

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
August 21, 2023**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, August 21, 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 Chairman, Robert Lammi. Mr. Lammi 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	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	James McGowan Treasurer	Wilson Borough	12/31/2024	X		*
9	Stephen Riegel Secretary	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		*
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\*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 Board consensus, Yuslenny Zorrilla, with the assistance of Carrie Lambert, acted as the Recording Secretary for the meeting.

- ❖ **The following personnel were in attendance:**  
Michael Gaul and Kevin Reid of King, Spry, Herman, Freund, and Faul, LLC (Authority Solicitor and Bond Counsel), Jeff Morgan (SC Engineers), Ryan Hottenstein of (FSL Public Finance), John Schimmel (Accountant), City of Easton employees, Chuck Wilson (Operations Manager of WWTP), Carrie Lambert (Laboratory Manager of WWTP), Alex Hoffman (IPP Manager/Assistant Operations Manager at WWTP), Yuslenny Zorrilla (Office Manager of WWTP)
- ❖ **Agenda and any Amendment Approval:**  
A motion was made by Mr. Hopkins, and seconded by Mr. Riegel, to approve the posted agenda without any amendments. **Motion Carried (11-0).**
- ❖ **Minutes Approval:**  
A motion was made by Mr. Blanchfield, and seconded by Mr. McGowan, to approve the minutes of the July 17, 2023, meeting as presented. **Motion Carried (9-0, with Mr. Campos and Mr. Frank abstaining).**
- ❖ **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.

- ❖ **PROPOSED RESOLUTION AUTHORIZING THE UNDERTAKING OF A CERTAIN REFUNDING PROJECT; AUTHORIZING AND DIRECTING THE ISSUANCE OF THE AUTHORITY'S SEWER REVENUE BONDS, SERIES OF 2023 IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$10,000,000 (THE "2023 BONDS"); APPROVING THE TERMS OF, AND AUTHORIZING AND DIRECTING THE EXECUTION, AUTHENTICATION AND DELIVERY OF THE 2023 BONDS SECURED BY THE SECOND SUPPLEMENTAL INDENTURE DESCRIBED HEREIN; SETTING FORTH THE SECURITY FOR THE 2023 BONDS; APPROVING THE FORM OF AND AUTHORIZING AND DIRECTING THE EXECUTION AND DELIVERY OF THE SECOND SUPPLEMENTAL INDENTURE; AUTHORIZING ACCEPTANCE OF THE PURCHASE CONTRACT FOR THE 2023 BONDS; AUTHORIZING THE PREPARATION, USE AND DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT AND THE PREPARATION AND EXECUTION OF A FINAL OFFICIAL STATEMENT; AUTHORIZING THE DISPOSITION OF THE PROCEEDS OF THE 2023 BONDS AND OTHER AVAILABLE AUTHORITY FUNDS; AUTHORIZING ADDITIONAL ACTION IN FURTHERANCE OF THE PURPOSES OF THIS RESOLUTION INCLUDING ENTERING INTO OF A CONTINUING DISCLOSURE AGREEMENT; AND RESCINDING ALL INCONSISTENT RESOLUTIONS. (Proposed Bond Resolution 2023-08-21A)**

Mr. Hottenstein, the Authority Finance Advisor from FSL Public Finance, presented to the Authority Board options to refund a portion of the 2015 Bonds for debt service savings, with a minimum savings of \$250,000.

Attorney Reid, the Authority's Bond Counsel, presented to the Board the proposed Bond Resolution #2023-08-21A and the draft Second Supplemental Indenture, copies of which had been circulated to the Board prior to the Board meeting, and distributed at the meeting.

A motion was made by Mr. Hopkins and seconded by Mr. Werner to adopt proposed Bond Resolution # 2023-08-21A authorizing issuance of 2023 Bonds in the maximum aggregate principal amount of \$10,000,000 to refund a portion of the 2015 bonds for debt service savings. **Motion Carried 2023-08-21A (11-0)**

#### **SOLICITOR'S REPORT**

Attorney Michael Gaul, EAJSA Solicitor, stated that he did not have anything to report for the Board's public meeting.

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

Mr. John Schimmel, EAJSA Accountant, reported Mr. Morgan has reached a contact at the accounting firm performing the Authority Audit. Mr. Schimmel reported that he is currently working with Keith Flemming to collect the documentation requested by the auditing firm. Mr. Schimmel stated that the audit is moving forward but will require more time to prepare/collect documentation. He reported that the budget for 2024 can be finished before the audit, but the rebates cannot be issued to the municipalities until the audit is complete.

A motion was made by Mr. McGowan, and seconded by Mr. Mauro, to approve the August 2023 bills in the amount of \$28,475.39 **Motion Carried (11-0).**

A motion was made by Mr. Mauro, and seconded by Mr. Riegel, to approve the Bond Funds Requisitions 22-C2023-08 in the amount of \$86,772.75 in accordance with the Authority Engineer's reports. **Motion Carried (11-0).**

## ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated he had nothing to report.

Mr. Morgan reported that the root removal in the Authority's common use line located along Wood Avenue had been completed as well as cleaning and CCTV of a portion of the Authority's common use line located in West Easton.

Mr. Morgan requested Board approval of a proposal from JOAO & Bradley in the amount of \$11,950 to raise buried common use line manhole A10 along Lehigh Drive, in accordance with his Memorandum Item #8-01. A motion was made by Mr. Werner, and seconded by Mr. Riegel, to approve the JOAO & Bradley proposal. **Motion Carried Memorandum # 08-01 (11-0).**

Mr. Morgan reported that McCloskey Mechanical Contractors Inc. was the lower bidder on the Authority's Centrifuge Building HVAC Upgrade Project, with a bid in the amount of \$34,946.00. Mr. Morgan requested Board approval to award the contract to McCloskey Mechanical Contractors Inc., in accordance with his Memorandum Item #8-02. A motion was made by Mr. Frank, and seconded by Mr. Blanchfield, to approve the award of a contract to McCloskey Mechanical Contractors Inc. for the Centrifuge Building HVAC Upgrade Project, in the amount of \$34,946.00, subject to the contractor providing all required bonds, insurance and other contract documents. **Motion Carried Memorandum # 08-02 (11-0).**

Mr. Morgan stated that Memorandum Item #8-03 in the packet discussed a potential joint sewer line repair project with Palmer Township. He stated that Palmer intends to complete CCTV work on their portion of this sewer line in the 25<sup>th</sup> Street and Lehigh Drive area, along the D&L Canal Trail to Meter Pit P6 located near the Children's Home of Easton and complete repairs such as chemical grouting or installation of a cured-in-place pipe lining system in this pipe, if needed. He further stated that the Engineering Committee recommends that the EAJSA also complete CCTV work on their portion of this line from Meter Pit P6 located near the Children's Home of Easton and then along Lehigh Drive to the City border and complete repairs such as chemical grouting or installation of a cured-in-place pipe lining system in this pipe, if needed.

Mr. Morgan reported that this potential project would be managed by Palmer with assistance from SCE and that the National Water Main Cleaning Company would be utilized by Palmer to complete this work and the work would be priced and contracted through the PA Costars Program by Palmer. The EAJSA would simply reimburse Palmer for the Authority's portion of the work on this project through a reimbursement/cost sharing agreement. In addition, Palmer has advised SCE that the National Water Main Cleaning Company will perform the initial CCTV work at no cost if it is agreed up front that they will be contracted to make any repair work identified/required. The Authority agreed with the approach to this project and directed SCE to obtain additional contract information between Palmer Township and the National Water Main Cleaning Company, if available, to review with the Authority Solicitor in order to advance this project.

## PRETREATMENT COMMITTEE REPORT

Ms. Hoffman reported that they are on target for the November goal to finish industrial user inspections. Ms. Hoffman also reported that the following upcoming meetings are scheduled: the PIX Conference on September 8, 2023, the EPWPCOA conference at the Easton WWTP on September 15, 2023, , and the next IPP Committee meeting on Thursday, September 7, 2023, at 9 a.m.

## FINANCE COMMITTEE REPORT

Mr. Schimmel stated that there was nothing to report.

## INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi suggested to create more frequent inspections on our common pipelines. Mr. Lammi, after  
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completion of the meetings for Risk Assessment, stated Methane System is a potential high risk area, and it is recommended to install a motorized system giving operations the ability to shut it off via SCADA, if necessary.

### **OPERATIONS REPORT**

Mr. Wilson stated that he had 3 items to report on: (1) the Rotary Disk Filter effluent box gate valve was repaired, (2) Digester 2 Mixer 3 received a new motor and VFD, and (3) the plant generator received a coolant flush. The plant is running well and in full permit compliance.

### **ADDITIONAL REPORT**

❖ **Old Business:** None

❖ **New Business:** None

The meeting was moved to Executive Session to discuss a personnel matter by motion from Mr. Hopkins, and seconded by Mr. Werner, and unanimously carried, at 7:21 p.m.

The meeting was moved back to Public Session and adjourned by motion from Mr. Hopkins, and seconded by Mr. Riegel, and unanimously carried, at 7:43 p.m.

No action was taken by the Board on any matter discussed in Executive Session.\*

Respectfully submitted,

Yuslenny Zorrilla, Acting EAJSA Board Recording Secretary

\*Sentence added as per Board vote approving prepared minutes with revision at the Board's September 18, 2023 meeting.