

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
October 16, 2023**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, October 16, 2023, 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 Vice-Chairman, Mr. Dave Hopkins. Mr. Hopkins presided at the meeting at the request of Chairman Robert Lammi, who was participating remotely. Mr. Hopkins ordered the roll to be called at 6:01 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 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	Vacant	City of Easton	12/31/2023			
12	Vacant	Wilson Borough	12/31/2024			

*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), Alex Hoffman (IPP Manager/Assistant Operations Manager at WWTP), Yuselndy Zorrilla (Office Manager of WWTP).
- ❖ **Agenda and any Amendment Approval:** A motion was made by Mr. Riegel and seconded by Mr. James, to approve the posted agenda without any amendments. **Motion Carried (9-0).**
- ❖ **Treasurer Election:** Board member James McGowan, who has been elected the Authority Treasurer at the beginning of 2023, unfortunately passed away since the last Board meeting. A motion was made by Mr. Hopkins and seconded by Mr. Lammi to elect Mr. Blanchfield as the new Treasurer for the Easton Area Joint Sewer Authority. **Motion Carried (9-0).**
- ❖ **Minutes Approval:** A motion was made by Mr. Werner and seconded by Mr. Campos to approve the minutes of the September 18, 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 did not have anything to report for the Board's public meeting. However, he commented that Ms. Hoffman, as the IPP Manager, had wisely questioned an industrial user's attempt to require Ms. Hoffman to sign certain documentation as a pre-condition to her entry on the industrial user's property for an IPP inspection. The industrial user apparently requires any contractor or vendor to sign the documentation prior to entry onto the property. Attorney Gaul stated that EAJSA, and its representatives, are not mere contractors or vendors, but instead regulatory agents. Attorney Gaul stated the company is obligated to allow the inspection if the Company would like to remain part of the IPP program. General discussion then briefly followed between Board members, Ms. Hoffman, Mr. Morgan and Attorney Gaul, about possible documentation that may be acceptable for EASJSA representatives to sign, and rules that could be applicable to third party contractors used for collection of wastewater discharge samples or other IPP-related activities on a permittee's property. Attorney Gaul stated that he will review the documentation provided to Ms. Hoffman in more detail, and then provide her with his recommendation.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, stated that his reports were in the Board meeting materials for Board consideration and action.

Mr. Schimmel also added that, due to the passing of Mr. McGowan and Mr. Marzuoli, the Board should approve another Board member as an authorized signature for checks. Currently, the authorized signatories are Mr. John Schimmel, Mr. Blanchfield, Mr. Hopkins, Mr. Lammi, and Mr. Riegel.

Mr. Schimmel reported rebate checks will not be sent out due to the Audit's delay. Mr. Lammi suggested Mr. Schimmel to send out a letter to all Municipalities about the Rebate checks status. Mr. Lammi also recalled from last Board meeting that a notice possibly needed to be sent to the EMMA System in regard to the Authority's delay in submitting its annual audit report. Mr. Lammi asked if the notice had been sent. Mr. Schimmel confirmed it had been done with the assistance of the Authority's Financial Consultant and Bond Counsel. Mr. Lammi also stated he was interested in setting up a date to conduct the Finance Committee Meeting to discuss the 2024 Budget. Mr. Schimmel replied it will be scheduled as soon as possible.

A motion was made by Mr. Frank and seconded by Mr. Riegel to approve Board member Paul James as an additional authorized signer for checks, subject to the Authority's usual required procedures.

Motion Carried (9-0).

A motion was made by Mr. Werner and seconded by Mr. Frank, to approve the October 2023 bills in the amount of \$211,305.25. **Motion Carried (9-0).**

A motion was made by Mr. James and seconded by Mr. Campos to approve the Bond Funds Requisitions 23-C2023-10 in the amount of \$165,310.75, in accordance with the Authority Engineer's reports.

Motion Carried (9-0).

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated he had nothing to report.

Mr. Morgan requested Board approval for advertising the MCC (Motor Control Center) Replacement Project for bids. It will be advertised later this week once the Board approves the advertising. In accordance with his Memorandum Item #10-01. Mr. Morgan also reported a Pre-Bid Meeting will be held at the end of October. Mr. Morgan stated contractors can visit the plant until mid-November. Bids will be received November 30, 2023, and reviewed at the December 5, 2023, Engineering Committee Meeting. The Committee's recommendation will then be brought to the Board at the December Board Meeting for possible award of a

contract. The estimated cost for that project is \$650,000.00. It is a new MCC system which also controls the Oxidation Ditch and replaces a severely co-routed Bootstep from one of the plants' main utility transformers.

Mr. Morgan stated that the removal and installation of the new MCC system is complex. Measures will be taken so the work does not affect the plant's normal operating process.

A motion was made by Mr. Frank and seconded by Mr. James to authorize approval to advertise the MCC Replacement Project for bids. **Motion Carried Memorandum # 10-01 (9-0).**

PRETREATMENT COMMITTEE REPORT

Ms. Hoffman reported everything is going well. Only a few inspections remain to be completed for 2023, but some inspections have been scheduled for November.

Ms. Hoffman stated two industries still have compliance issues but strictly pH, which should be resolved very quickly.

FINANCE COMMITTEE REPORT

After a brief discussion between Finance Committee members, it was decided a meeting should be held as soon as possible.

Ms. Hoffman and Mr. Morgan confirmed the practice of advertising the Finance Meeting to obtain a recommendation on the proposed Budget. Mr. Lammi stated he had no prior knowledge of this norm. Mr. Gaul agreed the advertisement should be done. Mr. Campos asked about the length of our contract with the Auditing agency. Mr. Schimmel stated three more years remain.

Mr. Lammi suggested a form should be created with the required audit documents so anyone could take over if Mr. Schimmel is unable to do so. Mr. Lammi is hopeful next year's audit will run with no delays so the budget can be done on schedule as well as the member's rebate checks. Mr. Lammi agreed it will be a great idea to have an auditor attend the Finance Committee meeting.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Hopkins reported it was his understanding that the mixer investigation has been completed, and the claim amount of \$309,000.00 will be paid.

Mr. Hopkins stated we are waiting to hear from Kressler, Wolff and Miller about Environmental Liability Insurance. Travelers do not offer this type of insurance. Michelle solicited proposals from other firms.

OPERATIONS REPORT

Mr. Wilson provided the Board information on 9/24/23 IMAX fecal violation noted in his report. An investigation was conducted, and it was determined that the reported elevated result likely did not represent an actual excess fecal discharge from operations, but instead a failure of the testing equipment under certain conditions. The Chlorine disinfection process functioned properly and did not experience any abnormal incidents during the period when the sample containing the elevated IMAX fecal value was collected.

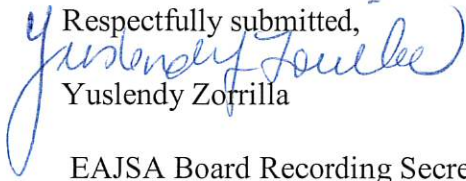
To prevent the same testing issue from happening in the future, plant operations purchased a black light and new UPS, which is expected to solve the technical problem that occurred.

ADDITIONAL REPORT

❖ **Old Business:** None

- ❖ **New Business:** Ms. Hoffman shared with the Board Members a thank you note sent by James McGowan's family for the flower arrangement received from the Authority. They appreciated the thoughts and well wishes.

The meeting was adjourned on a motion by Mr. Frank and seconded by Mr. James, and unanimously carried, at 6:37 P.M.

Respectfully submitted,

Yuselndy Zorrilla

EAJSA Board Recording Secretary