

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
February 18, 2025 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Tuesday, February 18, 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		5:13
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), Yuslenny Zorrilla (City of Easton Office Manager of WWTP, and Authority Administrative Assistant).

Agenda and any Amendment Approval:

A motion was made by Mr. James and seconded by Mr. Campos, to approve the posted agenda without any amendments. **Motion Carried (9-0)**. Mr. Hopkins was not present to vote.

❖ **Minutes Approval:**

A motion was made by Mr. Riegel, and seconded by Mr. James, to approve the minutes of the Board's January 21, 2025, regular meeting, as presented. **Motion Carried (9-0)**. Mr. Hopkins was not present to vote.

❖ **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

Proposed Resolution 2025-02-18A, titled "Resolution Confirming the Adoption of the Procurement Policy for the Use of Non-Federal Funds"

Attorney Gaul presented proposed written Board Resolution 2025-02-18A. Copies of the proposed Resolution were distributed to the Board prior to the meeting. The Resolution confirms the Board's adoption by motion at its last meeting of the new Procurement Policy for the Use of Non-Federal Funds. Attorney Gaul stated that having the Policy tied to a Resolution may be convenient for Authority record keeping, as it would be easier to locate in the future, and to confirm the version that was approved by the Board.

A Motion was made by Mr. Blanchfield, and seconded by Mr. Werner to adopt proposed **Resolution 2025-02-18A. Motion carried (9-0)**. Mr. Hopkins was not present to vote.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, had no report. Mr. Schimmel stated the office had received two late invoices which brought the total amount of bills to \$ 54,891.74.

Mr. Blanchfield made a motion, seconded by Mr. James, to approve the January 2025 bills for payment in the total amount of \$ 54,891.74. **Motion Carried (9-0)**. Mr. Hopkins was not present to vote.

Mr. James made a motion, seconded by Mr. Caubel, to approve the Bond Funds Requisition 25-C2025-02 in the amount of \$ 7,009.25 in accordance with the Authority Engineer's recommendation. **Motion Carried (9-0)**. Mr. Hopkins was not present to vote.

Mr. Hopkins entered the meeting at 5:13 pm.

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the Engineering Committee met on February 4, 2025. Mr. Hopkins stated many items were discussed. Mr. Hopkins gave the floor to Mr. Morgan to continue with the report.

Mr. Morgan presented Engineer Memorandum Item# 02-01:

Mr. Morgan provided a WWTP Main Switchgear Repair Presentation. During this presentation Mr. Morgan provided some key elements of this project:

- WWTP has one 34,500 Volt substation, two transformers, one generator, one main switchgear and 7 motor control centers.
- Mr. Morgan stated to coordinate this work planning meetings and site visits were held.
- Mr. Morgan stated on different days of the week different work was performed. Mr. Morgan stated repositioning and pretesting of equipment were done on the first two days of the week, repair completed middle of the week and demobilization on Thursday of that same week.
- Mr. Morgan added 10 electricians from BSI Electrical Contractors were present.
- Mr. Morgan stated weather and data flow had to be monitored to be able to schedule repair work.
- Mr. Morgan added that plant staff had to drain a Primary Clarifier to stop flow for two hours

- Mr. Morgan was pleased to announced repair work was completed with no issues.
- Mr. Morgan stated emergency procurement guidelines were utilized.

Mr. Morgan presented Power Point photos to all members to show all equipment and their function, and the work done in which one of them.

Mr. Morgan proceeded with Engineer Memorandum Item #02-02:

Mr. Morgan stated the Engineering Committee recommended approval of an updated PA COSTARS Program Procurement Policy. The Board approved the original Policy at its June 17, 2024 meeting. Mr. Morgan stated the Committee recommends that Section 10 of the original Policy be amended to be consistent with language contained in the Authority’s recently adopted Procurement Policy for Use of Non-Federal Funds. Copies of the proposed amended Policy were distributed to the Board prior to the meeting.

Attorney Gaul presented proposed Board written **Resolution 2025-02-18B**, titled “RESOLUTION ADOPTING AN UPDATED PA COSTARS PROGRAM PROCUREMENT POLICY AND OTHER MISCELLANEOUS ITEMS.” Attorney Gaul stated that the Resolution adopts the updated Policy.

A Motion was made by Mr. Campos, and seconded by Mr. James to adopt proposed **Resolution 2025-02-18B. Motion Carried (10-0).**

Mr. Morgan proceeded with Engineer Memorandum Item # 02-03: Purchase of a Utility Water System Pump for WWTP.

Mr. Morgan stated that Plant management and SC Engineers, Inc. recommend that the Authority approve the purchase of a new utility pump from Geiger Pump & Equipment Co. for \$27,549.00 under COSTARS contract 016-E22-257. This purchase will be paid from the sewage treatment expense capital line item in the Authority’s 2025 Budget and there are sufficient funds available in this line item.

A Motion was made by Mr. Hopkins, and Seconded by Mr. Caubel to approve Purchase of a Utility Water System Pump for the WWTP from Geiger Pump & Equipment Co. for \$27,549.00 under COSTARS contract 016-E22-257. **Engineering Memorandum # 02-03. Motion Carried (10-0).**

Mr. Morgan proceeded with Engineer Memorandum Item # 02-04: Approval of Proposal for System Upgrades-WWTP SCADA System.

Mr. Morgan stated the Engineering Committee recommends that the Authority approve BSI’s proposal in the amount of \$70,902.00 at the WWTP SCADA system upgrades. A copy of the BSI proposal was included in the Board meeting packet. This work has always been considered a professional service and will be paid from the capital projects line item in the Authority’s 2025 budget where we previously identified \$90,000.00 for SCADA software and hardware upgrades for this year.

A Motion was made by Mr. Caubel, and Seconded by Mr. Hopkins to approve BSI’s Proposal for WWTP SCADA System Upgrades in the amount of \$70,902.00. **Engineering Memorandum # 02-04. Motion Carried (10-0).**

Mr. Morgan proceeded with Engineer Memorandum Item # 02-05: Lapse of Commonwealth of PA-Alternative and Clean Energy Grant.

Mr. Morgan stated that, in response to PA Department of Community and Economic Development’s (DCED’s) inquiry on the Authority’s proposed grant-funded project, the Engineering Committee is recommending that the

Authority allow the above referenced Commonwealth of PA-Alternative and Clean Energy Grant (ACE) Grant contract for its FOG Receiving, Combined Heat and Power and Digester Mixing Project lapse on June 30, 2025.

Mr. Morgan stated the estimated construction cost for this project is \$ 7,400.00 and the Engineering Committee does not believe it is cost-effective to move forward with this project.

Mr. Morgan presented a proposed Authority letter for the Authority Chairman’s signature, informing DCED that the Authority will allow the grant to lapse.

A Motion was made by Mr. Campos, and seconded by Mr. Blanchfield, to authorize the Authority Chairman to sign and send the letter to DCED. **Engineering Memorandum # 02-05. Motion Carried (10-0).**

PRETREATMENT COMMITTEE REPORT

Mr. Mauro had no report.

Ms. Hoffman stated she is currently working on the EPA Annual Report via Portal. Ms. Hoffman stated she will submit it at the beginning of March. It is due by March 31, 2025.

FINANCE COMMITTEE REPORT

Mr. Blanchfield stated the Audit Engagement letter was signed and sent on January 31, 2025.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated there is no report.

OPERATIONS REPORT

Mr. Wilson stated there was a low chlorine residual related to the Fecal violation on January 14, 2025. Mr. Wilson stated a Primary Effluent Transducer which controls Primary Effluent level was found, which is incorrect, the transducer was broken and replaced. Mr. Wilson stated it is believed the Primary Effluent was splashing over into the Chlorine Contact Tank. Mr. Wilson stated after that everything is back to normal.

Mr. Wilson stated a Fecal violation was reported on the DMR.

ADDITIONAL REPORT

❖ **Old Business:** N/A

Mr. Gaul informed the Board that the Express Times is no longer published in hard copy form. The Board will need to publish its legal notices in another paper. Mr. Lammi mentioned that Palmer Township has already decided to start using the Morning Call.

❖ **New Business:** N/A

Mr. Lammi asked Mr. Gaul if there was a reason for an Executive Session. Mr. Gaul responded, there was not.

Mr. Gaul stated a meeting should be scheduled for the Authority Board officers and the Authority’s professionals to discuss the Force Main Replacement Project easements. Mr. Gaul’s office will organize the scheduling of a meeting.

The meeting was adjourned on a motion by Mr. James and seconded by Mr. Blanchfield, and unanimously carried, at 5:54 pm.

Respectfully submitted,

Yuslenny Zorrilla
EAJSA Board Recording Secretary