

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
October 18, 2021**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 6:00 p.m. on Monday, October 18, 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 David Hopkins, James McGowan, Charles Peterson, 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. Hopkins, seconded by Mr. Riegel to approve the proposed agenda, were passed by a voice vote (9-0; Absent at time of vote were Mr. Campos and Mr. Mauro). **Motion Carried.**

❖ **Minutes Approval:**

A motion by Mr. McGowan, seconded by Mr. James to approve the minutes of September 20, 2021, regular meeting was passed by a voice vote (8-0; one (1) abstention from Mr. Blanchfield; Absent at time of vote were Mr. Campos and Mr. Mauro). **Motion Carried.**

❖ **Courtesy of the floor:**

Ms. Hoffman and Mr. Hopkins 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, requested approval for a budget change. The change is moving \$30,000 from the Contingency line #251 to Solicitor line #204. This does not change the overall budget.

A motion by Mr. Blanchfield, seconded by Mr. McGowan to amend the agenda to include the action item to change the budget, for convenience and expediency, was passed by voice vote (9-0; Absent at time of vote were Mr. Campos and Mr. Mauro). **Motion Carried 2021-10-18 A**

A motion by Mr. James, seconded by Mr. Riegel to transfer the budget funds from Contingency line #251 to Solicitor line #204 in the amount of \$30,000, was passed by voice vote (9-0; Absent at time of vote were Mr. Campos and Mr. Mauro). **Motion Carried 2021-10-18 B**

Mr. Lammi noted the Actual Expenses on the expense report are identical to August. Mr. Schimmel is going to review and will send an update for this.

Mrs. Lane reported Fulton Bank will need approval for changing signers for the Petty Cash account. Documentation is present for signers; other documentation will be required from those on the account. In addition, a new credit card will need to be opened to replace the existing credit card, which will then be closed.

A motion by Mr. James, seconded by Mr. Peterson to change Petty Cash signers to add Erin Lane and Alexandria Hoffman and to open a new credit card and close existing, was passed by voice vote (9-0; Absent at time of vote were Mr. Campos and Mr. Mauro). **Motion Carried 2021-10-18 C**

A motion was made by Mr. Hopkins, seconded by Mr. James, to approve the September 2021 bills in the amount of \$ \$267,886.49, and passed by a voice vote (9-0, Absent at time of vote were Mr. Campos and Mr. Mauro). **Motion Carried 2021-10-18 D**

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated staff meetings continue and things are stable and going well. Followed up with the VFD pump control issue which is now believed to be a supply issue now, so there is no change here. A fifth mechanic has been added to the roster.

Mr. Morgan provided a summary of the 2008 Truck used for snowplowing and salting, pump station use, that will no longer pass inspection come 2022. Received a proposal from Koch, the pricing was completed through COSTARS 234 program at \$31,296, with a request for approval of \$33,500 to include unexpected expenses. Delivery time is 28 weeks, with expected arrival around April 2022. Mr. Morgan will get confirmation that the existing snow equipment can be moved to the new truck. Future plans for electric vehicles will be considered when they become available in the market.

A motion was made by Mr. Hopkins, seconded by Mr. Blanchfield, to approve the purchase of a new F250 truck with pricing not to exceed \$31,296 + \$2,500 from Koch through the COSTARS program, and passed by a voice vote (9-0, Absent at time of vote were Mr. Campos and Mr. Mauro). **Motion Carried 2021-10-18 E**

Mr. Morgan stated the delivery of the disk filter units has been delayed due to a longshoreman strike at a dock in Italy, where they are being supplied from, and then will be arriving via Baltimore. He is still expecting them to arrive by second week of November. Project is going smoothly.

Stockertown interceptor has been completed. It has been sending flow to Forks interceptor and ultimately to the Easton Treatment Plant since September 29, 2021. The existing plant is being decommissioned per ACO and DEP permit requirement.

PRETREATMENT COMMITTEE REPORT

Ms. Hoffman updated things are running smoothly. Career Institute of Technology issues have been resolved. Two Rivers was an isolated incident. There are two more inspections this week and all inspections will be closed out for the year.

FINANCE COMMITTEE REPORT

Mr. Schimmel states he is awaiting one 2022 budget proposal and once that is, in the committee meeting can be scheduled using Zoom, hopefully by end of week, or beginning of next week. He expects to have the budget ready for the Board to vote on at its next meeting-. The budget will also need to be advertised.

AD HOC DOCUMENT REVIEW COMMITTEE REPORT

Mr. Hopkins stated nothing to report.

NEW INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated that this new committee will be an informal working group made up of Mr. Hopkins, Mr. Werner, Mr. Schimmel, Mr. Gaul, Mr. Morgan, and Mr. Lammi. The committee will review the Authority's current insurance, requirements, and needs.- The resulting information will then be discussed at a Board meeting, and the Board as a whole will make decisions as to what additional coverages should be obtained, if any.

OPERATIONS REPORT

Mr. Wilson stated the plant is running nicely. The impact of rainfall from Hurricane Ida is reflected in the graphs.

SOLICITOR'S REPORT CONTINUED

- ❖ **Old Business:** Mr. Gaul reported that the Authority's accountant, engineer, auditor and solicitor met to confirm the amount of the Weyerbacher account receivable that should be deemed uncollectible as a result of Weyerbacher's bankruptcy. The uncollectible amount would then be removed from the rebate calculation, as previously determined by the Board. The uncollectible amount was determined to be- \$130,982.16, relating to the period prior to December 2019.

- ❖ **Unfinished Business:** None

❖ **New Business:** None

The meeting was adjourned on a motion by Mr. McGowan and seconded by Mr. James at 6:55 p.m. and approved by consensus.

Respectfully submitted,

Erin Lane, EAJSA Recording Secretary