

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
June 20, 2022, Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, June 20, 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. 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	12/31/2022		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	Stephen Riegel	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		*

\*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), Rich Campbell (Attorney), Jeff Morgan (SC Engineers), John Schimmel (Accountant), Keith Fleming (Auditor), 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). Former Board Member, Charles Peterson attended.

❖ **Agenda and any Amendment Approval:**

The following amendments to the posted agenda were proposed for purposes of expediency of Board action: (1) Presentation to Charles Peterson, for his Years of Service, by Chairman, Robert Lammi, and (2) under report of Accountant, Keith Fleming, with Palmer and Company to present the 2021 Financial Statements and Audit report.

A motion was made by Mr. Riegel, and seconded by Mr. Werner, to approve the posted agenda, with amendments. **Motion Carried (8-0).**

**Service Presentation for Charles Peterson:** On behalf of the Board, Chairman Lammi acknowledged Mr. Peterson's 19 years of service to the Authority as a Board member and thanked him for his service.

Chairman Lammi presented Mr. Peterson with a clock in appreciation of his service, which Mr. Peterson graciously received.

❖ **Minutes Approval:**

A motion was made by Mr. James, and seconded by Mr. Riegel, to approve the minutes of May 16, 2022, regular meeting as prepared. **Motion Carried (8-0).**

❖ **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, EAJSA Solicitor, presented proposed Board Resolution **2022-06-20 A**:

#### **RESOLUTION AUTHORIZING THE PAYMENT OF AUTHORITY REGULAR RECURRING EXPENSES BETWEEN AUTHORITY BOARD MEETINGS**

Atty Gaul summarized the proposed resolution. The proposed resolution authorizes the Board Officers, collectively and individually, to pay, or authorize in writing the payment of, an Authority Regular Recurring Expense, without prior Board action, provided that (1) the expense is within the Authority's currently approved budget for such expenses, and (2) the individual expense does not exceed \$1,000 (a "Qualified Regular Recurring Expense"). A full copy of the proposed Resolution was circulated to the Board prior to the meeting.

A motion was made by Mr. Mauro, and seconded by Mr. Blanchfield, to adopt proposed Resolution **2022-06-20 A. Motion Carried 2022-06-20 A (8-0).** A copy of the full adopted Resolution is included with these minutes.

### **ACCOUNTANT'S REPORT**

Amendment to Agenda – due to expediency, adding Keith Fleming with Palmer and Company to present for review, the 2021 Financial Statements and Audit.

Mr. John Schimmel, EAJSA Accountant, stated our auditor, Keith Fleming, with Palmer and Company will report on the 2021 Financial Statements.

Mr. Fleming provided an overview of the report and reviewed year ending December 31, 2021, line items: Net Position Statement shows EAJSA assets at \$5,920,234; Liabilities at \$2,265,700; and a Net Position at \$9,236,497. Revenues, Expenses and Changes in Net Position Statement shows EAJSA operating revenues at \$9,121,752; Operating expenses at \$8,231,312; and Ending Net Position at \$9,236,497.

Mr. Fleming summarized upon receiving the City of Easton's final Operating Costs, which did align with budget prepared. Some billings throughout the year were insufficient, so the Authority will owe the City of Easton both costs for the 2021 year and the previous, 2020 year. The 2021 balance to the City of Easton is \$868,137 and the carried forward balance for the 2020 year is \$194,785, for a combined total payable to the City of Easton of \$1,062,922.

Approval for the 2021 Financial Statements and Audit will occur during the July 18, 2022, Board Meeting, upon all members receiving the Audit.

Mr. Morgan stated upon approval of the 2021 Financial Statements and Audit, and using the flow data the Authority has received, Mr. Schimmel will then be able to complete his rebate calculations for the municipalities.

Mr. Schimmel stated with Palmer and Company completing the Financial Statement and Audit, he added their invoice to the months bills to be approved, bringing the total to \$258,647.61.

A motion was made by Mr. Mauro, and seconded by Mr. James, to approve the June 2022 bills. **Motion Carried (8-0).**

A motion was made by Mr. James, and seconded by Mr. Blanchfield, to approve Bond Funds Requisition 21-C2022-06, in the total amount of \$161,524.54, in accordance with the Authority Engineer's reports. **Motion Carried 21-C2022-06 B (8-0).**

#### **ENGINEERING COMMITTEE REPORT**

Mr. Morgan reported the mixing system and chopper pump at the South Delaware Drive pumping station is malfunctioning. This hybrid mixing system was placed in the fall of 2019 and in 2021 began having operational issues. The system is out of warranty, and over the last nine months of troubleshooting, having the pump inspected, and after many meetings to determine the shortcomings, it is the recommendation of the Engineering Committee to replace the pump. Mr. Morgan recommended that the Board approve the purchase of a Vaughan Vertical Pedestal Chopper Pump through the COSTARS Program, not to exceed \$30,000, from George KELSO Company.

A motion was made by Mr. Blanchfield, and seconded by Mr. Mauro, to purchase from George KELSO Company a Vaughan Vertical Pedestal Chopper Pump through the COSTARS Program, in an amount not to exceed \$30,000. **Motion Carried (8-0).**

#### **PRETREATMENT COMMITTEE REPORT**

Mr. Mauro stated he had nothing to report.

Ms. Hoffman stated Weyerbacher had a pH violation issued for two days and resampling confirmed compliance. 2022 inspections continue. She further stated II-VI Inc. has submitted their permit application and should be issued a permit in the near future.

#### **FINANCE COMMITTEE REPORT**

Nothing to report.

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

Nothing to report.

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

Atty Gaul emailed Kressler, Wolff, and Miller (KWM) requesting additional information. Michele DiSora responded that they will get back to him; they are currently working with Travelers to obtain the necessary information.

#### **OPERATIONS REPORT**

Mr. Wilson reported on various matters: the new operator has quit; The plant has a summer intern; and in June there was a fecal violation for an instantaneous max. He believes the high voltage breaker testing caused the violation, with the testing company not replacing the bucket quickly enough.

### **ADDITIONAL REPORTING**

After the Operations Report, the Zoom connection was lost. As a result, the Board lost its quorum, and the formal meeting ended. The following reports to the Board members present in person at the meeting were solely informational, and no Board action was taken.

❖ **Old Business:** None

❖ **Unfinished Business:** Ms. Lane reported of the new credit card, under her name, limits and that the account is set up as Small Business. She will begin the process to transfer current charges going to the previous credit card over to this card.

Ms. Lane stated she heard from Fulton Bank, and they can do electronic banking and direct deposit, therefore eliminating, in the future, the lockbox. A cost analysis is provided, and if the net annualized cost is what our estimated annual cost is, then this will be under the current costs we're paying for the lockbox and administrative fees. She will begin to work on getting the direct deposit and check depositing machine installed and implemented.

❖ **New Business:** Ms. Lane reported D.C. Helms, the management company for the eajsa.com website recommends that the website be upgraded due to it not being secure and backups are occurring manually. The cost will be billed to the Authority and included in July's itemized bills.

Ms. Lane reported the contract, with Fraser, for the Authority copier is past the contract date. They have provided the details on two options for the next copier and lease agreement. She discussed with plant management, Mr. Wilson and Ms. Hoffman, replacing the copier with a larger one because with the move to the new admin building using one copier versus two in the new copy room would be beneficial. A request for the new contract to have the company move the machine will be included in pricing.

The meeting of those Board members still present, ended at 7:18 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary

EASTON AREA JOINT SEWER AUTHORITY  
COMMONWEALTH OF PENNSYLVANIA

RESOLUTION #2022-06-20 A

RESOLUTION AUTHORIZING THE PAYMENT OF AUTHORITY REGULAR  
RECURRING EXPENSES BETWEEN AUTHORITY BOARD MEETINGS

WHEREAS, the Easton Area Joint Sewer Authority (the "Authority") is a body corporate and politic organized and operated under the provisions of the Pennsylvania Municipality Authorities Act, 53 Pa. C.S. §5601 et seq., as amended (the "Act"); and

WHEREAS, pursuant to Section 5610 of the Act, the Authority's Board shall have full authority to manage the properties and business of the Authority and to prescribe, amend and repeal bylaws, rules and regulations governing the manner in which the business of the Authority may be conducted, and the powers granted to it may be exercised and embodied, *inter alia*;

WHEREAS, on May 17, 2021, the Authority Board adopted Resolution No. 2021-05-17A, approving the Authority's First Amended and Restated By-Laws;

WHEREAS, the First Amended and Restated By-Laws, Article III Officers, Section 5 Treasurer, Subsection (e), provides: "[t]he following Authority expenses may be disbursed without specific Board action, provided that the expense is within the Authority's currently approved budget for such expenses: (1) expenses incurred in the ordinary course of business and are subject to discounts or penalties when due; (2) regularly recurring expenses in the ordinary course of business, such as utility expenses; (3) ordinary administrative expenses; and (4) payroll" (hereafter collectively referred to as the "Regular Recurring Expenses"); and

Whereas, the Board desires to implement Article III Officers, Section 5 Treasurer, Subsection (e) of the First Amended and Restated By-Laws;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Easton Area Joint Sewer Authority as follows:



1. The Board Officers, collectively and individually, are authorized to pay, or authorize in writing the payment of, an Authority Regular Recurring Expense, without prior Board action, provided that (1) the expense is within the Authority's currently approved budget for such expenses, and (2) the individual expense does not exceed \$1,000 (a "Qualified Regular Recurring Expense").

2. A Board Officer may also authorize, in writing, the use of the Authority's credit card to pay a Qualified Regular Recurring Expense. Similarly, a Board Officer may authorize, in writing, the payment of the Authority's monthly credit card bill if all the items on the bill are Qualified Regular Recurring Expenses.

3. Attached here to as Schedule "A" is a list of examples of Regular Recurring Expenses which may be paid without prior Board action. The list is intended to be illustrative of some Regularly Recurring Expenses, and not exhaustive, or exclusive.

4. All Regular Recurring Expenses paid under this Resolution shall be reported to the Board at its next meeting first following the payment of the expense.

5. The Board hereby ratifies the prior payment of any Regularly Recurring Expenses.

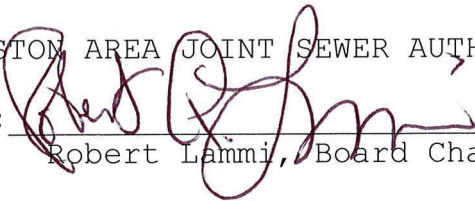
6. This Resolution shall be effective immediately.


7. All Resolutions or parts of Resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

8. If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

ADOPTED this 20 day of June, 2022.

EASTON AREA JOINT SEWER AUTHORITY

By:   
Robert Lammi, Board Chairman

  
Stephen Riegel, Secretary

(SEAL)



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