then forwarded to Riverstar for approval.

Mr. Morgan added that an easement consent and joinder is needed from Riverstar's adjacent property owner who has a shared parking agreement with Riverstar.

Mr. Gaul stated another item that should be approved, and will have a cost, is alternative parking plans for the properties that will be affected temporarily while this work is done. Mr. Gaul stated that the Authority has requested that the City allow the Authority to reserve 31 off site parking sites and the Authority will pay for that. Mr. Hopkins stated the 31 parking spaces will be on-street spaces along Larry Holmes Drive.

Mr. Hopkins stated a permit process will have to be completed but it should not be a problem. Mr. Hopkins stated the cost will be \$20.00 per day Monday through Friday per space.

Mr. Gaul stated that one of the items on the agenda is the approval of the necessary Easements and Consent for the Force Main Replacement Project. Mr. Gaul stated the City of Easton Easement is basically finalized. The proposed Riverstar Easement, however, will be subject to some revision. The Authority is awaiting comments from the attorney of Riverstar, the owner of 101 Larry Holmes Drive. Mr. Hopkins stated Riverstar Properties is waiting to receive comments from the owner of 91 Larry Holmes Dr, who has a shared parking arrangement with Riverstar.

Mr. Gaul stated a special meeting may be necessary after comments from Riverstar's attorneys are received.

Mr. Hopkins asked Mr. Campos to provide Mr. Gaul with a copy of the resolution the City Council approved regarding the temporary parking plan.

A Motion was made by Mr. Hopkins, seconded by Mr. Campos to authorize Notice of Intent to Award the Force Main Replacement contract to Wexcon, Inc, at the Bid price of \$2,987,095.00, conditioned upon the Authority receiving necessary easements and consent from the City of Easton, Riverstar and PD 91 LHD, LLC.

**Engineering Memorandum # 03-03. Motion Carried (10-0).**

**Mr. Morgan proceeded with Item # 03-04:**

**Approval of Inspection proposals for Second Street Pumping Station Force Main Replacement Project**

Mr. Morgan stated that to obtain the required PADEP Water Quality Management/Construction Permit (WQM permit) for the Second Street Pumping Station Force Main Replacement Project, an application for this WQM permit had to be submitted to PADEP. The issued Permit requires that the Authority engage Environmental Inspectors for the Project. The Authority has received proposals from the ARM Group LLC and Gilmore & Associates, Inc. This work will also be paid for using the remaining funds from the Authority's 2021 Bond Issue, the PA H2O Grant received for this project and funds from the Authority's Bond Redemption and Improvement Account.

Chairman Lammi requested that this item be tabled to the next meeting so the proposals could be further reviewed.

A motion was made by Mr. James and seconded by Mr. Werner, to table this item to the next Board meeting.

**Motion Carried (10-0).**

**Mr. Morgan proceeded with Item # 03-05:**

**RESOLUTION NO. 2025-03-17A. RESOLUTION AUTHORIZING THE EXECUTION OF AN EASEMENT AGREEMENT BETWEEN THE CITY OF EASTON AND EASTON AREA JOINT SEWER AUTHORITY AND OTHER MISCELLANEOUS ITEMS.**

Mr. Gaul presented proposed written **Resolution # 2025-03-17A**. A draft of the proposed Resolution had been distributed to the Board electronically prior to the meeting, and hard copies provided at the meeting. Mr. Gaul read aloud the provisions of the Resolution. The only difference between the hardcopy and the electronic copy was that, for consistency, the word "incidental" was deleted from a Whereas paragraph in the final hardcopy.

A Motion was made by Mr. Hopkins and seconded by Mr. Blanchfield to adopt proposed **Resolution 2025-03-17A. Motion Carried (10-0).**

**RESOLUTION No. 2025-03-17B. RESOLUTION AUTHORIZING THE EXECUTION OF AN EASEMENT AGREEMENT BETWEEN RIVERSTAR PROPERTIES, LLC AND EASTON AREA JOINT SEWER AUTHORITY AND OTHER MISCELLANEOUS ITEMS**

Mr. Gaul presented proposed written **Resolution # 2025-03-17B**. A draft of the proposed Resolution had been distributed to the Board electronically prior to the meeting, and hard copies provided at the meeting. Mr. Gaul noted that the Resolution authorized the Authority officers to approve modifications to the proposed Riverstar Easement attached to the Resolution. This was necessary because the Riverstar Easement could be subject to further modification once comments were received. At a minimum, a new parking plan was going to be attached to the Easement. The Board would be placing discretion in the hands of the Authority officers to finalize the matter. If the Board did not proceed in this manner, the alternative would be to schedule a special meeting to approve the final document. All of the Resolutions concerning the Project Easements contained similar language granting the Authority officers the power to agree to modifications.

Chairman Lammi stated that, regardless of the level of discretion granted to him, his philosophy would be to come back to the Board for any significant changes.

A Motion was made by Mr. James and Seconded by Mr. Riegel to adopt proposed **Resolution # 2025-03-17B. Motion Carried (10-0).**

**RESOLUTION No. 2025-03-17C. RESOLUTION AUTHORIZING THE EXECUTION OF AN EASEMENT AGREEMENT CONSENT AND JOINDER BETWEEN PD 91 LHD, LLC AND EASTON**

## **AREA JOINT SEWER AUTHORITY AND OTHER MISCELLANEOUS ITEMS**

Mr. Gaul presented proposed written **Resolution # 2025-03-17C**. A draft of the proposed Resolution had been distributed to the Board electronically prior to the meeting, and hard copies provided at the meeting.

A Motion was made by Mr. James, seconded by Mr. Campos, to adopt proposed **Resolution # 2025-03-17C**. **Motion Carried (10-0).**

### **Item # 03-06:**

#### **Approval of Temporary Alternative Parking Arrangement with City of Easton**

Mr. Gaul stated that the Board should approve the proposed alternative parking arrangement with the City, as the Authority would be responsible for the costs. Mr. Hopkins went over the expected costs and arrangements. A motion was made by Mr. Werner and seconded by Mr. Hopkins, to approve the temporary parking arrangements with the City of Easton and expected costs. **Motion Carried (9-0, with Mr. Campos abstaining due to a conflict of interest).**

### **PRETREATMENT COMMITTEE REPORT**

Mr. Mauro reported the IPP meeting met on March 6, 2025. A new IPP Assistant Manager will start the following week after this meeting. The 2024 EPA Annual Report was submitted on March 6, 2025.

Ms. Hoffman confirmed the 2024 EPA Annual Report due date is March 31<sup>st</sup>, 2025 but was submitted on March 6, 2025.

Ms. Hoffman stated she had a meeting with one of the industries, Crayola, and they stated they are having a personnel transition at one of the facilities; the manager is now the IPP contact. Ms. Hoffman stated this facility is currently in the hiring process for an Environmental staff member. Ms. Hoffman stated there was a conversation about the IPP Department, the testing process, and permitting, among others.

### **FINANCE COMMITTEE REPORT**

Mr. Schimmel had an Audit update. Mr. Schimmel received a phone call from the Auditor and was told all Authority's documents were received by his office and will start working on the Audit in March 2025.

Mr. Blanchfield stated the Chairman of the Engineering Committee expressed an interest in scheduling a Finance Committee meeting to go over all the current and future Capital projects and how these will be funded.

Mr. Blanchfield would like to invite Mr. Hottenstein for Bonding options. Mr. Lammi suggested that Bond Counsel Kevin Reid should also be part of this meeting. Mr. Blanchfield stated a meeting should be scheduled after April 15, 2025.

Mr. Gaul stated this meeting should be advertised.

Mr. Campos would like to attend the Finance Committee Meeting.

### **INSURANCE REVIEW COMMITTEE REPORT**

Mr. Lammi stated there is no report.

### **OPERATIONS REPORT**

Mr. Wilson had no report, except the written one contained in the meeting packet. He added that the plant is running well.

#### **ADDITIONAL REPORT**

❖ **Old Business:** N/A

❖ **New Business:** N/A

Mr. Lammi congratulated all Board members who will be celebrating their birthday this month.

Mr. Lammi asked Mr. Gaul if there was a reason for an Executive Session. Mr. Gaul responded, there was not.

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Campos, and unanimously carried, at 6:09 pm.

Respectfully submitted,

Yuslendy Zorrilla  
EAJSA Board Recording Secretary