

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
December 20, 2021**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, December 20, 2021 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, who ordered the roll to be called at 6:00 p.m. Board Members were in attendance in-person and via video conference option.

#	Member	Municipality	Term Expiry	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	12/31/2022	X		6:09pm
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	Charles Peterson	City of Easton	12/31/2023	X		*
9	Steven Riegel	Tatamy Borough	12/31/2024	X		*
10	John Van Arman	City of Easton	12/31/2024	X		*
11	Robert Werner	City of Easton	12/31/2025	X		*

\*Beginning of Meeting

\*\*Adjournment of Meeting

Members attending via Zoom Meeting could hear each other meeting attendee and be heard by each other attendee. Attending by Zoom Meeting were Luis Campos, David Hopkins, Paul James, James McGowan, Charles Peterson, and John Van Arman.

- ❖ **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), and Erin Lane (EAJSA Recording Secretary/Office Manager of WWTP).
- ❖ **Agenda and any Amendment Approval:**  
A motion by Mr. Werner, seconded by Mr. Riegel to approve the current agenda, without any amendments was passed by a voice vote (8-0; One (1) abstention from Mr. Peterson; Absent at time of vote was Mr. Hopkins and Mr. Mauro). **Motion Carried.**
- ❖ **Minutes Approval:**  
A motion by Mr. McGowan, seconded by Mr. Blanchfield to approve the minutes of November 15, 2021, regular meeting was passed by a voice vote (8-0; One (1) abstention from Mr. Peterson; Absent at time of vote was Mr. Hopkins and Mr. Mauro). **Motion Carried.**
- ❖ **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, EAJSA Solicitor, stated he had nothing to report.

#### **ACCOUNTANT'S REPORT**

Mr. John Schimmel, EAJSA Accountant, stated he has the final 2022 budget totaling \$8,838,425.04. This is a 0.08% increase over 2021, which remains flat primarily due to budgets remaining stable and not having significant increases year-over-year. A stable, efficient process has allowed minimal increases year-to-year from plant operations perspective.

A motion was made by Mr. Campos, seconded by Mr. Hopkins, to approve the 2022 Easton Area Joint Sewer Authority Budget totaling \$8,838,425.04, and passed by a voice vote (10-0; Absent at time of vote was Mr. Mauro). **Motion Carried 2021-12-20 A**

Mr. Schimmel stated the Debt Service is paid December 3 and will appear in the following month's budget.

A motion was made by Mr. James, and seconded by Mr. Peterson to approve the December 2021 bills in the amount of \$ \$894,100.67, and passed by a voice vote (10-0; Absent at time of vote was Mr. Mauro). **Motion Carried 2021-12-20 B**

Mr. Lammi stated there are two Requisitions of Bond Funds for approval: C2021-13 in the amount of \$51,425.25; and C2021-14 in the amount of \$743,378.79.

A motion was made by Mr. Werner, and seconded by Mr. Blanchfield to approve two (2) Requisitions of the Bond Funds, and passed by a voice vote (10-0; Absent at time of vote was Mr. Mauro). **Motion Carried 2021-12-20 C**

#### **ENGINEERING COMMITTEE REPORT**

Mr. Hopkins stated he had nothing to report.

Mr. Morgan provided an update on the Disk Filter Project. He stated the Authority needed to have D'Huy Engineers continue to perform construction inspection, which is a requirement for our Water Quality Management permit from DEP. D'Huy Engineers has submitted a proposal amendment to provide continued inspection services for the amount of \$36,000 through January 2022. Mr. Morgan recommended the Board approve the proposal.

A motion was made by Mr. Hopkins, seconded by Mr. Peterson, to approve D'Huy Engineers' proposal for Continued Construction Observation in the Disk Filter Project in the amount of \$ \$36,000, and passed by a voice vote (10-0; Absent at time of vote was Mr. Mauro). **Motion Carried 2021-12-20 D**

Mr. Morgan provided a price quote through PA COSTARS from Kelso Company in the amount of \$26,285 to purchase a new Vaughan chopper and recirculation pump for the return lift station for Clarifier Nos. 5 and 6 as the cost to rebuild the existing, older pump that is not operating properly is not significantly different than the cost for a new pump.

A motion was made by Mr. Peterson, seconded by Mr. Van Arman, to approve the purchase of a new Vaughan chopper and recirculation pump through the COSTARS Program in the amount of \$26,285, and passed by a voice vote (10-0; Absent at time of vote was Mr. Mauro). **Motion Carried 2021-12-20 E**

Mr. Morgan stated the Fats, Oils, and Grease (FOG) Receiving, Combined Heat and Power and Digester Mixing Project has funding in the Bond Issue and also received a grant from the PA Alternative Clean Energy grant program. He is awaiting an Air Quality permit from DEP. Once that is received, the project will be ready to go out for bid. He is requesting approval to advertise in January 2022. The budget is at \$6,200,000 for this project but will be looking into the option for another grant if possible.

Mr. Morgan states he is in discussion and review with Hazen regarding performance guarantees of the equipment to be included in the final project specs for the CHP units.

A motion was made by Mr. Hopkins, seconded by Mr. Blanchfield, to approve the advertisement for bids of the Fats, Oils, and Grease (FOG) Receiving, Combined Heat and Power and Digester Mixing Project, and passed by a voice vote (10-0; Absent at time of vote was Mr. Mauro). **Motion Carried 2021-12-20 E**

Mr. Morgan gave an additional update on the Disk Filter Project, in general is going smoothly, but the contractor recently hit a pipe, causing damage, and a leakage, which needs to be remedied. Pumps have been installed to pump the water back to the plant. Three (3) large bypass pumps will be brought in, and repair is expected to be completed Tuesday. This has been reported to the DEP. Most of the water is being captured and not going to the river. The leakage rate is about 230,000 gallons per day, this water is treated, just not chlorinated. The damaged piece of pipe will be removed within the next four (4) weeks with the divergent connection occurring for the project, so the fix is not something needed to last long term and instead for a few more weeks.

#### **PRETREATMENT COMMITTEE REPORT**

Mr. Blanchfield inquired about past due invoices for IPP. Old Castle has paid one of three outstanding bills and Weyerbacher is current for first quarter payment, second quarter payment is late, so Mr. Morgan will send out a late notice.

Mr. Lammi advised of a recent meeting for which discussion about accessing electronic money transfer options be available to our businesses. This is being looked into by Mrs. Lane and she will provide an update when there is more information.

Ms. Hoffman reported all the municipalities have now provided new ordinances revising their local limits. These will be sent off to the EPA this week.

#### **FINANCE COMMITTEE REPORT**

Mr. Lammi stated there is nothing to report.

#### **AD HOC DOCUMENT REVIEW COMMITTEE REPORT**

Mr. Hopkins stated he had nothing to report.

#### **INSURANCE REVIEW COMMITTEE REPORT**

Mr. Lammi reported the committee met November 18 to navigate who has what insurance, Authority or City. This committee will reconvene in the new year, bringing in someone from Kristler, Wolff, and Miller (KWM)

to go over further detail of this. Mr. Hopkins advised KWM doesn't itemize property values in the City's property insurance, but instead provides an insurance limit based on the overall value of the City's properties.

Atty Gaul advised the agreements, as written, are conflicting and unclear on who needs to supply what insurance. Public Officials liability insurance application has been completed since the meeting. The underwriter required more information this year, which the Authority provided.

Mr. Hopkins stated the three (3) common use pumping stations are believed to be covered under the National Flood Insurance Plan (NFIP) because more than 50% of the stations are below grade and therefore need flood coverage. This should also be reviewed again at the next committee meeting.

Mr. Campos advised the City of Easton properties were last appraised for insurance purposes in 2012. The insurance coverage takes annual inflation into account, but actual values should be looked at closely. There is potential for another appraisal to be completed.

### **OPERATIONS REPORT**

Mr. Wilson reported there is nothing new with the drive replacement. He has not heard from OCC since last month. All pump station pumps have had their warranty repairs completed. Met with Reiner and Sulzer, the new warranty starts now for all pumps. A1 aerator is believed to have had an upper bearing fail, which should be covered with the warranty.

Mr. Morgan stated he has emailed OCC requesting an update, as well provided them with costs to date that have been incurred. Atty. Gaul and his partner, Atty. Alan Battisti will be following up with a letter to Eton regarding this matter.

### **ADDITIONAL REPORTING**

- ❖ **Old Business:** None
- ❖ **Unfinished Business:** Atty. Gaul stated the annual meeting notice needs to be placed soon. Mrs. Lane and he requested direction as to how the notice should be prepared. Mr. Lammi stated the Board feels the current format is working well, which offers in-person and Zoom meeting option. The Board, by consensus, decided to continue as is given the current circumstances with Covid. Meetings will continue to be held the third Monday of the month, except in January and February, due to scheduled holidays. Meetings will be held January 18 and February 22 in those months. The meeting notice will go to Atty. Gaul for review prior to advertising.
- ❖ **New Business:** Mrs. Lane stated editing PDFs is necessary for efficiency and timeliness. Research was done to find out the cost to subscribe to Adobe Acrobat. The cost per month is about \$60 for three (3) subscriptions.

A motion was made by Mr. Van Arman, seconded by Mr. Werner, to approve three (3) subscriptions to Adobe Acrobat, and passed by a voice vote (10-0; Absent at time of vote was Mr. Mauro). **Motion Carried 2021-12-20 F**

Mr. Lammi attended a webinar through PMAA, on the Municipal Authorities Act (MAA). This Act covers many things, including storm water which was just added. There is a lot of good information in the Act.

Mr. Lammi thanked everyone for all their participation and involvement in the Authority. He feels we have a group of great professionals who guide and help achieve the Authority's goals.

The meeting was adjourned on a motion by Mr. Riegel and seconded by Mr. James at 7:16 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary