

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
December 19, 2022 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, December 19, 2022, 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 6:00 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	12/31/2022	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	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		*

*Beginning of Meeting

**Adjournment of Meeting

Members attending via Zoom Meeting could hear each other meeting attendee 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), 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 was made by Mr. Werner, and seconded by Mr. Riegel, to approve the posted agenda without amendments. **Motion Carried (9-0).**
- ❖ **Minutes Approval:**
A motion was made by Mr. Blanchfield, and seconded by Mr. Werner, to approve the minutes of November 21, 2022 meeting. **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 he had nothing to report.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant reported the 2023 Budget has been prepared for review and approval. The budget increased primarily due to the City of Easton seeing an increase in city sewage expenses and electricity increase. Final Budget will be mailed to all municipalities by Mrs. Lane.

A motion was made by Mr. Werner, and seconded by Mr. Blanchfield, to approve the 2023 EAJSA Budget in the amount of \$9,570,929.40. **Motion Carried (9-0).**

A motion was made by Mr. Riegel, and seconded by Mr. Mauro, to approve the December 2022 bills in the amount of \$425,484.88. **Motion Carried (9-0).**

A motion was made by Mr. Hopkins, and seconded by Mr. Blanchfield, to approve Bond Funds Requisition 21-C2022-12, in the total amount of \$369,496.26, in accordance with the Authority Engineer's reports. **Motion Carried 21-C2022-12 (9-0).**

ENGINEERING COMMITTEE REPORT

Mr. Hopkins had nothing to report.

Mr. Morgan requested approval of Memorandum Item #12-01, Resolution No. 2022-12-19A, the H2O Grant Application for the Force Main Replacement Project at Second Street/Lehigh River.

A motion was made by Mr. James and seconded by Mr. Werner to approve Resolution No. 2022-12-19A, H2O Grant Application for the Force Main Replacement Project, Memorandum Item #12-01. **Motion Carried Resolution No. 2022-12-19A (9-0).**

Mr. Morgan requested approval of Proposal for Design and Bidding of Cooling Systems in the Centrifuge Building, Memorandum Item #12-02. A price from ARRO to design the project, including site visit, measurements, and drawings came in at \$25,277.

A motion was made by Mr. Van Arman and seconded by Mr. Mauro to approve the Proposal for Design and Bidding of Cooling System Upgrades for the Centrifuge Building, Memorandum Item #12-02. **Motion Carried Memorandum Item #12-02 (9-0).**

Mr. Morgan requested approval of Price Quote to Purchase a Replacement Motor and Variable Frequency Drive (VFD) for a Mixer in Digester No. 2, Memorandum Item #12-3. The motor model is no longer made but they do have a replacement. Purchase price is \$10,696.

A motion was made by Mr. James and seconded by Mr. Blanchfield to approve the Price Quote to Purchase a Replacement Motor and Variable Frequency Drive (VFD) for Mixer in Digester No. 2, Memorandum Item #12-03. **Motion Carried Memorandum Item #12-03 (9-0).**

Mr. Morgan stated he is working on the upcoming summary of projects and tasks for the 2023 year. The Administrative Building continues to move along, with an anticipated completion date for May 2023.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro had nothing to report.

Ms. Hoffman reported the IPP meeting will be held on January 5 at 9:00 A.M. Mailings for the Spill Plan and Safety Data Sheet update requests have gone out to meet the two-year deadline. Savant Beverages has been in compliance for pH results. And the Fats, Oils, and Grease project is continuing along, working with the City of Easton's codes department.

FINANCE COMMITTEE REPORT

Mr. McGowan had nothing to report.

Mr. Lammi asked Mr. Schimmel to work on putting a timeline together, and written policy, so Budget numbers are available earlier in the year, and the numbers available sooner to the Municipalities. He also requested that notification go out to the non-member municipalities as well.

AD HOC DOCUMENT REVIEW COMMITTEE REPORT

Mr. Lammi requested this committee be removed. With the expectation that reporting on things as needed continues to occur.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated the committee had met on October 26.

Atty. Gaul stated Kressler, Wolff & Miller (KWM) has not made additional progress in obtaining confirmation from Travelers, the City's liability insurer, that the Authority is an additional insured under the City's policy. He stated KWM has discussed the Authority making an application for separate property insurance for the WWTP facilities.

OPERATIONS REPORT

Mr. Wilson reported the plant is running well. He did add additional parameters to his report. Removal rate is high at 98 – 99%.

ADDITIONAL REPORTING

- ❖ **Old Business:** None
- ❖ **Unfinished Business:** None
- ❖ **New Business:**

Approval to Advertise the 2023 EAJSA Board Meeting Schedule as is shown in the packet.

A motion was made by Mr. Werner, and seconded by Mr. Riegel, to approve the 2023 EAJSA Board Meeting Schedule. **Motion Carried (9-0).**

A letter to Appointing Municipalities regarding the upcoming expiration of a Board Member's term. Mailing of this letter will be completed by Mrs. Lane approximately three (3) months prior to the termination date. Prior to sending the letter, she will connect with the appointed individual to find out if s/he would like to stay on the Board. Atty. Gaul expressed concern that the Board member terms reflected in the minutes are not as staggered as you would expect. Staggering is useful in that it promotes gradual Board turn over, which helps minimize the loss of institutional memory over time. He requested a review of the previous appointments to see if the original dates can be found in the office files.

The current vacancy's term dates are: Forks Township December 31, 2024 and City of Easton December 31, 2023.

The meeting was adjourned on a motion by Mr. Mauro, and seconded by Mr. James, and unanimously carried, at 6:56 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary