

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
January 18, 2022**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Tuesday, January 18, 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	6:10pm
2	Luis Campos	City of Easton	12/31/2025		X	*
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	6:06pm
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. Attending by Zoom Meeting were David Hopkins, Paul James, Joseph Mauro Jr, James McGowan, Charles Peterson, Steven Riegel, John Van Arman, and Robert Werner.

❖ **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 Officers:**

Mr. Van Arman made a motion, seconded by Mr. James to elect the 2021 officers to their same offices for 2022. Mr. Robert Lammi, as Chairman, Mr. David Hopkins, as Vice Chairman, Mr. Stephen Riegel, as Secretary, and Mr. James McGowan, as Treasurer. Motion passed by a voice vote (8-0; Absent at time of vote was Mr. Blanchfield, Mr. Campos, and Mr. Peterson). **Motion Carried 2022-01-18 A**

❖ **Agenda and any Amendment Approval:**

A motion by Mr. Riegel, seconded by Mr. Van Arman to approve the posted agenda, without any amendments was passed by a voice vote (9-0; Absent at time of vote was Mr. Blanchfield and Mr. Campos). **Motion Carried.**

❖ **Minutes Approval:**

A motion by Mr. McGowan, seconded by Mr. Riegel to approve the minutes of December 20, 2021, regular meeting was passed by a voice vote (9-0; Absent at time of vote was Mr. Blanchfield and Mr. Campos). **Motion Carried.**

❖ **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 he had nothing to report.

A motion was made by Mr. Hopkins, seconded by Mr. McGowan to approve the January 2021 bills in the amount of \$ 330,909.65, and passed by a voice vote (10-0; Absent at time of vote was Mr. Campos). **Motion Carried 2022-01-18 B**

Mr. Lammi stated there are two Requisitions of Bond Funds for approval: C2021-14 in the amount of \$18,670.75; and C2021-15 in the amount of \$283,772.62.

A motion was made by Mr. Mauro, seconded by Mr. James to approve the two (2) Requisitions of the Bond Funds in accordance with the Authority Engineer's reports and recommendations and passed by a voice vote (10-0; Absent at time of vote was Mr. Campos). **Motion Carried 2022-01-18 C**

**ENGINEERING COMMITTEE REPORT**

Mr. Hopkins stated the Disk Filters will be starting in the next few weeks, which is exciting and will provide an added level of assurance should there be a plant hiccup.

Mr. Morgan provided an update on the planned 2022 major projects. A summary is provided every January. There is nothing new on the list. Everything has been discussed previously.

Mr. Morgan stated that next month he will request Board authorization to advertise bid specifications for the new Administration Building.

Mr. Morgan reported that the Disk Filter System project should be wrapping up in the next couple weeks. Start-up activities will then begin. He should have an update on how it is going at the February meeting.

Mr. Morgan stated his design review meeting with Hazen on the FOG and Combined Heat and Power Project occurred today. City has an ongoing climate action plan that will be reviewed as the FOG project has been reviewed within this plan. Mr. Morgan will come back to the Board with additional details on this plan, which will be reviewed with the Engineering Committee at the February meeting.

Mr. Morgan spoke with Rebecca Burke from Delta One, which is the grant agency the Authority has used in the past. She is going to provide a summary memorandum for potential grant opportunities that may apply for the Authority's current projects. This will be presented to the Engineering committee and then the Board upon receipt.

Mr. Morgan stated he will be working with LaFayette College again on their Capstone Design project for the seniors. The project will review the Force Main Repair at the pumping station. In return, they'll be assisting us with getting the sources and computer modeling for files and formatting that can be used at the plant.

#### **PRETREATMENT COMMITTEE REPORT**

Mr. Mauro stated the IPP Committee met, January 6, 2022 and requested electronic payment options by wire transfer versus paper check, for the industries. Mrs. Lane is working on meeting with Fulton Bank to discuss this option.

Ms. Hoffman reported that Georgia Pacific/Dixie's closing inspection will occur the first week of February. After that, their permit will be permanently closed with IPP.

Ms. Hoffman updated they are working on following up, via phone, to the restaurants in Easton who should have received a FOG Survey but have not heard back from.

#### **FINANCE COMMITTEE REPORT**

Mr. Morgan explained there are two updates on the billing memorandum: (1) Weyerbacher has paid their Q1 2021 invoice and (2) the Authority's lockbox payment was late, but has now been paid, resulting in the Authority now receiving payments from the IPP permittees again.

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

Mr. Hopkins stated he had nothing to report.

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

Mr. Lammi reported the insurance committee met January 13. Atty Gaul's colleague, Atty Graig Schultz, put together an analysis on the insurance requirements in Authority agreements, policies in place, City insurance requirements, current City policies in place, and recommended coverage for the Authority. The analysis and applicable documentation was extensive and useful. Discussion on this allowed for Mr. Hopkins to speak with Michele DiSora from Kristler, Wolff and Miller, who will attend the insurance committee's next meeting on January 28. She will answer any questions during this meeting. Mrs. Lane will arrange for the meeting to be held via Zoom.

#### **OPERATIONS REPORT**

Mr. Wilson reported the plant is running well, other than the cold weather operational issues.

Mr. Wilson stated that there is nothing new with the drive/card replacement. He has not heard from OCC since December.

Mr. Hopkins stated that a fifth mechanic has been added to the roster. This will assist in training and succession planning.

#### **ADDITIONAL REPORTING**

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

The meeting was adjourned on a motion by Mr. Peterson and seconded by Mr. Mauro at 6:37 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary