

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
January 17, 2023 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Tuesday, January 17, 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		*
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. Board Member James McGowan attempted to attend the meeting via ACT but was not able to communicate with attendees due to technical connection issues and is thus marked absent.

❖ **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. Campos nominated Robert Lammi for 2023 Chairman, and made a Motion for his election, seconded by Mr. Hopkins. **Motion Carried (Unanimous).**

Mr. Lammi nominated David Hopkins for 2023 Vice Chairman, and made a Motion for his election, seconded by Mr. Van Arman. **Motion Carried (Unanimous).**

Mr. Mauro nominated Stephen Riegel for 2023 Secretary, and made a Motion for his election, seconded by Mr. Blanchfield. **Motion Carried (Unanimous).**

The Treasurer will be elected during the February 2023 meeting.

❖ **Agenda and any Amendment Approval:**

Mr. Lammi asked, under New Business, to create a small group that will write a policy on approval and

signature of documentation for the Authority. A motion was made by Mr. Blanchfield, and seconded by Mr. Riegel, to approve the posted agenda with agenda to include New Business addition. **Motion Carried (9-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Riegel, and seconded by Mr. James, to approve the minutes of December 19, 2022 meeting as prepared. **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.

SOLICITOR'S REPORT

Attorney Michael Gaul, EAJSA Solicitor, stated he reviewed the copier lease, which was approved by the Board. He stated the Authority can move forward with the lease as it does not appear to be subject to bidding.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant had nothing to report.

A motion was made by Mr. James, and seconded by Mr. Mauro, to approve the January 2023 bills in the amount of \$265,638.06. **Motion Carried (9-0).**

Mrs. Lane advised the Board that the contract with SolveIT is up for renewal. This contract is for the Authority's IT work, including Microsoft, Back-up data, Technical Support.

A motion was made by Mr. Blanchfield, and seconded by Mr. James, to approve the SolveIT contract. **Motion Carried (9-0).**

A motion was made by Mr. Mauro, and seconded by Mr. James, to approve Bond Funds Requisition 21- C2023-01, in the total amount of \$224,229.99, in accordance with the Authority Engineer's reports. **Motion Carried 21-C2023-01 (9-0).**

ENGINEERING COMMITTEE REPORT

Mr. Hopkins had nothing to report.

Mr. Jeff Morgan, EAJSA Consulting Engineering, provided the Board with a Summary of Major Projects for 2023. There were no questions.

Mr. Morgan requested approval of a Bid for the Mechanical Aerator A-1 Gearbox Repair Project, Memorandum Item #1-01. Four (4) bids were received, the lowest being from Iron Hill Construction. ARRO, the design engineer reviewed the contractor's references and advised Mr. Morgan that Iron Hill Construction is qualified to complete the required work. The Engineering Committee recommends the Authority approve this bid.

A motion was made by Mr. Werner, and seconded by Mr. Mauro to award to Iron Hill, in accordance with Memorandum Item #1-01, the WWTP Oxidation Ditch – Mechanical Aerator A1 Gearbox Repair Project contract in the amount of \$31,221, along with a \$50,000 allowance in repairs after the gearbox is complete for a total approval amount of \$81,221, subject to the Solicitor's review and approval of the bid documentation. **Motion Carried Memorandum #1-01 (9-0).**

Mr. Morgan requested approval of the purchase of a Snowplow and Salt Spreader equipment for the New 2022 Ford F250 Pickup Truck, in the amount of \$15,957 under a COSTARS contract, in accordance with

Memorandum #1-02. The existing equipment could not be transferred from the old truck to the new one.

A motion was made by Mr. Van Arman and seconded by Mr. Mauro to approve the purchase of a new Snowplow and Salt Spreader for the 2022 Ford F250 Pickup Truck, Memorandum Item #1-02. **Motion Carried Memorandum Item #1-02 (9-0).**

Mr. Morgan stated the Administrative Building continues to move along, with an anticipated completion date for May 2023.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro reported that the IPP Committee met on January 5, 2023.

Ms. Hoffman reported she is currently working on the Annual Report 2022, which is due to EPA on March 31, 2023. She met with Savant Beverage owners and discussed the addition of The Colony Meadery to the facilities and how this may influence their discharge. They believe it will increase flow slightly and lower the pH, but his should not create an issue. A modification to their application may be necessary.

Mrs. Hoffman and Mr. Morgan will be presenting at the Eastern Pennsylvania Water Pollution Control Operators Association (EPWPCOA) Conference in April on the topic of Local Limits and how they were developed.

FINANCE COMMITTEE REPORT

Mr. Schimmel had nothing to report.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated the committee has not met since October 26. Mr. Lammi will schedule a meeting for the week of February 6 to brainstorm on possible risk exposure and what assets need to be insured by EAJSA versus the City of Easton policy.

OPERATIONS REPORT

Mr. Wilson reported the plant is running well. The one anomaly in the graph is the result of the cold spell during the holidays which caused the chlorine residuals to be higher than normal, but there were no permit issues or violations associated with it.

ADDITIONAL REPORT

- ❖ **Old Business:** None
- ❖ **Unfinished Business:** None
- ❖ **New Business:** Between the last Board meeting and this meeting, Mr. Lammi and Atty. Gaul had a brief discussion about when a proposed agreement, expense or other approval should be presented to the Authority Board for approval prior to the Chairman signing on the Authority's behalf. Mr. Lammi would like to develop a formal written policy on the subject for Board approval and work with Atty. Gaul, and others, to develop the policy. Having a policy will allow a consistent process in the future. Atty. Gaul advised the Board that renewals of contracts, such as the SolveIT contract, may require Board approval, even though the original contract was previously approved by the Board.

Mr. Lammi advised the meeting next month, on February 21 may start a little late due to another meeting that will adjourn in the reserved room at 6:00p.m. the start time for the EAJSA Board Meeting.

The meeting was adjourned on a motion by Mr. James, and seconded by Mr. Mauro, and unanimously carried, at

6:48 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary