

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
November 18, 2024**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, November 18, 2024, 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	12/31/2024	X		*
3	Luis Campos	City of Easton	12/31/2025	X		*
4	James Frank	Forks Township	12/31/2024	X		*
5	Dave Hopkins Vice-Chairman	City of Easton	12/31/2028	X		*
6	Paul James	West Easton Borough	12/31/2024	X		*
7	Robert Lammi Chairman	Palmer Township	12/31/2024	X		*
8	Joe Mauro Jr	City of Easton	12/31/2025	X		*
9	Stephen Riegel Secretary	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		*
12	VACANT	City of Easton	12/31/2023			

*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 (Accountant), Chuck Wilson (City of Easton Operations Manager of WWTP), Alexandria Hoffman (City of Easton Assistant Operations Manager of WWTP, and Authority IPP Manager), Yuslenny Zorrilla (City of Easton Office Manager of WWTP, and Authority Administrative Assistant).

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. Mauro and seconded by Mr. Campos, to approve the posted agenda without any amendments. **Motion Carried (11-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Riegel and seconded by Mr. James to approve the minutes of the October 21, 2024, meeting, as presented. **Motion Carried (11-0).**

❖ **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 had no report.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, reported the Municipalities rebate was sent out.

Mr. Blanchfield made a motion, seconded by Mr. Werner, to approve the October bills for payment in the total amount of \$1,884,584.96. **Motion Carried (11-0).**

Mr. James made a motion, seconded by Mr. Hopkins, to approve the Bond Funds Requisition 24-C2024-11 in the amount of \$ 23,255.75 in accordance with the Authority Engineer's recommendation.

Motion Carried (11-0).

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the Engineering Committee met on November 5, 2024. Mr. Hopkins stated Mr. Morgan provided many projects updates and talked about Force Main, MCC and the Ditch Aerators.

Mr. Wilson was congratulated on receiving a Supervisory Award for a plant above 2 million gallons a day at The Eastern Operators Association Meeting.

Mr. Morgan presented his items for approval.

Item# 11-01:

Second Street Pumping Station-Rejection of the Single Bid for the Force Main Replacement Project and Approval to Re-Advertise.

Mr. Morgan reported the bid submission deadline for the Force Main Replacement Project was November 5. The Authority only received one bid. Mr. Morgan stated only two contractors attended the pre-bid meeting and only one of the contractors submitted a bid. The bid price was \$4,316,200, which was significantly higher than the design engineer's \$2,900,000 opinion of probable cost for the project.

Mr. Morgan stated the Engineering Committee discussed this and some potential engineering changes that could be made to re-bid this project. Mr. Morgan suggested rejecting the current bid and re-bid with some modifications to the open cut sections where they connect. Mr. Morgan stated re-bid should go in January 2025.

Mr. Morgan stated that the H2O grant funds must be spent by December 2026; no extensions are permitted under this grant.

Mr. Morgan stated some needed Easements may have to change from temporary to permanent.

Mr. Hopkins made a motion, seconded by Mr. Campos, to reject the single bid for the Force Main Replacement Project because (a) numerous contractors downloaded bid documents but only one bid was received for this project and (b) this bid was significantly (48.8%) greater than the design engineer's \$2,900,000.00 opinion of

probable cost for this project. **Engineer Memorandum #11-01. Motion Carried (11-0).**

Item # 11-02: Rebid of Second Street PS-Force Main Replacement Project.

Mr. Blanchfield made a motion, seconded by Mr. Van Arman, to rebid and advertise the Force Main Replacement Project. **Engineering Memorandum #11-02. Motion Carried (11-0).**

Item #11-03 and 11-04: Approval of Conflict-of-Interest Policy and Procurement Policy for Use of Federal Funds

Mr. Morgan stated that the Engineering Committee recommended the adoption of a Conflict-of-Interest Policy and a Procurement Policy for Use of Federal Funds in connection with the H2O Grant.

Mr. Gaul stated that he had reviewed the draft policies in the meeting packet and revised them, so they more completely reflected the Federal Procurement regulations referenced in the H2O grant. Redline and clean copies of the revised Policies were distributed to the Board members prior to and at the Board meeting.

Proposed Resolution #2024-11-18A, Approving a Conflict-of-Interest Policy

Mr. Gaul stated when using Federal Funds certain rules and regulations must be followed.

Mr. Gaul stated Mr. Morgan prepared an initial draft of a Conflict-of-Interest Policy, which Mr. Gaul then made some minor edits. Mr. Gaul also prepared a brief proposed Resolution for the adoption of the Policy.

Mr. Gaul explained that the previously adopted Business Integrity Policy and the proposed Conflict of Interest Policy are similar in purpose, but the Business Integrity Policy is a state requirement, and the Conflict-of-Interest Policy is a federal requirement. In addition, Mr. Gaul stated the Procurement Policy also has a Conflict of Interest as well. The H2O grant contract contains both State and Federal procurement standards.

Mr. Morgan stated that the Authority is seeking another federally funded grant, and thus this Policy may be a requirement under future grants as well.

Mr. Werner made a motion, seconded by Mr. James, to adopt proposed **Resolution #2024-11-18A** approving the Conflict-of-Interest Policy. **Engineering Memorandum # 11-03. Motion Carried (11-0).**

Proposed Resolution #2024-11-18B, Approval of Procurement Policy for Use of Federal Funds

Mr. Gaul stated that he had also prepared a brief proposed Resolution to adopt the revised Procurement Policy for Use of Federal Funds.

Mr. James made a motion, seconded by Mr. Mauro, to approve proposed **Resolution #2024-11-18B** approving of Procurement Policy for Use of Federal Funds. **Engineering Memorandum # 11-04. Motion Carried (11-0).**

Mr. Morgan presented two other items that were not on the agenda. Mr. Morgan stated the grant submitted to EPA for the CHP Project was rejected but it can be resubmitted. Mr. Morgan stated the EPA needs to approve any grant projects by January 19, 2025, or the EPA will lose its funding for other projects under its program.

Mr. Morgan stated there was no reason provided for the grant rejection.

Mr. Morgan provided some background; a portion of the pipe was built by Palmer and another portion by City and then leased to the Authority as a Common Use Line as part of the 1976 and 1988 Agreement.

Mr. Morgan stated a confined space entry was required to be able to remove this rock manually.

Mr. Morgan stated that the manhole looked good at this time.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro reported the IPP Committee met on November 4, 2024. Mr. Mauro stated UAE Petroleum/Easton Gulf is up to date with payments.

Ms. Hoffman stated a new bodywash products industry in Forks Township called AP Develop is under review. Ms. Hoffman stated she has a site visit scheduled in December and will issue a permit after that. Ms. Hoffman stated that based on the flow and what they do, they will be a minor user to start, but that could change as time progresses.

Ms. Hoffman extended an invitation to the Board to the Plant's Holiday Party scheduled for December 13, 2024, at noon.

FINANCE COMMITTEE REPORT

Mr. Blanchfield stated Mr. Schimmel was presenting the proposed 2025 Budget for which approval is requested. Mr. Blanchfield stated the 2025 Budget totals \$9,953,274.45.

Mr. Schimmel stated the overall increase was \$ 112,597.86. Mr. Schimmel calculated the amount each Municipality must pay.

Mr. Lammi stated an increase of 1.2% is incredibly low compared to previous years.

An adjustment of \$ 150,000.00 must be made to the Budget for Sludge expenses.

Mr. Lammi stated the modification should be adding \$ 150,000.00 to the Sewage Treatment Expense Line of \$ 6.5 million.

Mr. Blanchfield made a motion, seconded by Mr. Riegel, to approve the proposed 2025 Budget as presented, with a revision to increase the Sewage Treatment Expense by \$150,000.00. **Motion Carried (11-0).**

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated he is still waiting for the Officer Liability Insurance response.

OPERATIONS REPORT

Mr. Wilson reported some TSS high numbers due to a Clarifier malfunction. Mr. Wilson stated the Clarifier was removed, cleaned up and put back in service. Mr. Wilson stated the experienced conditions happened within 4 hours. Mr. Wilson stated an Inner Seal in the Clarifier seems to be causing an issue with the sludge collection, it needs to be inspected and replaced. Mr. Wilson stated a couple of discs have air in them which caused the passing of some solids through. Mr. Wilson said this incident did not cause a violation but created an abnormal spike not seen frequently.

ADDITIONAL REPORT

- ❖ **Old Business:** Our guest and possible new City appointee from the last Board Meeting, Mr. Patrick M Caubel, will be submitted to City Council for approval.

- ❖ **New Business:** Approval of Board Meeting Schedule for 2025

A motion was made by Mr. Mauro and seconded by Mr. Hopkins to approve the Board Meeting Schedule for 2025, as presented. **Motion Carried (11-0).**

Ms. Hoffman stated the Board Meeting Schedule for 2025, and Engineering Committee Schedule for 2025 will be advertised in December 2024.

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. Mauro and seconded by Mr. James, and unanimously carried, at 5:50 PM.

Respectfully submitted,

Yuslenny Zorrilla
EAJSA Board Recording Secretary