

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
June 19, 2023**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, June 19, 2023, 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. Mr. Lammi ordered the roll to be called at 6:02 p.m. Board Members were in attendance 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	Palmer Township	12/31/2025	X		*
2	Luis Campos	City of Easton	12/31/2025	X		*
3	David Hopkins Vice-Chairman	City of Easton	12/31/2028	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	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	James Frank	Forks Township	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 attendee and be heard by each other attendee.

By consensus of the Board, Carrie Lambert, with the assistance of Alexandria Hoffman, acted as the Recording Secretary for the meeting.

❖ **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), Carrie Lambert (Laboratory Manager of WWTP)

❖ **Agenda and any Amendment Approval:**

Chairman Lammi requested that the agenda be approved with the following 3 amendments for expediency:

- Engineering committee item # 06-05 be modified to a change order
- Relocation of Board meetings from Palmer library to New Administration building at the WWTP and to advertise it (to be placed under new business)
- 2 New bills to be added to the bill packet

A motion was made by Mr. Riegel, and seconded by Mr. Hopkins, to approve the agenda with the requested amendments. **Motion Carried (9-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Werner, and seconded by Mr. Blanchfield, to approve the minutes of the May 15, 2023, meeting as presented. **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 Michael Gaul, EAJSA Solicitor, stated that he had no report at this time.

**ACCOUNTANT'S REPORT**

Mr. John Schimmel, EAJSA Accountant, reported that Palmer Township had made payment and that the checks for the member municipalities were prepared and they will be released. Mr. Lammi confirmed that a letter explaining the rebate should be sent with the checks.

Mr. Schimmel stated concern over not receiving any communication from the expected auditing firm . Ms. Hoffman stated that no correspondence had come through the WWTP or EAJSA office from the auditing firm.

A motion was made by Mr. Blanchfield, and seconded by Mr. Riegel, to approve the bills for June 2023 in the amount of \$33,387.89. **Motion Carried (9-0).**

A motion was made by Mr. Hopkins, and seconded by Mr. Campos, to approve the draft Bond Fund Requisition 22-C2023-06 in the amount of \$596,143.70. **Motion Carried (9-0).**

**ENGINEERING COMMITTEE REPORT**

Mr. Hopkins reported that he was unable to attend the meeting this month and turned the Engineering Committee Report over to Mr. Jeff Morgan, EAJSA Consulting Engineer, who apologized for the 6 meeting items.

Mr. Morgan presented proposed Board Resolution 2023-06-19A, approving an Updated High Strength Waste Surcharge Fee. Mr. Morgan stated that the WWTP is able to treat additional loadings of traditional pollutants, i.e. BOD/TSS/Ammonia at this time. The Authority has an industrial pretreatment program that allows permitted users to discharge higher amounts of these pollutants subject to a surcharge. The cost formula is updated annually and for this year there were higher overall overhead costs for running the WWTP. Mr. Morgan stated that the permitted industrial users would be receiving copies of the updated formula along with a memo.

A motion was made by Mr. McGowan, and seconded by Mr. Blanchfield, to adopt Board Resolution 2023-06-19A.

**Motion Carried Memorandum # 06-01 (9-0).**

Mr. Jeff Morgan presented a proposal, in accordance with his Memorandum Item # 06-02, from BCM-Atlas, with Keystone Engineering Group as an electrical sub-consultant, in the amount of \$55,370, for design, bidding and contract award services to replace the WWTP's Oxidation Ditch MCC and Mechanical Aeration Control Systems and Transformer T-1 Bus Duct. Mr. Morgan stated that a study was completed on the old, existing MCC, and that a copy of the study was included in the Board packet with the findings. Based on the findings of the study, the Engineering Committee recommends that the Authority move forward with this project.

Solicitor Gaul noted that a professional service agreement, incorporating the proposal and Authority requirements, including insurance requirements, would need to be signed.

A motion was made by Mr. Campos, and seconded by Mr. Werner, to approve the BCM-Atlas proposal, subject to a professional service agreement satisfactory to the Authority Chairman, in consultation with the Authority Engineer and Solicitor, and to authorize the Chairman to sign the professional services agreement on behalf of the Authority.

**Motion Carried Memorandum # 06-02 (9-0).**

Mr. Morgan requested, in accordance with Memorandum Item #06-03, approval for a new 60-month lease for a new copier for the new Administration Building at the WWTP to replace the 2 copiers currently on month-to-month leases in the old Administration Building. Mr. Morgan presented the proposal from Fraser Advanced Information Systems, dated 06/06/2023. The pricing for this proposal was through the Co-Stars Program. Current costs for the two leases is roughly \$900/month and the proposed new lease would be \$514.95/month for 60 months with copier delivery set for end of July. Mr. Morgan stated that the proposal has an error in the cost due to uncertainty in pricing; the highest cost was posted in the proposal to assure adequate funding, and that a corrected proposal had been obtained.

A motion was made by Mr. Blanchfield, and seconded by Mr. Van Arman, to approve a new copier lease with Fraser for new Administration Building at the WWTP in accordance with Mr. Morgan's recommendation.

**Motion Carried Memorandum # 06-03 (9-0).**

Mr. Morgan stated the Engineering Committee reviewed sign options for the new Administration Building with pricing from Fast Signs, who was recommended by the general contractor for the project and that Fast Signs provides manufacturing and installation pricing through the Co-Stars Program. The estimate for the City sign is \$7,515 and for the Authority sign is \$5,935, with a total of \$13,450. Mr. Morgan requests a budget approval of \$15,000 to leave room in the budget for unexpected costs.

A motion was made by Mr. Werner, and seconded by Mr. Hopkins, to approve the proposed budget of \$15,000 for the new signs for the new administration building at the WWTP.

**Motion Carried Memorandum # 06-04 (9-0).**

Mr. Morgan discussed his Memorandum # 06-05, and requested approval of change order with Iron Hills Construction Co, Inc, for a new Flender Gear Box for Mixer A-1 at the WWTP in the amount of \$209,700. Mr. Morgan stated that at the time that he prepared his Memorandum # 06-05, the cost of the change order had not been finalized price. The contractor recently submitted a change order proposal with a proposed price of \$209,700. Mechanical Aerator Gearbox A-1 had a major mechanical failure. The project went out to bid to fix the original gearbox. At the time it was not known that the gearbox was so severely damaged that it could not be fixed and needs to be completely replaced. Cost for the repairs far exceeds costs to replace gearbox. Mr. Morgan received two different quotes for replacement gearbox brands. The preferred one is for the Flender Gearbox, where the current mixer motor could be re-used.

Mr. Lammi asked if it would be worthwhile to file an insurance claim for catastrophic mechanical failure since the deductible is \$100,000. Mr. Hopkins stated he would gather information from more knowledgeable parties to see if this would fall under the scope of the insurance policy.

Mr. Lammi requested clarification from Mr. Morgan regarding the use of 2021 Bond proceeds for Item #06-05. The Board discussed and finally decided, by consensus, that the project money would come from the 2021 Bond funds if Bond Counsel concluded it was a permissible use of the Bond proceeds. If Bond Counsel concluded it was not a permissible use of Bond proceeds, then the project funds shall come from Capital Line Item in the Authority's 2023 Budget.

A motion was made by Mr. Werner, and seconded by Mr. Riegel, to authorize Mr. Hopkins to consult with the insurance carrier about the major mechanical failure of the gearbox.

**Motion Carried (9-0).**

A motion was made by Mr. Campos, and seconded by Mr. Blanchfield, to approve a change order with Iron Hills Construction Co, Inc, for a new Flender gear box for Mixer 1 at the WWTP in the amount of \$209,700.

**Motion Carried Memorandum # 06-05 (9-0).**

Mr. Morgan requested approval to advertise the centrifuge building HVAC Project on PennBid. He stated that advertising could be done by the end of the week is needed to get the project moving forward. This project would not have a pre-bid meeting but contractors would have the chance to come and ask questions regarding the project. The bid deadline is expected to be July 25, 2023, so that the bids can be approved at the August 2023 board meeting. The project is estimated to cost \$40,000-45,000, with the cost to be paid from 2021 Bond funds.

A motion was made by Mr. Werner, and seconded by Mr. Van Arman, to approve the advertisement for solicitation of bids for the WWTP centrifuge building HVAC project.

**Motion Carried Memorandum # 06-06 (9-0).**

The next Engineering Committee meeting will be held on July 11, 2023.

**PRETREATMENT COMMITTEE REPORT**

Ms. Hoffman reported that IPP received the annual reports back from EPA for 2020-2022. The scores were as follows: 2020- 100%, 2021- 100%, and in 2022- 94.4% all being category 1 ratings. Mr. Morgan clarified that he has been involved in many IPP programs and he has never received more than an 85% score and has only ever heard of one other program receiving a 100% score.

Mr. Lammi complimented Ms. Hoffman on the top-shelf program that she runs. It was agreed that a letter would be drafted by Mr. Morgan to highlight this fantastic accomplishment and that it should be shared to municipal members.

The next IPP Committee meeting is scheduled for Thursday, July 13 at 9 a.m.

**FINANCE COMMITTEE REPORT**

Mr. Schimmel stated that there was nothing to report.

**INSURANCE REVIEW COMMITTEE REPORT**

Mr. Lammi stated that the team that was created to help identify and mitigate risk factors around the plant and

at pump stations had a lengthy discussion regarding the SCADA system. Another meeting this week would occur at the plant to visit pump stations.

### **OPERATIONS REPORT**

Mr. Wilson stated the plant is running very well. Running with a full operations staff, and a job offer was accepted for the position of office manager after a very successful second round of interviews.

Mr. Lammi stated that the plant removal efficiencies look good from the operations report.

### **ADDITIONAL REPORT**

❖ **Old Business:** None

❖ **New Business:** It is anticipated that the new administration building will be completed and ready to hold the July engineering committee, as well as, the July 2023 Board meeting. A motion to relocate the meeting for the third Monday in July to the new administration building was requested.

Board member Luis Campos departed the meeting.

A motion was made by Mr. Hopkins, and seconded by Mr. Blanchfield, to move Board meetings to the new administrative building, beginning with the July meeting, and to advertise the new location, contingent upon the Authority receiving a CO for the building, and having sufficient time to advertise the new location in accordance with the Sunshine Act's requirements .

**Motion Carried (8-0).**

The meeting was adjourned on a motion by Mr. Van Arman, and seconded by Mr. Blanchfield, and unanimously carried, at 7:03 p.m.

Respectfully submitted,

Carrie Lambert, Acting EAJSA Recording Secretary