

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
March 21, 2022, Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Tuesday, March 21, 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 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	Charles Peterson	City of Easton	12/31/2023	X		6:15 pm
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.

❖ **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).

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. Werner, and seconded by Mr. Riegel, to approve the posted agenda, without any amendments. **Motion Carried (9-0, Mr. Peterson was absent at time of vote).**

❖ **Minutes Approval:**

A motion was made by Mr. McGowan, and seconded by Mr. James, to approve the posted agenda, without any amendments. **Motion Carried (8-0, Mr. Peterson was absent at time of vote and Mr. Van Arman abstained).**

❖ **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 that the Authority had received the City's payment and will include it in the April packet.

A motion was made by Mr. Riegel, and seconded by Mr. McGowan, to approve of the March 2022 bills.  
**Motion Carried 2022-03-21 A (9-0).**

Mr. Morgan stated the 2015 Bond Funds will be depleted in connection to the currently proposed Requisitions. After that point, the Disk Filter project costs will be paid from the 2021 Bond Funds. Mr. Morgan recommended that the currently prepared Requisitions be approved with the additional authorization that the final amounts of the Requisitions be revised to reflect that Requisition on the 2015 Bond Fund be in the maximum amount of remaining 2015 Bond Funds, and that the Requisition on the 2021 Bond Fund be in the amount of the remaining costs to be paid, as reflected in the Engineer's recommendations for payment, the total amount to be requisitioned being \$261,545.05.

A motion was made by Mr. James, and seconded by Mr. Blanchfield, to approve Requisitions of the Bond Funds 21-C2022-01 and 15-C2022-2, in the total amount of \$261,545.05, in accordance with the Authority Engineer's reports and amendments as discussed. **Motion Carried 2022-03-21 B (8-0, Mr. Peterson was absent at time of vote and Mr. Van Arman had internet connection issues at time of vote).**

## **ENGINEERING COMMITTEE REPORT**

Mr. Hopkins stated he had nothing to report.

Mr. Morgan requested approval for the continuation of D'Huy Engineers on-site services for construction, as stated in his Memorandum Item No. 3-01. D'Huy Engineers would finish working on the Disk Filter project and then start on the Mechanical Bar Screening project and potentially the new Administrative Building project. The proposal is through September 2022. The approval is in the amount of \$104,000.

A motion was made by Mr. Hopkins, and seconded by Mr. Werner to approve the continuation of on-site construction observation by D'Huy Engineers through September 2022 in the amount of \$104,000. **Motion Carried 2022-03-21 C (10-0).**

Mr. Morgan stated he is unsure if the Board wants to approve Memorandum Item No. 3-02 or discuss only the opportunity to apply for grants to assist in offsetting the funding for the FOG and CHP projects. It was decided, no approval is currently necessary.

Mr. Morgan reported placing the application to DEP for approval of the Air Quality Permit on hold or withdrawing it, due to the possibility of a change to the unit. There is no application amendment form: as a result, the permit may need to be re-applied for when the exact source/unit is known.

Mr. Morgan reported the new truck, that had been approved in 2021, should be arriving around May, but no delivery date has been set at this time.

Mr. Morgan stated there is a correction in his IPP billing report. Weyerbacher owes \$3,056 and he is working on the penalty, with a letter going out tomorrow regarding their past due balance for 2<sup>nd</sup> Quarter 2021.

**PRETREATMENT COMMITTEE REPORT**

Ms. Hoffman stated she met with the industry II-VI on March 15, 2022, regarding potential permitting and IPP program expectations. Another meeting will be held on March 23 regarding restrictions applicable with the IPP program and categorical regulations.

**FINANCE COMMITTEE REPORT**

Nothing to report.

**AD HOC DOCUMENT REVIEW COMMITTEE REPORT**

Nothing to report.

**INSURANCE REVIEW COMMITTEE REPORT**

Mr. Hopkins stated Kressler, Wolff, and Miller (KWM), are prepared to meet with the Committee and requested to meet next week. Mr. Lammi will work on a day and time for the meeting to occur.

**OPERATIONS REPORT**

Mr. Wilson reported a new operator, Greg Walsh has started with the plant. The plant is running well.

**ADDITIONAL REPORTING**

- ❖ **Old Business:** None
- ❖ **Unfinished Business:** None
- ❖ **New Business:** Mr. Wilson stated interest in having some of the monthly recurring bills set up for automatic payment on the business credit card to prevent penalty and late fee charges from occurring. This will be added to next month's Board Meeting.

Mrs. Lane stated the credit card has a low threshold limit. She opened a new Authority charge card account with Fulton but had to supply her own social security number and be the account guarantor. The Board consensus was that the Bank's requirement was not acceptable, and did not make sense, and that the matter be researched further.

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Campos, and unanimously carried, at 7:01 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary