

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
January 21, 2025 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Tuesday, January 21, 2025, 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 5:08 p.m. Board Members were present 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	Jeffrey Bracken	Wilson Borough	12/31/2029	X		*
3	Luis Campos	City of Easton	12/31/2025		X	
4	Patrick Caubel	City of Easton	12/31/2028	X		*
4	James Frank	Forks Township	12/31/2029	X		*
5	David Hopkins Vice-Chairman	City of Easton	12/31/2028	X		*
6	Paul James	West Easton Borough	12/31/2029	X		*
7	Robert Lammi Chairman	Palmer Township	12/31/2024	X		*
8	Joseph Mauro Jr	City of Easton	12/31/2025	X		*
9	Stephen Riegel Secretary	Tatamy Borough	12/31/2029	X		*
11	Robert Werner	City of Easton	12/31/2025	X		*
12	VACANT	City of Easton	12/31/2029			

*Beginning of Meeting

**Adjournment of Meeting

Board members attending via Zoom Meeting could hear each meeting attendee and be heard by each attendee.

❖ **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), Yuselndy Zorrilla (City of Easton Office Manager of WWTP, and Authority Administrative Assistant).

Mr. Lammi introduced new Board Member Mr. Patrick Caubel, who was appointed by the City of Easton.

❖ **Election of Officers:**

Mr. Gaul conducted the election of the Authority’s officers.

Mr. Hopkins nominated Mr. Lammi as Chairman. There was no other nomination for Chairman.

Mr. Lammi was elected Chairman, with all Board Members present voting in favor of his election **(10-0)**.

Mr. Blanchfield nominated Mr. Hopkins as Vice-Chairman. There was no other nomination for Vice-Chairman. **Mr. Hopkins was elected Vice-Chairman**, with all Board members present voting in favor of his election (10-0).

Mr. James nominated Mr. Blanchfield as Treasurer. There was no other nomination for Treasurer. **Mr. Blanchfield was elected Treasurer**, with all Board members present voting in favor of his election (10-0).

Mr. James nominated Mr. Riegel as Secretary. There was no other nomination for Secretary. **Mr. Riegel was elected Secretary**, with all Board members present voting in favor of his election (10-0).

Election Results:

Chairman: Robert Lammi
Vice Chairman: Dave Hopkins
Treasurer: Robert Blanchfield
Secretary: Stephen Riegel

Mr. Lammi presided over the remainder of the Board meeting.

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. James and seconded by Mr. Blanchfield, to approve the posted agenda without any amendments. **Motion Carried (10-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Blanchfield, and seconded by Mr. Hopkins, to approve the minutes of the Board's December 16, 2024, regular 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 Gaul stated that he did not have a report but noted that the Engineering Committee's report will include discussion of some legal-related matters.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, had no report. Mr. Schimmel stated the office had received two late invoices from the City of Easton, which brought the total amount of bills to \$ 1,529,896.36.

Mr. Blanchfield made a motion, seconded by Mr. James, to approve the December 2024 bills for payment in the total amount of \$ 1,529,896.36. **Motion Carried (10-0).**

Mr. Hopkins made a motion, seconded by Mr. James, to approve the Bond Funds Requisition 25-C2025-01 in the amount of \$ 16,7444.10 in accordance with the Authority Engineer's recommendation. **Motion Carried (10-0).**

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the Engineering Committee met on January 7, 2025. The Committee discussed several topics including the 5-year capital plan, and SCADA as well.

Mr. Hopkins asked Mr. Morgan to present several informational items and some items for approval.

Informational Items

Mr. Morgan stated that a copy of the Authority's Five-Year Capital Plan and a memo were in the meeting packet. Some Plan items did not contain pricing because these items need to be studied to determine the scope of work required.

Mr. Morgan stated the capital plan can always change depending on needs.

Next, Mr. Morgan stated that SCADA-related work, including upgraded improvements such as software and hardware, will be discussed at the next Authority Board meeting, along with a request for approval of the work.

Next, Mr. Morgan reminded the Board that at the last Board meeting the Board approved an engineering proposal for the Lehigh Drive Interceptor Repair Project. Mr. Morgan stated that initial survey work had been completed, and a PennDOT High Occupancy permit is needed.

Next, Mr. Morgan provided an update about the Digester No. 1 Cleaning and Miscellaneous Improvement Project. The project was put out to bid on PennBid last Monday.

At the request of Mr. Lammi, Mr. Morgan provided some brief information regarding the WWTP SCADA System for the benefit of the Authority Board's new members. He provided a definition of SCADA – Supervisory Control and Data Acquisition, and the nature of its operations. The SCADA System monitors operations at the three Authority's pump stations, five City's pump stations and the WWTP and performs some control functions at the plant. Mr. Morgan added there are monitors located in the WWTP's Operator's Control Room as part of the SCADA System where the Operators can view flow data, level data, alarms, etc. Mr. Morgan also stated the equipment must be physically viewed and inspected to clear these alarms. Mr. Morgan added operators conduct two hour rounds daily at the plant and pump stations that are remote are routinely visited three times per week.

Mr. Morgan stated Plant's Operations Manager and Assistant Operations Manager utilize this daily, weekly, and monthly historical data to prepare the discharge monitoring reports that must be submitted to the state monthly and to complete the Authority's annual report.

Mr. Morgan added the SCADA System started back in 2001 and has evolved during the past 24 years. The current system needs new computers, which run all day, every day. Software upgrades will be from the current manufacturer, GE, but with current, new software and new functions.

Items for Approval

Mr. Morgan went over the following items for approval. For convenience, he began with Engineer Memorandum #01-03 first.

Engineering Memorandum # 01-03; Approval of Procurement Policy For Use of Non-Federal Funds

Mr. Morgan stated the H2O PA Grant received for the Force Main Replacement Project has resulted in the

Authority Board adopting new or revisiting old procurement policies. One such policy is the Authority's policy regarding procurement with non-federal funds.

Mr. Morgan stated the Engineering Committee went over the existing procurement policies and procedures which were established in 1998. Mr. Morgan added the Engineering Committee directed SCE to work with Plant Management and the Authority Solicitor to draft a Procurement Policy For Use of Non-Federal Funds. Mr. Morgan stated the committee reviewed the draft presented at this time and asks for approval of this policy.

Mr. Morgan stated the threshold procurement limits for competitive bidding, competitive quotes, and sole source procurement under the Pennsylvania Municipalities Authority Act have increased since 1998, but the Authority's internal approval levels for Engineering Committee procurement, for example, have not. Mr. Morgan stated that, for example, the policy now allows for Engineering Committee to approve procurements up to \$23,800.00 in 2025. A procurement cost higher than that amount will have to be presented to the Board for approval.

A motion was made by Mr. James and seconded by Mr. Riegel to approve the Procurement Policy For Use of Non-Federal Funds, as presented. **Engineering Memorandum # 01-03. Motion Carried (10-0).**

Engineer Memorandum # 01-01 and #01-02; Riverstar and City of Easton Easement Agreements

Mr. Morgan stated that the Authority needs to obtain permanent and temporary construction easements from the City and Riverstar Properties, owner of the 101 Larry Holmes Drive parking lot, to complete the Second Street Force Main Replacement Project. Mr. Morgan added the Force Main will be horizontally directional drilled from the Riverstar property, cross underneath the river and come up a park that is owned by the city on the south side of the river by the flow chamber meters located over there. Copies of the substantial forms of the easements and another consent were sent to all Board members via email and hard copies presented at the time of the meeting. Attorney Gaul also handed out a slightly updated version of the Riverstar easement at the Board meeting. Mr. Morgan is requesting approval for the Authority officials to share these draft easement documents and consent with the property owners so they can be reviewed and have a final version to present at the next Board meeting in March 2025.

Mr. Morgan added the Force Main Project should be going for Bid on Friday 1/31/25. Mr. Morgan added Bids should be received by March 4, 2025, which is also the Engineering Committee meeting, and then discussed at the March 17, 2025, Board meeting. Mr. Morgan stated that after some reviews and discussion with various contractors about the original costs of this project, value engineering was completed, which should reduce the cost of this project and make it more affordable.

Mr. Gaul went over his minor modifications to the draft Riverstar Properties Temporary Construction and Permanent Easement. He stated that the draft stand-alone Temporary Construction Easement is no longer needed. It will be combined with the permanent easement.

Mr. Gaul stated that one addition to the Riverstar Easement is that, consistent with prior discussions, the Authority is offering to include some parking improvements when it restores the area disturbed by construction.

Mr. Gaul added there is another document called Easement Agreement Consent and Joiner with PD Property, the owner of 91 Larry Holmes Dr. property. Mr. Gaul stated that the consent of PD Property was necessary due to certain cross easements, but the expected work would not appear to have a material impact on the use of the 91 Larry Holmers Dr. property.

Mr. Gaul elaborated on the City of Easton Temporary Construction and Permanent Easement.

Mr. Gaul stated some technical changes concerning the descriptions of the easement areas would have to be made, but he did not think substantial changes to the main body of the easement agreement would need to be made before its transmittal to City officials.

A Motion was made by Mr. Blanchfield and seconded by Mr. James to authorize the Chairman or Authority Engineer to share the proposed Riverstar and City of Easton Easement Agreements for the Force Main Replacement Project, and PD Property Consent, with the property owners substantially in the form presented and discussed, with such incidental modifications as they deem necessary or convenient in consultation with the Solicitor. **Engineer Memorandum # 01-01 and #01-02. Motion Carried (10-0).**

At this time Mr. Schimmel had to leave the meeting to attend other responsibility.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated the Committee met on January 9, 2025. Mr. Mauro stated Ms. Hoffman had created a new sampling schedule for M J Reider with all the significant industries scheduled for the first quarter and the minor industries scheduled for the second quarter.

Ms. Hoffman stated the focus at this time is the EPA Annual Report. Ms. Hoffman stated she attended a virtual EPA training course on January 16, 2025, which covers all aspects of the report.

Ms. Hoffman stated she obtained a new authorization letter from Mr. Lammi to sign off on behalf of the Authority. Ms. Hoffman is now the official signatory and manager for the EPA Annual Report for the Easton Area Joint Sewer Authority for the EPA, report is due March 31, 2025.

Mr. Morgan added this new report allows easy access to a portal where data can be entered into all different sections and obtain a pdf print out. Mr. Morgan compared this new report access capability with a past method which was more challenging.

FINANCE COMMITTEE REPORT

Mr. Blanchfield gave an introduction of this section of the meeting to new Board member Mr. Caubel. Mr. Blanchfield explained the process of paying the Board's monthly bills.

Mr. Blanchfield stated the capital report from Mr. Morgan which was in the packet was extremely helpful.

Mr. Morgan elaborated on the two tables provided in the packet. Mr. Morgan added one is for the Capital Projects financed and one is for Projects paid out of the Authority's budget and states how much is to be paid and how much is remaining. Mr. Morgan stated that every quarter or six months he goes over to see how much is left and capital projects status.

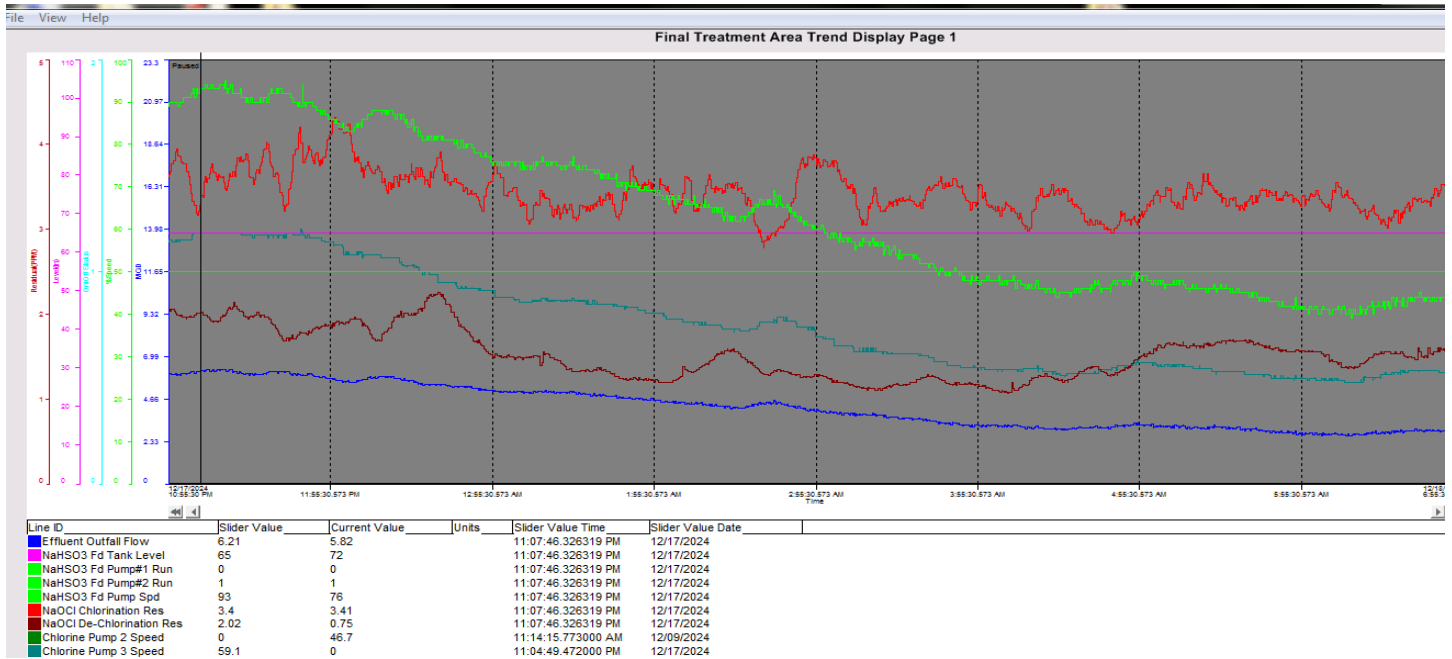
INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated there is no report.

OPERATIONS REPORT

Mr. Wilson presented a SCADA graph to illustrate a 12/18/25 chlorine instantons max violation with high result of 4.4 due to color interference. Mr. Wilson stated it was reflected on the DMR and discussed with DEP. Mr. Wilson stated DEP stated it had to be reported but a notice of violation was not issued. (graph below)

12/18/24 SCADA trend for final effluent and typical final chlorine analysis results spreadsheet (12/7/24 to 12/28/24)



- Red line – chlorine residual at flash mixer
- Maroon line - chlorine residual prior to sodium bisulfite addition
- Aqua line – chlorine feed pump speed
- Yellow line – sodium bisulfite feed pump speed
- Blue line – effluent flow

Sodium hypo and Sodium BiSulfite feed pump trends show any variations in typical feed rates

SCADA Trend point	Time			
	0000	0200	0400	0600
Flash Mixer	4.16	3.25	3.46	3.26
Pre-BiSulfite	1.91	1.22	1.17	1.51
Hypo feed pump speed	50	38.9	26.9	24.3
Effluent flow	5.8	4.49	3.18	2.71

Log sheet entry	Time			
	0000	0200	0400	0600
First Bend (flash mix)	4.22		3.98	
Pre Dechlor	4.40	4.40	4.40	4.40
Post Dechlor	0.32	4.40	4.40	3.69

Above chlorine residuals taken with a HACH DR 300

Mr. Wilson stated Chlorine cannot be created in a Chlorine Contact Tank. Mr. Wilson stated all the 4.4 ppm results were inaccurate. Mr. Wilson added that typically Sodium BiSulfite at 1.5:1.0 ratio is more than sufficient to neutralize chlorine. Mr. Wilson stated at 4.4 ppm will feed Sodium BiSulfite at 8.0 ppm so it would be plenty of Sodium Bisulfite to handle the chlorine at that level.

Mr. Wilson added there are two inline instruments: the first at the Flash Mixer as a residual trim to control chlorine feed. The second, pre-bisulfite is before we feed Sodium Bisulfite, typically between 1.5 ppm and 2.0 ppm

depending on the chlorine demand, afterwards, it is typically 0.1 ppm or less, 99% of the time. The instrument trends in the graph did not deviate from the norm.

Mr. Wilson stated normal results returned after the interference passed.

Mr. Morgan stated then when Chlorine is fed at the influent of the tank, the wastewater has Chlorine demand and will reduce the Chlorine concentrations.

Mr. Wilson reported that next month's operations report will note a fecal violation which occurred in January due to some elevated ammonia results of 0.94 ppm. Mr. Wilson stated normally it is 0.1 or 0.2 with a 99% removal rate, but with the colder weather we have been up to 5.0 ppm for about two weeks.

Ms. Hoffman stated the fecal violation was in January, but still dealing with the high ammonia levels.

Mr. Wilson stated there is a plan for the Ditch dissolved oxygen, removing an older blower from the blower building for the Aerobic Digesters to put it up in B2 to wire it up and put a diffuser. A monthly rental fee was quoted at \$10,000.00, alternatives are being considered, including plant blowers which get service once a year by the plant operators.

Mr. Werner asked about the microorganism that was affecting the plant's disk filters. Ms. Hoffman stated she did meet with a Microbiologist to discuss the cause and a corrective plan.

Mr. Wilson stated the microorganism has appeared to run its course on its own. Treatment wise, chlorine addition and an ozone generator were also installed at the influent of the disk filter. Chlorine tablets were placed in the backwash water vault and lights were placed on the disks (the organisms are light sensitive). Ms. Hoffman stated micro tests numbers have been declining, from 64, then 20 and last time 11, we are going in the right direction to go back to normal. Ms. Hoffman stated no pink residue is present.

Mr. Wilson stated to prevent this microorganism affecting us in the future, the plan would be to apply light on the disk filter units (organisms are light sensitive) and chlorine tablets in the backwash wastewater.

Ms. Hoffman stated a plan to chlorinate disk filter backwash water is planned to help mitigate all of that during the summer months.

Mr. Morgan stated feeding chlorine dioxide could also help.

ADDITIONAL REPORT

❖ **Old Business:** N/A

❖ **New Business:** Mr. Lammi asked Mr. Morgan to put together a letter about what EAJSA have been doing for our Annual Report. Mr. Morgan stated in April 2025 would be a good time because by then he would have an updated Capital projects report, IPP data, flow data for the last five years, billing, and a complete picture of Chapter 94.

Mr. Lammi stated Joe Mauro will be appointed as a new Engineering Committee member. Mr. Mauro is a retired city Engineer.

Mr. Lammi asked Mr. Gaul if there was a reason for an Executive Session. Mr. Gaul responded, there was not.

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Hopkins, and unanimously carried, at 6:05 pm.

Respectfully submitted,

Yuslenny Zorrilla
EAJSA Board Recording Secretary