

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
November 15, 2021**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, November 15, 2021 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 Expiry	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	*
9	Steven 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. Attending by Zoom Meeting were Luis Campos, David Hopkins, Joseph Mauro Jr, James McGowan, John Van Arman, and Robert Werner.

- ❖ **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 by Mr. Blanchfield, seconded by Mr. Riegel to approve the agenda, as presented and passed by a voice vote (10-0; Absent at time of vote was Mr. Peterson). **Motion Carried.**
- ❖ **Minutes Approval:**
A motion by Mr. McGowan, seconded by Mr. Riegel to approve the minutes of October 18, 2021, regular meeting was passed by a voice vote (10-0; Absent at time of vote was Mr. Peterson). **Motion Carried.**
- ❖ **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 he had nothing to report.

A motion was made by Mr. McGowan, seconded by Mr. James, to approve the November 2021 bills in the amount of \$ \$2,621,789.93, and passed by a voice vote (10-0; Absent at time of vote was Mr. Peterson).

Motion Carried 2021-11-15 A

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated staff meetings continue, all is well with plant operations.

Mr. Morgan provided a request to approve the proposal by Atlas, for the design of the replacement of the 16-inch force main at the 2nd Street pump station. Geotechnical work is underway with this project: have completed two land borings and one water river boring which a report is being completed on. One additional river boring will occur in the spring. The proposal amount is for \$98,150 coming out of the 2021 Bond Issue fund.

A motion was made by Mr. Hopkins, seconded by Mr. Campos, to approve the Atlas proposal for the Design portion of the 16-inch force main upgrade in the amount of \$ \$98,150, and passed by a voice vote (10-0; Absent at time of vote was Mr. Peterson). **Motion Carried 2021-11-15 B**

Mr. Morgan stated the delivery of the disk filter units are scheduled for Thursday. A crane will be used to lift and place the units through the roof into the building. Piping and valves are on-site. The contractor will begin to install the materials, along with two doghouse diversion boxes between the clarifiers and chlorine contact tank to divert the flow into or past the building. The anticipated completion date is end of December/early January, at which point start-up and training will begin.

Mr. Morgan updated the Board on the new administration building, showing the interior finishes for the building. A combination of carpet and tiling will be used within the building. The samples will be at the office for those that want to view them.

Mr. Morgan stated the Authority has received its Water Quality Management permit from DEP for the FOG project and is now awaiting the Air Quality permit. After these permits are received the project will go out to bid.

Mr. Morgan reported on the status of the Mechanical Bar Screen project. The preparation of drawings and ordering of materials and equipment is in process. Installation should start early 2022.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro reported the IPP committee met earlier in the month.

Ms. Hoffman reported the FOG Program has officially started. Correspondences will go through fogprogram@eajsa.com. She sent about 100 surveys and best management practices to City of Easton sit-down restaurants. The next mailing of surveys will go out to take-out restaurants, followed by surrounding municipalities. Mr. Hopkins reported the need came because there was not a strong grease inspection program

and maintenance became an issue with the attempt to bring consistency within the service area since it all flows through the plant.

Mr. Morgan requested Mr. James to follow up with West Easton regarding the revised local limits ordinance. West Easton's ordinance has not been received. Mr. James will follow up with Mr. Morgan. Once received, submission to EPA can then occur.

FINANCE COMMITTEE REPORT

Mr. Schimmel stated the finance committee met to go over the 2022 Budget. He needs to make some tweaks to the draft Budget, after which he will send out an update to the Board. A request was made for the City of Easton to adjust sewage costs for salary and benefits of three employees working for the Authority. It was determined a quarter of the salaries would be deducted from the sewage costs for covering the employee expenses.

The final proposed 2022 Budget will be in next month's Board packet for approval.

AD HOC DOCUMENT REVIEW COMMITTEE REPORT

Mr. Hopkins stated he had nothing to report.

NEW INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi reported the insurance review committee will meet Thursday to review the brokerages and insurance companies; the types of insurance; policies on file; coverage the City of Easton provides; adequate coverage for liabilities; and deductibles of all policies. The committee will then review what should be in place. The committee will then discuss its findings with the Board. The Board will make its conclusions and determine any action items that need to be addressed.

OPERATIONS REPORT

Mr. Wilson reported that there was no update regarding the drives from OCC. The Authority is approaching \$10,000 for rental equipment and work performed by BSI to support these. According to OCC, this delay is due to the current supply chain disruptions. The Authority should review financial responsibility for the additional costs.

The Lehigh Drive pump station has been cleaned, related to rags and grease. These cleanings are happening once or twice per year, as needed.

Gas production has been low, so the meters were calibrated, and equipment checked. He believes the low gas production is due to less sludge being pumped off the primary clarifiers, which has gone from 50k gal/day to 30k gal/day.

SOLICITOR'S REPORT CONTINUED

- ❖ **Old Business:** Forks Township was sent a letter regarding the need to appoint a new board member to replace Timothy Weis. January 3, 2022 is Fork's organizational meeting and possibly this is when they'll appoint a new board member. When this occurs, the new member is appointed for the remainder of existing term, which is 12/31/2024.
- ❖ **Unfinished Business:** None
- ❖ **New Business:** The Board discussed returning to total in-person meetings in 2022. Solicitor Gaul explained under the Sunshine Act, the Authority has to provide a physical location for the meeting, in

the event a member of the public desired to attend in person. Different meeting formats were discussed. This topic will be revisited at next month's Board meeting, so a decision can be made on the advertising of the Authority's 2022 meeting schedule.

The meeting was adjourned on a motion by Mr. McGowan and seconded by Mr. Riegel at 7:13 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary