

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

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Tuesday, February 21, 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 6:00 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	12/31/2028	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	6:04 pm
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).
- ❖ **Election of Treasurer:**  
Mr. Blanchfield nominated James McGowan for 2023 Treasurer, and made a Motion for his election, seconded by Mr. Riegel. **Motion Carried (9-0).**
- ❖ **Agenda and any Amendment Approval:**  
Mr. Lammi asked, under Accounting Report, regarding a proposed Officer Certificate to close out the 2015 Bond. The reason for the amendment was to allow expedient Board action. By consensus, the Board approved the posted agenda with the proposed amendment.
- ❖ **Minutes Approval:**  
A motion was made by Mr. McGowan, and seconded by Mr. Campos, to approve the minutes of January 17, 2023 meeting as presented. **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.

Board member Joe Mauro, Jr., entered the meeting at 6:04 p.m.

### SOLICITOR'S REPORT

Attorney Michael Gaul, EAJSA Solicitor, presented a proposed Resolution Authorizing the Execution of Authority Documents and other Miscellaneous Items, Agenda Item No. 2023-02-21, which was both emailed to Board members prior to the meeting and distributed at the meeting. The proposed Resolution memorializes current Authority practices, as opposed to changing practices. The purpose of the policy is to provide a record of the authorized Board practices for reference in the future. Board members and Authority Officers will change over time. The creation of a written policy will enable future Board members and officers to be aware of the Authority's practices, and the authority of the Authority's Officers and other representatives. The Chairman had requested that the Resolution be prepared.

A motion was made by Mr. Hopkins, and seconded by Mr. Mauro to approve the proposed Resolution Item No. 2023-02-21 A Resolution Authorizing the Execution of Authority Documents and Other Miscellaneous Items. **Motion Carried 2023-02-21 A (10-0).**

### ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant stated that the final 2022 Expenditure Report, and the new year's 2023 Expenditure Report are both included in the meeting packet.

A motion was made by Mr. McGowan, and seconded by Mr. Werner, to approve the February 2023 bills in the amount of \$445,203.93. **Motion Carried (10-0).**

Mr. Schimmel reported the final draw down on the 2015 Construction Fund Bond in the amount of \$70.36 has been made. He is requesting approval of the proposed Officer's Certificate and Engineering Certificate to close out the 2015 Bond Construction Fund.

A motion was made by Mr. James, and seconded by Mr. Mauro, to approve the proposed Officer's Certificate and Engineering Certificate to close out the 2015 Bond Construction Fund. **Motion Carried 15-C2023-1 (10-0).**

A motion was made by Mr. Mauro, and seconded by Mr. Campos, to approve Bond Funds Requisition 21-C2023-02, in the total amount of \$362,523.77, in accordance with the Authority Engineer's reports. **Motion Carried 21-C2023-02 (10-0).**

A motion was made by Mr. Werner, and seconded by Mr. Blanchfield, to approve Bond Funds Requisition 15-C2023-1, in the total amount of \$70.36, in accordance with the Authority Engineer's reports. **Motion Carried 15-C2023-1 (10-0).**

### ENGINEERING COMMITTEE REPORT

Mr. Lammi reported on behalf of Mr. Hopkins, nothing to report.

Mr. Jeff Morgan, EAJSA Consulting Engineering, requested approval of a proposal from Hi-Tech Security for Automated Door Access, Memorandum Item #2-0. The Engineering Committee recommends the Authority approve this bid.

A motion was made by Mr. Hopkins, and seconded by Mr. Riegel to approval the proposal, in accordance with Memorandum Item #2-01, from Hi-Tech Security for Automated Door Access in the amount of \$15,140. **Motion Carried Memorandum #2-01 (10-0).**

Mr. Morgan stated the Administrative Building had a City Inspection and it went well. Work is continuing on proposals for office furniture and conference room equipment, and electric work for internet and cable.

Mr. Morgan stated a meeting with Wilson Borough will be occurring to discuss the sewer backup that occurred, and discuss the FOG program.

Mr. Morgan updated that there will be a preconstruction meeting with the contractor for the Gearbox Repair Project.

#### **PRETREATMENT COMMITTEE REPORT**

Mr. Mauro had nothing to report.

Ms. Hoffman reported the EPA Annual Report 2022, is being finalized and will be sent to the EPA. There were no significant users or minor users in significant non-compliance for 2022.

The IPP Committee meeting has been moved from Thursday, March 9 to Friday, March 10 at 9 a.m.

#### **FINANCE COMMITTEE REPORT**

Mr. Schimmel had nothing to report.

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

Mr. Lammi stated the committee met on February 10. The discussion was focused on the common lines and requesting proposals from insurance brokers that have experience with environmental liability to identify the risks and liabilities to determine any additional insurance needed.

Mr. Lammi drafted a copy of the draft RFP and it has been disseminated for comment to the committee members. Next will be a discussion on to which insurance broker the letter will be sent.

#### **OPERATIONS REPORT**

Mr. Wilson reported the plant is running well. Centrifuge #1 was rebuilt in January and the sludge conveyor belt broke during the freeze in December, which was also rebuilt.

#### **ADDITIONAL REPORT**

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

The meeting was adjourned on a motion by Mr. Werner, and seconded by Mr. Mauro, and unanimously carried, at 6:47 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary