

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
September 21, 2026, Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:01 p.m. on Monday, September 21, 2026, at the EAJSA Administration Building, 50-A 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. Dave Hopkins. Mr. Hopkins ordered the roll to be called at 5:01 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	12/31/2030	X		*
2	Jeffrey Bracken	Wilson Borough	12/31/2029	X		*
3	Luis Campos	City of Easton	12/31/2030	X		*
4	Patrick Caubel	City of Easton	12/31/2028	X		*
4	James Frank	Forks Township	12/31/2029	X		*
5	David Hopkins Chairman	City of Easton	12/31/2028	X		*
6	Paul James Vice-Chairman	West Easton Borough	12/31/2029	X		*
7	Robert Lammi	Palmer Township	12/31/2029	X		*
8	Joseph Mauro Jr	City of Easton	12/31/2030	X		*
9	Stephen Riegel Secretary	Tatamy Borough	12/31/2029	X		*
11	Robert Werner	City of Easton	12/31/2030		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), Charles Wilson (City of Easton Operations Manager of WWTP), Alexandria Hoffman (City of Easton Assistant Operations Manager of WWTP, and Authority IPP Manager), Yuselndy Zorrilla (City of Easton Office Manager of WWTP, and Authority Administrative Assistant).

Audio issues were present and were resolved promptly by Ms. Hoffman.

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. Lammi and seconded by Mr. Mauro, to approve the posted agenda without any amendments. **Motion Carried (10-0).**

Minutes Approval:

A motion was made by Mr. Lammi and seconded by Mr. Riegel to approve the minutes of the Board's August 17, 2026, regular meeting, as presented. **Motion Carried (10-0).**

❖ Courtesy of the floor: N/A; no members of the public attended the meeting.

SOLICITOR'S REPORT

Attorney Gaul had no report.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, stated he had nothing to report.

Mr. Mauro made a motion, seconded by Mr. Caubel, to approve September 21, 2026, bills for payment in the total amount of \$ 104,072.30. **Motion Carried (10-0).**

Mr. Riegel made a motion, seconded by Mr. Mauro, to ratify the issuance of the two Bond fund requisitions issued on August 17, 2026, in lieu of the single requisition that was previously approved, the total of the two requisitions (\$800,125.94) being identical to the previously approved requisition, but the 2025 Bond proceeds also being requisitioned to extent the 2021 Bond Construction Fund did not contain sufficient proceeds to fund the full amount of the original requisition.

Motion Carried (10-0).

ENGINEERING COMMITTEE REPORT

Mr. Morgan stated he had couple of updates only, no items for approval.

Mr. Morgan stated there was a final version of the Biosolids draft comments letter in the Board packet which was discussed at the last Board meeting.

Mr. Morgan stated in the packet was also a summary of all Capital projects work and sources of funding. This information is on a table not normally submitted.

Mr. Morgan stated he and Ms. Hoffman went over all the items on the Digester project in order to put together a punch list; the Mixers installation was nearly completed.

Mr. Morgan stated no construction projects will be going on once that project is completed.

Mr. Morgan also reported the PADOT Permit for the Lehigh Drive Project has been obtained.

Mr. Morgan stated that, at the next Engineering Committee on October 6, 2026, will go over the approval to advertise the project budget and at the next Board meeting requesting approval to advertise that.

Mr. Morgan will send Solicitor Gaul the front end bid documents for review.

Mr. Morgan stated bid approval should be available at December's Board meeting.

Mr. Hopkins asked about the timetable for the work to begin on the Lehigh Drive project. Mr. Morgan stated, Spring 2027.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated the IPP Committee met on September 3, 2026.

Mr. Mauro stated September's report was included in the packet. Mr. Mauro gave the floor to Ms. Hoffman to continue with the report.

Ms. Hoffman stated all local limit sampling is complete. Ms. Hoffman stated only data entry and calculations are needed at this point. Ms. Hoffman stated all calculations have to be submitted by February to EPA for review and obtain approval sometime in Spring 2027. Ms. Hoffman stated if after approval any changes are made, that it will be sent out to all Municipalities for approval and adoption again.

Ms. Hoffman stated inspections are still in progress.

Ms. Hoffman stated she will be attending PIX Industrial Conference at ArtsQuest on October 2, 2026. This Conference will cover Industrial Pretreatment Surcharges and maintaining a collaborate working relationship with industries. Ms. Hoffman teamed up with Mr. Andy Schneck from Fanatics Industry to attend and provide a presentation.

Mr. Gaul stated UAE Petroleum overdue payment has been received.

FINANCE COMMITTEE REPORT

Mr. Blanchfield stated Finance Committee met on September 9, 2026. Mr. Blanchfield stated Ms. Hoffman, Mr. Morgan, Mr. Schimmel and three Vice-Presidents from Embassy Bank were in attendance as well as the rest of Committee members.

Mr. Blanchfield stated two major topics were covered:

- Details of transferring accounts
- Checks deposit which will be done online similar to Fulton's system using check scanner.

Mr. Blanchfield stated check signers will be added by simply transferring them to Embassy Bank.

Mr. Blanchfield stated the checking account will be set up for two signers, if a check is received with just one, it will be rejected.

Mr. Blanchfield stated new signers will be added by Embassy after receiving minutes from the minutes where they were added and an approved Resolution, which is also required.

Mr. Blanchfield stated after the meeting a proposal was sent by Embassy Bank which was provided to all members on paper and electronically.

Mr. Blanchfield stated Embassy Bank has a Fraud Protection Program for \$75.00 per month if anyone is interested.

Mr. Blanchfield stated details about this should be worked out between this meeting and October's Board meeting.

Mr. Blanchfield stated this last document was received on September 11, 2026, couple of days after the Finance meeting on September 9, 2026.

Mr. Blanchfield stated Embassy Bank also offers Business Solution Consultant to assist with onsite training for online banking, ACH orientation, wire orientation, deposit, and merchant card processing.

Mr. Blanchfield stated the Finance Committee is recommending moving ahead and setting up the account with Embassy Bank to move the Operating account to their bank and utilizing the two-signer verification process.

Mr. Blanchfield stated the next step will be to recommend moving ahead, developing the bank relationship after

the Board's vote, transferring will occur beginning January 2027. Mr. Blanchfield stated this will help to avoid unnecessary redundant work in the 2026 and 2027 Audits.

Mr. Blanchfield stated a Resolution should be available for October's Board meeting.

Mr. Blanchfield stated the recommendation is to move ahead with Embassy Bank.

Mr. Hopkins thanked Mr. Blanchfield for his work on this, as well as the Committee's work as a whole.

Mr. Gaul asked Mr. Blanchfield if it would be necessary to identify what kind of account the Authority is interested. Mr. Blanchfield responded on page 8 of the proposal is a list but would like to ask Embassy Bank which one will be the best option for the Authority.

Mr. Gaul stated the documentation should reflect which account will be. Mr. Blanchfield will come back with that information for October's meeting. Mr. Gaul stated the account will not be funded until January 2027.

Mr. Blanchfield made a motion, seconded by Mr. Lammi, to move forward by transferring the Operating account from Fulton Bank to Embassy Bank. **Motion Carried (10-0).**

Mr. Blanchfield stated the Budget meeting is scheduled for October 6, 2026, at 11:00 a.m. All 2027 Budget contractors' request letters have been sent out; responses should be able to be discussed at the meeting.

Mr. Schimmel stated the Audit draft was received and some discrepancies were found. Mr. Blanchfield stated the draft reflects a difference of \$400,000 available for rebate purposes, which Mr. Schimmel would like to go over and make sure it is correct.

Mr. Schimmel stated after he goes over this, he would be able to decide.

Mr. Hopkins asked if this would be portioned the same way the original rebate was.

Mr. Schimmel stated as of now it looks like Palmer Township will receive 99% rebate, other municipalities will be receiving a little less, but it is because Palmer Township had put in more two years prior.

Mr. Schimmel stated these figures do not match what he has, more calculations are needed.

Mr. Schimmel responded to Mr. Gaul's question whether municipalities get actual check payment or get a credit. Mr. Schimmel stated municipalities get cash disbursement and receivable to those who have an outstanding balance.

Mr. Schimmel noted that the draft of the general 2025 audit was to include a supplemental audit of the H2O grant funds the Authority received for the Lehigh River pipe replacement project, but for some unknown reason, it was not included in the draft received.

OPERATIONS REPORT

Mr. Wilson was not in attendance. Ms. Hoffman presented his report.

Ms. Hoffman stated plant is running well.

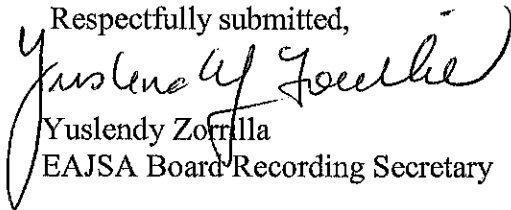
Ms. Hoffman stated Ammonia is not detected and TSS was 6.7, Fecal was 13, these are good numbers.

ADDITIONAL REPORT

- ❖ Old Business: N/A
- ❖ New Business: N/A
- ❖ Unfinished Business: N/A

The meeting was adjourned by a motion made by Mr. Lammi and seconded by Mr. Mauro and unanimously carried, at 5:27 pm.

Respectfully submitted,


Yuselndy Zorrilla
EAJSA Board Recording Secretary