

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
March 20, 2023 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, March 20, 2023, 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 6:01 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	David Hopkins Vice-Chairman	City of Easton	12/31/2028	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 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	VACANT	Forks Township	12/31/2024			
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.

❖ **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:**

Mr. Morgan asked, under Engineering Committee Report, to add the approval of a change order from Bracy Construction for truss modification to the new Administration Building. The reason for the amendment was to allow expedient Board action.

A motion was made by Mr. James, and seconded by Mr. Riegel, to approve the agenda and amendment. **Motion Carried (10-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Werner, and seconded by Mr. Blanchfield, to approve the minutes of February 21, 2023 meeting as presented. **Motion Carried (10-0).**

❖ **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, received a Certificate of Insurance from Kressler, Wolff, and Miller indicating the EAJSA is an additional insurer on the City of Easton's general liability policy.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, reported he is seeking approval to write-off of the Authority's financial accounts Weyerbacher Brewing Company's outstanding balance as uncollectable debt (but not forgiven). As a result of the sale of Weyerbacher's assets in the bankruptcy proceeding, Weyerbacher does not have any known assets, and has outstanding liabilities, with priority over the Authority's claims, well in excess of assets. This will drop the accounts receivable by \$20,493.39.

A motion was made by Mr. Werner, and seconded by Mr. James, to write-off on the Authority's financial accounts, but not forgive, the Weyerbacher Brewing Company's outstanding balance in the amount of \$20,493.39 as uncollectable. **Motion Carried (10-0).**

A motion was made by Mr. Hopkins, and seconded by Mr. Riegel, to approve the March 2023 bills in the amount of \$2,581,351.12. **Motion Carried (10-0).**

A motion was made by Mr. Mauro, and seconded by Mr. James, to approve Bond Funds Requisition 21-C2023-03, in the total amount of \$760,837.26, in accordance with the Authority Engineer's reports. **Motion Carried 21-C2023-03 (10-0).**

ENGINEERING COMMITTEE REPORT

Mr. Hopkins had nothing to report.

Mr. Jeff Morgan, EAJSA Consulting Engineer, requested approval of a change order from BSI Construction Contractors for telecommunications wiring and equipment, Memorandum Item #3-01.

A motion was made by Mr. Hopkins, and seconded by Mr. Blanchfield to approve the proposal, in accordance with Memorandum Item #3-01, from BSI Construction Contractors for Telecommunications wiring and equipment in the amount of \$48,880.11. **Motion Carried Memorandum #3-01 (10-0).**

Mr. Morgan requested approval of a change order from Bracy Construction for truss modifications in the New Administrative Building. Looking for approval to keep the project moving, instead of waiting for next month's Engineering Meeting.

A motion was made by Mr. Hopkins, and seconded by Mr. Blanchfield to approve a change order, with Bracy Construction for truss modifications in the amount of \$9,000. **Motion Carried (10-0).**

Mr. Morgan stated the Administrative Building furniture is being worked on, along with conference room equipment.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated the Committee met earlier in March.

Ms. Hoffman reported permit renewals are in process and inspections will begin next month for the industries.

The next IPP Committee meeting for Thursday, May 4 at 9 a.m.

FINANCE COMMITTEE REPORT

Mr. McGowan and Mr. Schimmel had nothing to report.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated he asked Mr. Blanchfield to join the committee given his environmental experience. He also recommended a different approach to review and understand the risks involved prior to using the RFP to contact a broker. Once the approximate value and risk is determined, then contact the appropriate insurance broker to review the type of liability needed.

OPERATIONS REPORT

Mr. Wilson reported the new Rotomat equipment is schedule to start this week and training will occur the day after start-up. The new machine will run for a week and then demolition on the other machine will begin once everything is configured for the new equipment. The Gearbox is being replaced on Wednesday and a leaky seal that was found on another will also be repaired at the same time.

ADDITIONAL REPORT

- ❖ **Old Business:** None

- ❖ **Unfinished Business:** Mr. Lammi asked Mr. Hopkins if the City of Easton had made any progress in finding a new Board member to replace Chuck Peterson. Mr. Hopkins explained many vacant spots currently exist on different City boards, unfortunately. The City is having a hard time filling them. Mr. Lammi also noted Forks Township Board position is still vacant.

- ❖ **New Business:** None

The meeting was adjourned on a motion by Mr. James, and seconded by Mr. Blanchfield, and unanimously carried, at 6:50 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary