

**MINUTES OF THE  
EASTON AREA JOINT SEWER AUTHORITY BOARD  
June 16, 2025 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, June 16, 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 5:00 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	12/31/2029	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).

**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 (6-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Riegel, and seconded by Mr. Caubel, to approve the minutes of the Board's April 21, 2025, regular meeting, as presented. **Motion Carried (6-0).**

❖ **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 he did not have a report. However, Mr. Gaul shared with the Board a PMAA annual conference brochure, with location, dates, and times of the program which first day will be September 8<sup>th</sup>, 2025. Mr. Gaul believes this type of event is informative, and he is planning to attend.

Mr. Gaul added PMAA monthly magazine is also informative. The focus of June's edition is succession planning, which would be good for the Authority to consider in order to transfer and preserve its accumulated institutional knowledge.

**ACCOUNTANT'S REPORT**

Mr. John Schimmel, EAJSA Accountant, had no report.

Mr. Riegel made a motion, seconded by Mr. Werner, to approve the May 21, 2025, bills for payment in the total amount of \$182,932.05. **Motion Carried (6-0)** with the addition of a late invoice of \$60.00.

Mr. Frank made a motion, seconded by Mr. Lammi, to approve the Bond Funds Requisition 25-C2025-06 in the amount of \$ 87,410.00 in accordance with the Authority Engineer's recommendation.  
**Motion Carried (6-0).**

**ENGINEERING COMMITTEE REPORT**

Mr. Morgan did not have any items for approval but had updates on current projects. In addition, Mr. Morgan had a Power Point presentation, which was also included in the Board packet.

**Mr. Morgan presented Item # 06-01:**

WWTP-Digester Gas System Upgrades, Structural Painting and Improvements and Miscellaneous Upgrades Project-Digester No. 1 Mixer Repair/Replacement Change Order

The Digester Gas System Upgrades, Structural Painting and Improvements and Miscellaneous Upgrades Project (project) is ongoing. The work for this project is being completed in and around WWTP's Digester Nos 1,2 and 3, the Heat Exchanger Building, Digester No. 2/3 Building, Boiler Building, the Chlorine Contact Tank, and the Primary Sludge Pump Station. This project generally includes replacement of methane gas detection sensors and controls, installation of automated methane gas shut-off valves, tank painting/coating, cleaning of Digester No. 1 and inspection of the interior of this tank, its mixers and the cover, replacement of two recirculation pumps, replacement of the two heat exchangers, miscellaneous building ventilation and lighting upgrades, access door replacements and miscellaneous work.

Mr. Morgan presented drawings and photos of the two vertical draft tube mixers which were recently removed from Digester No.1 and will be reviewing the required change order for repair and/or replacement of these mixers and their draft tubes at the Authority meeting.

Mr. Morgan provided an update on the MCC, which is on hold, and is waiting to be delivered in September 2025. Mr. Morgan also detailed information about the Hot Water Pipe Replacement Project, it is a small project to replace the hot water piping between the Boiler Building and the Heat Exchanger Building project has been completed, final payment will be made at the next Board meeting. Mr. Morgan proceeded with the Force Main Replacement Project for which a pre-construction meeting is scheduled for June 20, 2025. Mr. Morgan continued

with the next project, which is the Lehigh Drive Interceptor Repair Project, drawings are available for review and will be returned to Atlas, required Penn Dot applications will be submitted by them as well.

Mr. Lammi asked how long it takes to obtain approvals from Penn Dot. Mr. Morgan stated between three and six months.

Mr. Morgan stated the Engineering Committee approved a proposal from Atlantic Analytical Laboratory for Methane gas quality testing as part of the Digester Boiler and Methane Gas Systems Study.

Mr. Morgan stated some gas testing as well as Influent testing will be scheduled.

#### **PRETREATMENT COMMITTEE REPORT**

Ms. Hoffman stated she had nothing to report. The only item is listed under the Finance Committee Report. Ms. Hoffman added inspections are in progress at this time.

#### **FINANCE COMMITTEE REPORT**

Mr. Lammi stated that for a while it has been a desire to provide IPP industries with the capability to make electronic payments.

Ms. Hoffman stated after the meeting with the Engineering Committee some changes have happened. Ms. Hoffman initially stated a proposal from Fulton called EBPP (Electronic Bill Presentment Payment. In addition, a third-party option was provided, called Globalusion. This entity handles all Municipal invoices and all Government websites as well. Ms. Hoffman provided fee information for EBPP, a one-time payment of \$650.00 and a monthly payment of \$ 25.00 and each payment is per transaction for which the Authority will be liable for.

Ms. Hoffman added Globalusion fees, a one-time payment of \$200.00 and a \$100.00 monthly maintenance fee, a more reasonable fee. In addition, Ms. Hoffman stated there is an option to pass on the transaction fee to the industry making the payment, credit card payment is also an option with this third party. Ms. Hoffman stated ACH would be the best option for the Authority.

Ms. Hoffman asked the Board to please table this item for the next Board meeting until she obtains more data from Globalusion, Ms. Hoffman stated this third-party website is very user friendly and provided a full-great presentation which was extremely helpful.

Mr. Morgan stated that Authority will start with ACH due to its flexibility in terms of fee and accessibility.

Mr. Gaul presented the next item on the agenda.

**RESOLUTION 2025-06-16-A: AUTHORIZING THE UTILIZATION OF A PORTION OF THE AUTHORITY'S BOND REDEMPTION AND IMPROVEMENT FUND TO FUND CERTAIN CAPITAL ADDITIONS OF THE AUTHORITY, AUTHORIZING ADDITIONAL ACTION IN FURTHERANCE OF THE PURPOSES OF THIS RESOLUTION, INCLUDING ISSUING AN OFFICER'S CERTIFICATE.**

Mr. Gaul stated that the form of the Resolution had been distributed to the Board prior to the meeting. The Board needed to complete the Resolution and Officer's Certificate form by inserting the maximum amount of Bond Redemption and Improvement Fund (BRIF) funds authorized to be used for capital projects and the current balance of the BRIF, which Mr. Morgan provided as of May 31, 2025.

Mr. Gaul stated that after the resolution is adopted, an Officer Certificate needs to be signed.

Mr. Morgan presented a table which was included in the Board meeting packet and presented on the screen as well. Mr. Morgan stated this table represents financed projects and projects paid out of the budget. Mr. Morgan presented the current financed project with a total of 6.3 million and 6.9 million in funding sources available. Mr. Morgan suggested using one million dollars from the BRIF, which will leave five hundred and fifty-seven thousand dollars. Mr. Morgan stated he considered two hundred thousand for the Mixers he discussed earlier, but he expects it to be more.

Mr. Lammi confirmed with Mr. Schimmel the 10% that should be untouched in the fund. Mr. Schimmel confirmed the Authority will have it secured. Mr. Schimmel added that it will be in the account when the audit is completed.

Mr. Schimmel asked Mr. Morgan if the auditors would look at the H2O Grant funds. Mr. Morgan stated that the money has not been spent because no work has been done to request it. The Authority does not have the grant funds. It is a reimbursement grant.

Mr. Werner asked if the Authority is limited in moving funds from one account to another. Mr. Morgan stated that as per Mr. Reid, the Authority can use the BRIF funds as long as the Authority's finances are in order, the Authority is making debt service payments every year, and the debt service reserve fund, which also has a yearly full payment amount, remains in place.

The consensus of the Board was that the Resolution and the Officer Certificate would be completed with a not exceeding the amount of one million dollars for use of BRIF funds.

A Motion was made by Mr. Riegel and seconded by Mr. Caubel to adopt proposed Resolution **2025-06-16A**.  
**Motion Carried (6-0).**

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

Mr. Lammi stated there is no report.

#### **OPERATIONS REPORT**

Mr. Wilson reported A1 Aerator is in, the oil leak on the oil line is fixed. Mr. Wilson stated vibration analysis is scheduled for Thursday June 19, 2025.

As requested by Mr. Lammi, Mr. Wilson provided a power presentation and included in the Board packet, a chart explaining treatment issues reported at the last meeting.

Mr. Wilson presented a chart with Denitrification Final Effluent results for the period April 30th to May 1<sup>st</sup>, 2025.

Mr. Wilson stated normal Effluent Ammonia is .1 or less but it went up to .7

Mr. Wilson is grateful to the Operators' prompt response to this matter.

Mr. Wilson added that the incident did not result in a permit violation.

Mr. Lammi was grateful to Mr. Wilson for putting together this chart explaining this incident.

Mr. Morgan stated the Authority's NPDES permit contains some limits that are a monthly average, and others

that are a max daily. Mr. Morgan noted the prompt response from management and crew was key and prevented this incident from turning into a violation.

As per Mr. Werner's request, Mr. Wilson also provided an update on Belpharisma and foam the plant had recently experienced. Mr. Wilson stated UV lights kills Belpharisma, the doors to the disc filters are open and lights on. In addition, the main door to the disc filter is also open. Mr. Wilson added a couple of ozone generators were purchased, were installed in the influent going into the disc filters, microscopy analysis shows we still have some of the pink bugs, Belharismas but are under control. Mr. Wilson added the microscopic foam incident is low right now, it is also under control.

Mr. Wilson stated A1 vibration analysis appears to be fine.

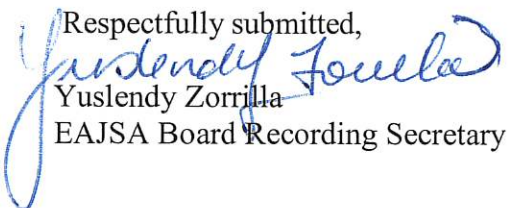
#### ADDITIONAL REPORT

- ❖ Old Business: N/A
- ❖ New Business: N/A
- ❖ Unfinished Business: N/A

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. Werner and seconded by Mr. Riegel, and unanimously carried, at 5:52 pm.

Respectfully submitted,

  
Yuslendy Zorrilla  
EAJSA Board Recording Secretary