

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

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, November 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. 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), 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. Blanchfield, and seconded by Mr. Riegel, to approve the posted agenda without amendments. **Motion Carried (10-0).**

❖ **Minutes Approval:**

A motion was made by Mr. James, and seconded by Mr. Riegel, to approve the minutes of October 17, 2022 meeting. **Motion Carried (10-0).**

❖ **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 had nothing to report.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant reported the 2023 Budget has been prepared for review and approval. The budget increased by \$802,000, primarily due to the City of Easton seeing an increase in city sewage expenses and electricity increase.

The approval of the 2023 Budget will be at the December meeting. In future year the Board will work to begin budgeting earlier in the year, to allow for the Municipalities to receive the budget sooner.

A motion was made by Mr. Lammi, and seconded by Mr. Blanchfield, to table the 2023 Budget approval until December's Board meeting. **Motion Carried (10-0).**

A motion was made by Mr. Blanchfield, and seconded by Mr. Riegel, to approve the November 2022 bills in the amount of \$2,909,560.30. **Motion Carried (10-0).**

A motion was made by Mr. James, and seconded by Mr. Campos, to approve Bond Funds Requisition 21-C2022-11, in the total amount of \$164,932.24, in accordance with the Authority Engineer's reports. **Motion Carried 21-C2022-11 (10-0).**

ENGINEERING COMMITTEE REPORT

Mr. Hopkins had nothing to report.

Mr. Morgan reported an advertisement was prepared for the Gearbox Repair project for the Mechanical Aerator A1 in the Oxidation Ditch. He is requesting the Board's approval of the advertising of the project for bids. With approval the advertisement will go out this week, with bids being received by the end of December.

A motion was made by Mr. James and seconded by Mr. Riegel to approve the Advertisement for Gearbox Repair for the Mechanical Aerator A1 in the Oxidation Ditch, Memorandum Item #11-01. **Motion Carried Memorandum Item #11-01 (10-0).**

Mr. Morgan requested approval of a Change Order for Dual temp to upgrade the cooling systems in the Centrifuge Building, which neighbors the new Administration Building under construction, where Dual Temp is the HVAC Contractor for the project. The current Control Room's air conditioning system cannot keep up with the cooling needs within the building. The suggested three (3) units are mini-split heat/cooling pump systems in the amount of \$35,275 being paid for as a change order to the Administration Building Project with the Authority's 2021 Bond Issue.

The Board elected to take no action on this Change Order at this time.

Mr. Morgan stated Memorandum #11-03 was added to the agenda because he is working with Delta One, on the H2O Grant Application for the Force Main Replacement Project at Second Street. A Resolution, Letter of Ownership and budget will need to be prepared for the project. Those items will be discussed and approved at the December Board Meeting as they could not be prepared in time for the meeting. No action at this time.

Mr. Morgan informed the Board that the Authority's new truck is supposed to be delivered on November 22. He will work on getting insurance for the truck once it is delivered.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated the IPP Committee met on November 3.

Ms. Hoffman reported the last two (2) inspections at Victaulic are tomorrow, closing out the 2022 inspections. An industry application from the Flying Meatball has been received and they will be permitted starting in 2023.

Bulkmatic's permit was signed and will be issued tomorrow. FOG visits for the City of Easton and West Easton have been progressing after incidents that occurred. Additionally, a few more FOG applications have been received.

FINANCE COMMITTEE REPORT

Mr. McGowan had nothing to report.

AD HOC DOCUMENT REVIEW COMMITTEE REPORT

Mr. Hopkins had nothing to report.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated the committee met on October 26. Marshall and Michele from Kressler, Wolff & Miller attended and there is better understanding of the issues and questions around the coverage for insurance. Atty. Gaul advised answers should be received within the coming two weeks for liability insurance. Property insurance is going to have to be reviewed as well due to the complications in navigating until complete.

OPERATIONS REPORT

Mr. Wilson reported the plant is seeing an extra 70% TSS removal with the Disk Filters operation.

Mr. Blanchfield inquired about a mid-October chlorine spike. Mr. Wilson advised it was due to the analyzer work. The chlorine discharge remained below the plant's instantaneous maximum limit. The average for the month also remained well below the permitted limit.

ADDITIONAL REPORTING

- ❖ **Old Business:** None
- ❖ **Unfinished Business:** None
- ❖ **New Business:** None

The meeting was adjourned on a motion by Mr. James, and seconded by Mr. Riegel, and unanimously carried, at 7:04 p.m.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary