

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
April 15, 2024**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, April 15, 2024, 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, Mr. Robert Lammi. Mr. Lammi ordered the roll to be called at 5:01 p.m. Board Members were 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 Treasurer	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	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		*
11	Jeffrey Bracken	Wilson Borough	12/31/2024	X		5:05
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, except Mr. Werner's Zoom audio connection experienced some technical problems. Mr. Werner was nonetheless able to hear all discussion and communicate with all present, including participation in votes.

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

Mike Gaul (King Spry law firm, Authority Solicitor), Jeff Morgan (SC Engineers, Authority Engineer), John Schimmel (Authority Accountant), Chuck Wilson (City of Easton Operations Manager of WWTP), Alexandria Hoffman (City of Easton Assistant Operations Manager of WWTP, and Authority IPP Manager), Yuslenny Zorrilla (City of Easton Office Manager of WWTP, and Authority administrative assistant).

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. James and seconded by Mr. Riegel, to approve the posted agenda without any amendments. **Motion Carried (9-0)**. Mr. Bracken was not present at the time of the vote.

❖ **Minutes Approval:**

A motion was made by Mr. Hopkins and seconded by Mr. Mauro to approve the minutes of the March 18, 2024, meeting, as presented. **Motion Carried (9-0)**. Mr. Bracken was not present at the time

of the vote.

Mr. Bracken entered the meeting at 5:05.

Mr. Lammi asked Mr. Schimmel about the preparation and advertising of the Concise Financial Statement. Mr. Schimmel stated it had not been done as of yet. Mr. Schimmel was not certain if this was normally done by the person who manages the electronic notification through the audit company. Mr. Schimmel agreed to put the paperwork together and take care of it. Mr. Gaul stated that, in his experience, this document normally is generated by the Auditor. Mr. Lammi stated this document also has to be uploaded to DCED. Mr. Schimmel will check with the Auditor about this as well.

Mr. Lammi also asked if the submission for EMMA was done. Mr. Schimmel stated it was done by the Financial Consultant. Solicitor Gaul said the Financial Consultant would normally assist with that.

In addition, Mr. Lammi asked if it was sent to the member municipalities and Fulton Bank Trustee. Mr. Schimmel did send it to them and also sent Rebate checks and enclosed a Rebate calculation.

There was a discussion about sending electronic copies to all Municipalities. Ms. Hoffman stated she did not have a copy of the finalized audit. Ms. Hoffman stated she is more than willing to send it if she is provided with the copy. Mr. Lammi stated he will take care of it.

❖ **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 had no report.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, reported the Rebate calculation was done, money was transferred from Fulton accounts and distributed to member Municipalities. The only two Municipalities missing are Tatamy and West Easton. Mr. Schimmel needed to speak to Mr. Riegel about a check sent over from Tatamy Borough with the wrong dollar amount. Mr. Riegel stated it has been taken care of. Mr. Schimmel stated a bill was sent to West Easton; he will follow up.

Mr. Mauro made a motion, seconded by Mr. Blanchfield, to approve payment of the March 2024 bills in the total amount of \$1,725,809.24. **Motion Carried (10-0).**

Mr. Blanchfield made a motion, seconded by Mr. James, to approve the Bond Funds Requisition 24-C2024-03 in the amount of \$261,953.80 in accordance with the Authority Engineer's recommendation.

Motion Carried (10-0).

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the Engineering Committee met on April 2, 2024. He stated that many items were discussed which included the Methane Gas System, Gear box replacement, the 2nd Street Pump Station Force main replacement, CHP Project, a little bit of Chapter 94, and the MCC replacement.

Mr. Morgan provided updates on a couple of items before moving on to the agenda item. Mr. Morgan followed up on the accountant's report about the Rebate. Mr. Morgan stated water use flow report requests were sent to all

Municipalities for the 2023 data. Mr. Morgan will table them and if there are any questions he will ask the municipalities and share those with Mr. Schimmel so he can use it to prepare the 2025 operating portion of the budget.

Mr. Morgan stated he could not be physically present at the Plant but, mixer A1 was started-up. Mr. Morgan spoke to Mr. Wilson, and everything went smoothly. Mr. Morgan stated there will be some running of the Mixer for some period and some vibrations testing. The general contractor will schedule those tests.

Mr. Wilson stated that everything went smoothly, the person from the factory was helpful and said everything was installed nicely and the contractor from Iron Hill wants the Mixer to run for a little bit before running the vibration analysis. Mr. Wilson added there was not much vibration on it based on a touch and feel basis only. Mr. Wilson stated there is a phone application able to track the vibrations on a piece of equipment. It is not as good as the instrument, but it gives a good indication.

Mr. Lammi asked if Travelers is waiting on the installation and payment of the bill to process the reimbursement. Mr. Morgan agreed to this and added he is waiting for one more payment and the general contractor, final bill from ARRO for the design work, and BSI for the work they did to connect and disconnect the Motor. Mr. Morgan will submit all bills to the new representative for this claim.

Mr. Morgan stated there is only one item for approval. He added a lengthy memo could be found in the packet about this item, the purchase of a new Mixing System Pump for the Second Street Pump Station. This exact system has been installed at the South Delaware Pump Station. Mr. Wilson, Ms. Hoffman, and the Maintenance crew have reported to him that the pump has been working great. Mr. Morgan stated he would like to go ahead and replace the one at Second Street Pump Station with the same one. Mr. Morgan presented a quote from Kelso Solutions Company, and the pricing was through Co-Stars, it was provided by a dealer in the area, and it was for \$ 18,215.00. Mr. Morgan added Mr. Gaul had some questions about this for which he had some follow-up information. Mr. Morgan will allow Mr. Gaul if he has additional comments.

Mr. Gaul stated relevant information about the COSTARS contract was not reflected in this proposal. For example, the proposal does not reference the COSTARS Contract under which the equipment is being purchased and does not mention the terms and conditions under COSTARS contract.

Mr. Gaul does not oppose the Authority purchasing these items through the COSTARS contract, but this purchase should reflect that on the proposal.

Mr. Gaul asked Mr. Morgan about whether the price obtained for this item is consistent with COSTARS pricing, which is low. Mr. Morgan explained the COSTARS contract price represents the maximum price and could be negotiated lower by the purchaser and vendor under the terms of the COSTARS contract. Mr. Morgan stated the pump product price is listed as \$43,000.00 in Kelso's COSTARS bid submission, but he was able to negotiate a reduced price of \$18,215.00 with all the discounts because not all parts are needed.

Mr. Gaul stated that freight charges didn't seem to be included in the quote. After a discussion as to whether the price should be inclusive or exclusive of freight charges, it was unanimously decided to budget \$25,000.00 instead of the original amount of \$18,215.00 to assure funds are available for this purchase including delivery fees. Bob Blanchfield noted that excess budgeted funds could potentially be used to purchase spare parts.

Mr. Hopkins asked Mr. Gaul if the Board could authorize the purchase and he and Mr. Morgan could work on the paperwork. Mr. Hopkins asked to make a purchase order under the Co-Stars contract.

Mr. Gaul suggested drafting a purchase order under the Co-Starts contract. The Board agreed on the dollar amount

of \$25,000.00 to cover all expenses on this purchase including freight.

Mr. Lammi agreed on approving this proposal today instead of holding it up another month. Mr. Gaul and Mr. Morgan can work on the details to make sure it's compliant with the Co-Stars rules and regulations.

Mr. Lammi agreed on the dollar amount not to exceed \$25,000.00, including freight.

Mr. Hopkins made a motion, seconded by Mr. Riegel, to approve the purchase of the Mixing System Pump and Motor for the Second Street Pump Station through COSTARS Contract 0165-E22-271 in the amount not to exceed \$25,000.00. **Engineer Memorandum #04-01. Motion Carried (10-0).**

Mr. Morgan had insurance-related updates which could be discussed under the Insurance Committee report section.

Mr. Wilson presented a Digester Project Enhancement trial study opportunity. The study is not expected to involve any risk to the WWTP, but as a precaution, the company offering to perform the study has insurance in the event of a problem. The company will take responsibility for doing the clean-up. Mr. Blanchfield asked about doing it as a pilot trial, on a small scale. Mr. Wilson stated the company has tried small-scale pilots in the past, but with unsuccessful results. Mr. Blanchfield suggested Mr. Wilson talk to the references provided to him and find out more.

Mr. Wilson added it will be a free trial.

Mr. Lammi stated it can be discussed at the next Engineering Committee meeting.

Mr. Gaul asked Mr. Wilson about the possibility of harm occurring and if any protection was needed. Mr. Wilson replied that the possibility of harm always exists, which is the reason he asked for insurance.

Mr. Wilson mentioned the provided references were from New Jersey and the Coastline.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro had nothing to report.

Ms. Hoffman reported an odd occurrence with a long-time company, Bulkmatic. This company had a high Zinc result which is very odd because over the thirty years Bulkmatic has been in the program, they have never had a violation.

Ms. Hoffman asked the lab to re-run the samples including another bottle collected that same day. That result was also high. The only change at the facility is the installation of a new Oil-Water Separator. Ms. Hoffman asked the industry to check with the company who installed the separator if they used a corrosion inhibitor that could elevate the Zinc levels. The company said no. Ms. Hoffman conducted another test sample, and everything was back to 0.013. Due to this industry's past history of never having had a violation, Mr. Hoffman concluded it is fair to deem this an unforeseen circumstance. Ms. Hoffman does not understand what could have caused this odd, unexplainable occurrence.

Ms. Hoffman stated his company will be assessed for Zinc more often after this occurrence just to make sure nothing else shows up. All the other tests are normal.

Mr. Lammi asked Ms. Hoffman for the water collection results she conducted. Ms. Hoffman provided the Board members with a visual chart on the conference room monitors which displayed all participants' results.

Ms. Hoffman conducted a contamination test sent to MJ Reider. Ms. Hoffman sent them DI water labeled as lab sink water and the result came back non-detection, indicating no lab interference is occurring.

Mr. Hopkins stated this occurrence has to be related to the work being done currently by the Water Authority. If a certain amount of lead is found, with the new rules and testing, excavation will have to be conducted to look further to find the cause of it. Mr. Hopkins added the lead penalties now are extreme.

Ms. Hoffman stated that, if the water authority only tested for Phosphate, they might not be aware of the Zinc levels they are discharging.

FINANCE COMMITTEE REPORT

Mr. Blanchfield asked Mr. Schimmel for the email he received from Mr. Hottenstein about the submission. The amount discussed previously was \$250,000.000 but Mr. Hottenstein calculated the savings at \$236,000.00. The market is not at the best moment to submit so the suggestion was to put that submission on hold for now.

Mr. Hopkins suggested to just settled at \$235,000.00.

Mr. Lammi stated Mr. Hottenstein asked him to wait a few weeks so the market can get better and be able to get \$250,000.00 or closer to that number.

Mr. Gaul stated rates should go down by the end of this year.

Mr. Blanchfield asked Mr. Schimmel if he found the Moody bill. Mr. Schimmel did find the information not the bill. The Authority's rating is A2. Mr. Schimmel stated because we are a small business our rating will not be high.

Mr. Lammi stated that at a meeting were discussed some factors about the ratings and one of these are the Authority's employee size, budget, among others.

Mr. Lammi asked Mr. Schimmel about where we stand as far as asking the Auditors when they would like us to provide them with information or notifying us when we would like to see the audit completed so we can give information to our members.

Mr. Blanchfield stated we were still confused and not certain what should be done.

Mr. Schimmel will contact Steve at the Auditor's office to ask for those reports and he believes they will be able to provide a better service this year, since we already have a year under our belt. Mr. Schimmel stated after that conversation he could get a better idea about the letter required. Mr. Lammi stated Mr. Blanchfield and Mr. Schimmel should work together on this matter and keep the rest of the Board informed.

Mr. Blanchfield stated Mr. Gaul had expressed when we should have the audit ready for next year, but it was established we were not able to comply with those dates due to the information that comes from the Municipalities. His understanding was that the time set to have a completed audit was September 1st.

Mr. Schimmel agreed to speak to Steve, get an earlier day, and see how much of the audit depends on the City of Easton audit.

Mr. Lammi stated we should work to try to get it sooner this year.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated there are only two items. The first item concerned Cyber Security Insurance, which was voted on last month. Travelers had some questions that Mr. Morgan was working on and submitted answers to Ms. DiSora. Mr. Morgan stated he met up with SolveIt and filled out the form which he sent to Mr. Lammi. Mr. Lammi agreed to sign the forms and send it to Ms. DiSora.

The next item Mr. Lammi discussed was the proposed Theft Criminal and the Bonding insurance. Mr. Gaul had sent Mr. Lammi some questions about the policy's coverage, and Mr. Lammi had forwarded them to Ms. DiSora for evaluation and answers.

Mr. Morgan stated he filled out the policy application and spoke to Ms. DiSora about it, after discussing the matter with Ms. Hoffman. Mr. Morgan stated it is complicated because there are 25 City employees and contractors, but Ms. DiSora was satisfied with the answers provided. Mr. Morgan will also forward that form to Mr. Lammi for his signature and forward it to Ms. DiSora.

Mr. Lammi commented these two insurance applications seemed the most difficult to complete.

Mr. Lammi asked Mr. Morgan when he needs the Bonding information for the grant. Mr. Morgan replied that he does not need it now, but he will ask when it is needed, so the Authority can comply with the grant requirements.

OPERATIONS REPORT

Mr. Wilson reported the plant is running well. The only item to mention was that Dual Temp said the plant needed a new expansion tank. The company pulled out the old one, but when Mr. Wilson assessed it, he found nothing wrong with it. He was not sure if Dual Temp misdiagnosed it, but regardless Dual Temp installed a new one for free.

Mr. Wilson added there was 2.2 million Gallon CSO in March due to plenty of rain.


ADDITIONAL REPORT

- ❖ **Old Business:** None
- ❖ **New Business:** Mr. Hopkins made a suggestion regarding a recording device that could potentially be utilized to record the Board Meeting minutes. It is called Read AI. It is primarily utilized to transcribe meetings conducted via zoom and focus on the main topics discussed. Mr. Hopkins added there is a seven-day trial period that we can benefit from trying it out.

Mr. Lammi and Mr. Gaul stated there was no reason for an Executive Session

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Van Arman, and unanimously carried, at 6:07 PM.

Respectfully submitted,


Yuselndy Zorrilla

EAJSA Board Recording Secretary