

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
August 17, 2026, Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, August 17, 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 5:00 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	12/31/2030	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).

❖ **Agenda and any Amendment Approval:**

A motion was made by Mr. Campos and seconded by Mr. Lammi, to approve the posted agenda without any amendments. **Motion Carried (9-0).**

Minutes Approval:

A motion was made by Mr. Riegel and seconded by Mr. Campos to approve the minutes of the Board's August 17, 2026, regular meeting, as presented. **Motion Carried (9-0).**

❖ **Courtesy of the floor**

Mr. Michael Miller, member of the public, was present via zoom. Mr. Hopkins asked if there were any questions, no response was provided.

SOLICITOR'S REPORT

Attorney Gaul presented a revised Professional Services Agreement (PSA) for ARRO's services on the Methane Biogas Project. A copy of the document was also distributed to the Board in advance of the meeting. ARRO's requested that the PSA include a limitation of liability provision. Attorney Gaul also included some recommended clarifications to ARRO's requested language if the Board was inclined to permit the limitation of liability provision.

Mr. Morgan stated that ARRO's initial proposal, conditionally approved by the Board previously, had been received prior to ARRO receiving a copy of the Authority's standard PSA. Thus, ARRO was unaware of the Authority's expectations when ARRO sent its proposal. Moving forward, Mr. Morgan intends to include the Authority's standard PSA in a request for proposals.

The Board briefly discussed the requested revision to the PSA, and the Methane Biogas project.

Mr. Lammi made a motion, seconded by Mr. James, to approve the revised ARRO PSA as presented by the Solicitor, or with substantially similar language acceptable to the Chairman, in consultation with the Solicitor and Engineer. **Motion Carried (9-0).**

ACCOUNTANT'S REPORT

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

Mr. Blanchfield made a motion, seconded by Mr. Mauro, to approve August 17, 2026, bills for payment in the total amount of \$ 846, 284.88. **Motion Carried (9-0).**

Mr. James made a motion, seconded by Mr. Lammi, to approve the Bonds Fund Requisition 26-C2026-08 in the amount of \$ 800,125.94 in accordance with the Authority Engineer's recommendation.

Motion Carried (9-0).

ENGINEERING COMMITTEE REPORT

Mr. Lammi stated the Engineering Committee met at the beginning of the month and Mr. Morgan went through a number of different projects. Mr. Lammi gave the floor to Mr. Morgan to continue with the report.

Item # 08-01: WWTP-Approval of Proposal for Oxidation Ditch Aerator & Gearbox Repairs

The Oxidation Ditch at the Wastewater Treatment Plant was constructed in the late 1980s and utilizes EIMCO Wastewater Carrousel Mechanical Aerators (Aerators), now branded under Ovivo, with vertical-shaft surface impellers to introduce oxygen and induce continuous horizontal flow in Oxidation Ditch. There are three basins in the Oxidation Ditch labeled A, B and C and each basin utilizes two (2) Aerators. Each Aerator consists of a 150-horsepower motor that is coupled to a gearbox which reduces the speed of the Aerator impeller from 1,200 revolutions per minute (rpm) to approximately 30 rpm. A Hubert Low Spin (LS) shaft and impeller is attached to the output side of the gearbox. The Aerators are tagged A-1, A-2, B-1, B-2, C-1, and C-2. Earlier this year, the impeller on Aerator B-1 fell into the Oxidation Ditch and needs to be removed and replaced. In addition, refurbishment of the gearboxes on Aerators B-1, B-2, C-1, and C-2 is also required.

The Engineering Committee reviewed a proposal from BCM-Atlas in the amount of \$29,510.00 for design, bidding, and contract award services to replace the impeller for Aerator B-1 and refurbishment of the gearboxes on Aerators B-1, B-2, C-1, and C-2. A copy of the proposal was included in the Board meeting packet. The Engineering Committee recommends that the Authority approve the BCM-Atlas proposal.

A Motion was made by Mr. Lammi, seconded by Mr. Riegel, to approve the BCM-Atlas Proposal for Oxidation Ditch Aerator & Gearbox Repairs design, bidding, and contract award services, subject to BCM-Atlas signing the Authority's standard PSA. **Motion Carried (9-0).**

Mr. Morgan presented the following updates:

- Continued work with Atlas on the close-out phase of the project to replace the 16-inch force main from the Second Street Pump Station which is located in the bed of the Lehigh River. Prepared the final compensating change order for this project, reviewed and approved the final application for payment from the general contractor and continued work on close-out documents.
Mr. Morgan stated this project came under budget in the amount of \$240,000.00 due to the limited amount of restoration required.
- Mr. Morgan presented Eastern Operator's position on Proposed Amendments to Biosolid Permits.
- Mr. Morgan asked the Board to approve a letter of support for such.

Mr. Hopkins presented a background on Biosolid Permits.

A Motion was made by Mr. Lammi, and seconded by Mr. Riegel to amend the agenda to add under Engineering Report "Approval of Letter Supporting Eastern Operator's Position on Proposed Amendments to Biosolid Permits." The reason for the amendment is to expedite Board action. **Motion Carried (9-0).**

A Motion was made by Mr. Mauro and seconded by Mr. Campos to approve the Authority's submission of a Letter of Support of Eastern Operator's Position on Proposed Amendments to Biosolid Permits. **Motion Carried (9-0).**

PRETREATMENT COMMITTEE REPORT

Mr. Mauro had no report and turned it over to Ms. Hoffman.

Ms. Hoffman stated the IPP office was down to the last couple of Local Limits Sampling required for data entry. Ms. Hoffman stated about ten more plant samples are needed and then they could complete data entry and calculations.

Ms. Hoffman stated inspections should be completed by the end of September 2026.

Ms. Hoffman presented her agenda item, "Collection of Delinquent UAE Petroleum IPP Charges."

Ms. Hoffman stated the matter in question is 4th Quarter 2025 overdue invoice in the amount of \$ 1,124.00.

A Motion was made by Mr. Mauro, seconded by Mr. Campos, to authorize and direct Solicitor Gaul to enforce the Authority's remedies to collect UAE Petroleum's overdue 4th Quarter 2025 Invoice. **Motion Carried (9-0).**

Mr. Morgan stated he created the IPP billing memo but has not seen the number of payments as of yet.

FINANCE COMMITTEE REPORT

Mr. Blanchfield stated checks were signed on August 14, 2026.

Mr. Blanchfield stated he had a discussion with Mr. Schimmel about Rebate calculations and Audit.

Mr. Blanchfield stated he spoke to the Business Development person at Embassy Bank on August 6, 2026, who followed up with an email outlining the discussion during that meeting.

Mr. Blanchfield stated Embassy Bank has procedures for accepting two signatures.

Mr. Blanchfield stated a meeting is being arranged with the Business Solution Partner and Ms. Maria Smith, Manager at Lower Nazareth bank branch.

Mr. Blanchfield stated that a Finance meeting is scheduled here at the plant for September 9th, 2026, at 10 a.m.

Mr. Blanchfield stated it would be beneficial to invite the whole Finance Committee instead of just himself and Mr. Schimmel to the Embassy Bank meeting.

Mr. Gaul stated that, after any Finance Committee decision on a recommendation, the Board would need to adopt a resolution if the Board desired to take action.

Mr. Blanchfield stated the goal is to obtain all information at the Finance Committee and come back to the Board meeting in September, make sure everyone agrees to it and in October put the plan in motion.

Mr. Lammi asked which of the numerous accounts the Authority has with Fulton would be moved to Embassy Bank.

Mr. Schimmel stated Operating and Clearing accounts would be the ones moved over to Embassy Bank.

Mr. Schimmel explained the process of depositing into the Clearing Funds account and how he will have to transfer from the Authority's Clearing account to Embassy if the Authority moves forward with the plan.

Mr. Schimmel stated member municipalities Operating payments are deposited into the Operating Account and Debt Service into Clearing account.

Mr. Schimmel stated a transfer from Clearing account at Fulton would have to be transferred to Embassy Bank account.

Mr. Schimmel stated 2021 Bond construction funds get transferred from the Bond account into Operating account.

Mr. Morgan stated that the 2021 Bond construction funds will be entirely spent by this month.

Mr. Morgan provided a breakdown of funds available, \$500,000 for the Digester Project and some other Engineering costs coming out of the Capital line item from the 2025 Loan, some of the 500,000 will come out of the 2025 Bond Issue.

Mr. Morgan stated we should have one more transfer of the 2025 Bond Issue.

Mr. Morgan stated this will be discussed further at the next Board meeting.

Mr. Blanchfield asked about a topic discussed at last month's Board meeting about Fund Policy.

Mr. Blanchfield stated he did some research and found this type of policy involves how funds are collected, how funds are deposited, segregated, what expenses are allowed for which fund when and how reserves get calculated, how debt service, capital projects, rebates are handled .

Mr. Campos stated the Authority is focused on the reserve policy. Mr. Campos stated that what was discussed at the last Board meeting, was to have 2-3 months reserved.

Mr. Hopkins stated this was prompted after the presentation by Mr. Hottenstein from FSL Public Finance, LLC.

Mr. Campos stated the goal is to determine what needs to be done to increase our credit rating.

Mr. Campos stated the City has a reserve policy, and the Authority should have one too.

Mr. Campos stated we should start off by creating a Reserve Policy.

Mr. Hopkins stated the goal should be something that everyone could agree upon.

Mr. Schimmel stated still waiting for the draft Audit. A separate audit had to be done for the H2O Grant, and he noticed the million dollars was included in the receipts and had to request it to be moved down because one million dollars cannot be rebated from the H2O Program.

OPERATIONS REPORT

Mr. Wilson stated that the CSO was 1,407,185 gallons.

In addition, Centrifuge incoming power fuses brittle and replaced. Also, Polymer delivery with unusable polymer.

The Second Street Pump Station generator sensor replaced.

Furthermore, on 8/29/26 BOD/cBOD results are average. Lab results not received at time of report.

Mr. Wilson stated TSS were 6 7 and 8's, couple of spikes due to the rain.

Mr. Lammi asked about the plant performance letter received. Mr. Lammi asked whether a rebuttal was sent to DEP and, if so, whether DEP responded.

Mr. Wilson sent a response but has not heard back. Mr. Wilson explained that the State often communicates with WTPP permittees only annually or on a multi-year basis regarding potential violations, rather than for every potential incident.

ADDITIONAL REPORT

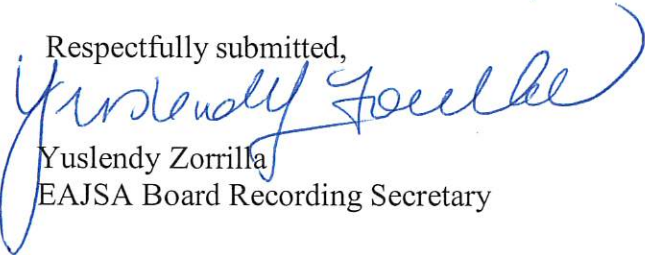
❖ **Old Business:** N/A

❖ **New Business:** N/A

❖ **Unfinished Business:** N/A

The meeting was adjourned by a motion made by Mr. James and seconded by Mr. Lammi and unanimously carried, at 5:45 pm.

Respectfully submitted,


Yuslenny Zorrilla

EAJSA Board Recording Secretary