

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
February 22, 2022**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Tuesday, February 22, 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, 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		6:01pm
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	Charles Peterson	City of Easton	12/31/2023		X	*
9	Stephen 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.

❖ **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. Mauro, and seconded by Mr. Riegel, to approve the posted agenda, without any amendments. **Motion Carried** (9-0).

❖ **Minutes Approval:**

A motion was made by Mr. McGowan, and seconded by Mr. Riegel, to approve the posted agenda, without any amendments. **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 Gaul, EAJSA Solicitor, stated he had nothing to report.

## **ACCOUNTANT'S REPORT**

Mr. John Schimmel, EAJSA Accountant, stated the final 2021 expenditures are still coming in and should be complete next month. He clarified the auditor is paid for the year the audit is completed, payment in 2021 was for the 2020 audit.

A motion was made by Mr. Hopkins, and seconded by Mr. James, for approval of the February 2022 bills.  
**Motion Carried 2022-02-22 A (9-0).**

Mr. Lammi stated there are two Requisitions of Bond Funds for approval: 21-C2022-01 in the amount of \$17,550.08; and 15-C2022-1 in the amount of \$149,601.95.

A motion was made by Mr. Werner, and seconded by Mr. Mauro, to approve Requisition of the Bond Funds 21-C2022-01 in accordance with the Authority Engineer's reports and recommendations. **Motion Carried 2022-02-22 B (9-0).**

A motion was made by Mr. Blanchfield, seconded by Mr. James to approve Requisition of the Bond Funds 15-C2022-1 in accordance with the Authority Engineer's reports and recommendations. **Motion Carried 2022-02-22 C (9-0).**

## **ENGINEERING COMMITTEE REPORT**

Mr. Hopkins stated the Disk Filters will begin operating in the month of March.

Mr. Morgan stated a new Chlorine Analyzer is needed. A quote was received in the amount of \$10,496 for this standard piece of equipment. He is requesting the Board approve the purchase.

A motion was made by Mr. Hopkins, seconded by Mr. Blanchfield to approve the Chlorine Analyzer for purchase in the amount of \$10,496. **Motion Carried 2022-02-22 D (9-0).**

Mr. Morgan reported he is ready to advertise for bids on the New Administration Building project. The cost of this project is estimated to be higher than originally budgeted. His plan is to get bids to determine costs, and then create a plan on how to finance and how to proceed.

A motion was made by Mr. Werner, seconded by Mr. Campos to approve the advertising for bids on the New Administration Building project. **Motion Carried 2022-02-22 E (9-0).**

Mr. Morgan reported that the anticipated Disk Filter System start up at the end of March, may now be early April. The electrical contractor needs to get in and complete the final wiring of the project.

## **PRETREATMENT COMMITTEE REPORT**

Mr. Mauro stated he had nothing to report.

Ms. Hoffman stated Bakerly Barn has continued to have multiple pH violations. She and other staff members went to the facility to discuss compliance and resolution of the pH issues. A plan has been put in place. Bakerly

Barn is considering an automated treatment system and sampling throughout the facility in order to determine where the high pH is coming from will also be occurring.

Ms. Hoffman stated that the Pretreatment Program annual report has been completed. It will be sent to Mr. Morgan for his Chapter 94 report and sent off to the EPA.

#### **FINANCE COMMITTEE REPORT**

Nothing to report.

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

Mr. Lammi stated there were no meetings and nothing to report.

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

Mr. Werner stated he was concerned that Kressler, Wolff, and Miller (KWM), were not aware that the Authority was considering building a new administrative building and appeared unsure how that would be handled from an insurance perspective. Mr. Campos advised that meeting with the insurance broker annually is good practice and Mr. Hopkins stated these surveys and plant tours are occurring annually.

There was a consensus among Board members that KWM representatives should attend an insurance committee meeting to further discuss the insurance issues now, and instead of delaying the meeting while KWM continues its own internal review of written questions the insurance committee previously submitted to KWM.

#### **OPERATIONS REPORT**

Mr. Wilson reported the plant is running well.

Mr. Wilson stated OCC has replaced the VFDs. The drives at South Delaware are working properly.

#### **ADDITIONAL REPORTING**

- ❖ **Old Business:** Mr. Lammi emailed with Donna Asure at Forks Township regarding a potential replacement for Mr. Weis. Mr. Lammi contacted the individual potentially interested in serving on the Board and provided him with some information regarding service on the Board. Now we will wait to see if the individual decides to join the Board.
- ❖ **Unfinished Business:** None
- ❖ **New Business:** Mr. Morgan advised there is a CFA LSA grant program that has an application due date of March 15, 2022. He is bringing it to the Authority now because the closeness of the due date, but there will be a lot of competition for the grant, which may not have a lot of money available. The Authority Board members commented that they did not want to compete with local municipalities who may also be applying for the grants.

Mr. Morgan stated that a list of all new projects was sent to Delta, who then put together a memorandum of potential funding that will become available. This will be reviewed at the Engineering Committee meeting and then brought to the Board next month. Mr. Hopkins advised there is a Federal Water Resources Development Act grant program that is now open to Water and Wastewater infrastructure and could be a potential funding source.

The meeting was adjourned on a motion by Mr. Campos and seconded by Mr. Mauro, and unanimously carried, at 7:04 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary

Revised by: MAG & AMH