

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
May 15, 2023 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, May 15, 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		6:08
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		6:32
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.

Chairman, Robert Lammi, introduced and welcomed James Frank, newest board member from Forks Township to the meeting.

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

❖ **The following personnel were in attendance:**

Michael Gaul and Alan Battisti, of King, Spry, Herman, Freund, and Faul, LLC (Authority 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:**

A motion was made by Mr. Riegel, and seconded by Mr. Blanchfield, to approve the posted agenda. **Motion Carried (7-0).** *Mr. McGowan and Mr. Werner were not present at the time of this motion.

Editor's note: Later in the meeting the Board, by consensus, amended the Agenda.

❖ **Minutes Approval:**

{01148548}

A motion was made by Mr. Hopkins, and seconded by Mr. James, to approve the minutes of the April 17, 2023, meeting as presented. **Motion Carried (7-0).** *Mr. McGowan and Mr. Werner were not present at the time of this motion

❖ **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.

Ms. Hoffman stated that Carrie Lambert was in attendance to learn to function as a backup for the Recording Secretary role.

SOLICITOR'S REPORT

Attorney Michael Gaul, EAJSA Solicitor, stated that an executive session would be needed to discuss a legal matter with the Board. His partner Alan S. Battisti was present to participate in the executive session.

Board Member James McGowan entered the meeting at 6:08 p.m.

Attorney Gaul presented a proposed Resolution 2023-05-15A amending and restating the Authority's Industrial Pretreatment Fees and Charges – Cost Recovery Policy so as to allow the Authority to recover its cost of collection, including attorney fees, once a user account becomes delinquent and is turned over to counsel for action. The amended policy provides that delinquency for nonpayment shall occur at 60 days, instead of 90 days. The Resolution states that the Authority may, but is not required to, send out a reminder notice after 45 days of nonpayment, in order to recoup IPP costs before escalating to delinquency of nonpayment level.

The Resolution states that an Industrial User may be placed on an estimated payment plan, to include a 2% Administrative fee charge, if the Industrial User becomes delinquent on its account in two consecutive quarters. The User's required estimate payment will be calculated from the previous year or four quarters of use in the system. The User shall have until 10 days before the end of the quarter to pay; once the quarter has ended, the current bill will include a credit for the estimated payment. Once an industry has been placed on an estimated payment plan, the only way in which they can be removed is by a vote from the Board.

Mr. Lammi stated that the Resolution will not cause a negative impact on those Industries that regularly pay their bills on time even in the case of a lost check in the mail. This policy allows the Authority a stronger position to protect the interests of the IPP program in the collection of invoice payments.

Mr. Blanchfield asked the question regarding how the resolved policy will be distributed to the municipalities and industries. Ms. Hoffman stated that all of the municipalities and industries will receive both a physical and digital copy of the Resolution, and a summary of the policy.

A motion was made by Mr. James, and seconded by Mr. Hopkins, to approve the Industrial Pretreatment Program Resolution 2023-05-15A. **Motion Carried 2023-05-15A (8-0).** *Mr. Werner was not present at the time of this motion

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, had nothing to report.

A motion was made by Mr. Hopkins, and seconded by Mr. Riegel, to approve the April 2023 bills in the amount of \$22,224.68. **Motion Carried (8-0).** *Mr. Werner was not present at the time of this motion

A motion was made by Mr. Hopkins, and seconded by Mr. Blanchfield, to approve Bond Funds Requisition 21-C2023-05, in the total amount of \$781,871.28, in accordance with the Authority Engineer's reports. **Motion Carried 21-C2023-05 (8-0).** *Mr. Werner was not present at the time of this motion

ENGINEERING COMMITTEE REPORT

Mr. Hopkins reported that the Engineering Committee met on May 2, 2023, discussed progress on the new building and bar screen. Mr. Hopkins was given a tour of the new administration building and noted the positive change in the cleanliness of the Influent Headworks Building, thanks to the installation of the Bar Screens.

Mr. Jeff Morgan, EAJSA Consulting Engineer, had no new requests for purchases and did not require approval for any items. The expected date of completion for the major construction is the end of May 2023, and punch list completion is on track for June 2023.

Mr. Morgan reported that at the June meeting the Board will need to vote on (1) a new surcharge calculation for industries with high strength wastewater and (2) MCC for Oxidation Ditch design proposal replacement.

Board Member Bob Werner entered the meeting at 6:32 p.m.

PRETREATMENT COMMITTEE REPORT

Ms. Hoffman reported that they have started inspections, about two to three per week. All compliance issues have been resolved. Crayola's zinc spike violation did not reoccur. R&R ran out of pH treatment solution and have since restarted pH treatment to resolve the issue. She reported that Standard Operating Procedures were being created and reviewed for IPP Field Work/Office Manager position.

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

FINANCE COMMITTEE REPORT

Mr. Schimmel stated that during reconciliation of Palmer Township rebate flow data, the Authority Accountant and Consulting Engineer determined that Palmer Township owes from the 2021 audit rebate an additional \$291,000. The difference was due to erroneous information initially provided by the Palmer Township.

Mr. Schimmel requests an approval to get this change out in the current period to be able to bill Palmer before the 2022 audit starts.

The Board, by consensus, agreed to amend the agenda to include this item, in order to allow expedient Board action.

A motion was made by Mr. Hopkins, and seconded by Mr. Blanchfield, to approve an Amended Rebate Calculation for Palmer Township for the year 2021, as determined by Authority Accountant in consultation with the Consulting Engineer, in the approximate amount of \$291,000. **Motion Carried (9-0).**

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated there was a meeting with Ms. Hoffman, Mr. Morgan, Mr. Blanchfield, Mr. Wilson, and himself in order to tour the plant and discuss ways in which to mitigate potential risks. Prevention of an environmental disaster is key, since it is the biggest liability. Common lines need insurance. It was stated that they will continue to use Travelers insurance through the City.

OPERATIONS REPORT

Mr. Wilson stated the plant is running well. Second street pump four, drive was received from Reiner Pump. It is a brand-new pump and runs well.

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

CSO of 1.6 million gallons was due to the increased and elongated rainfall experienced.

ADDITIONAL REPORT

- ❖ **Old Business:** None
- ❖ **New Business:** None
- ❖ **Executive Session:**

Mr. Hopkins made a motion to go into Executive Session to discuss legal matters with the Solicitor. The Motion was seconded by Mr. Riegel, and unanimously carried, at 6:42 p.m.

Mr. Hopkins made a Motion to re-convene the Board meeting in public session. The Motion was seconded by Mr. Werner, and unanimously carried, at 7:22 p.m.

Chairman Lammi reported that the Executive Session discussion did not result in any official action that the Board needed to consider.

The meeting was adjourned on a motion by Mr. James, and seconded by Mr. Hopkins, and unanimously carried, at 7:23 p.m.

Respectfully submitted,

Carrie Lambert, Acting EAJSA Recording Secretary