

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
April 20, 2026, Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, April 20, 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			5:05
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).

Mr. Ryan Hottenstein, Senior Vice President at FSL Public Finance, LLC, joined the meeting via Zoom.

❖ **Agenda and any Amendment Approval:**

Chairman Mr. Hopkins, as per Finance Committee Chair Mr. Blanchfield, requested a motion to reorder the agenda item ii under Finance Committee, Approval of Resolution to Transfer Funds from M&T Bank to 2025 Construction Fund Account, to be placed instead under Item #3, Approval of Agenda, and any Amendments.

A motion was made by Mr. Werner and seconded by Mr. Lammi, to approve the posted agenda with the amendments. **Motion Carried (10-0).** *Mr. Campos was not present to vote.*

Mr. Hopkins gave the floor to Mr. Blanchfield.

PROPOSED RESOLUTION # 2026-04-20A: RESOLUTION APPROVING AND AUTHORIZING A DRAWDOWN OF 2025 BOND FUNDS

Mr. Blanchfield presented Mr. Hottenstein to go over proposed Resolution # 2026-04-20A authorizing a drawdown of \$1,300,000 of 2025 Bond Funds from M & T Bank.

Mr. Campos entered the meeting at 5:05 pm, while Mr. Hottenstein was discussing the draw down of funds.

Mr. Hottenstein stated the terms and conditions of the Authority's financing with M & T Bank in October 2025:

- 12-month period to draw all funds without penalty
- Up to now only \$50,000.00 has been drawn (pay cost of issuance and IRS Threshold)
- Currently outstanding this \$50,000.00
- The 12-month period began October 22, 2025, and runs until October 22, 2026
- During this period only charged interest for the drawn amount
- At the end of this period the Authority must draw down the entire amount which can be used for capital projects, although theoretically the Authority could draw down, and repay funds without penalty prior to the deadline for drawdowns.

Mr. Hottenstein stated that the decision for the Board was whether to approve a draw down of funds at that time. Mr. Hottenstein stated the process necessary to request a draw down is contained in the resolution.

Mr. Morgan provided some background on this topic and the reason the Authority is considering a drawdown now. Mr. Morgan stated the Authority has currently 2.3 million dollars of construction costs left for the Digester Cleaning Project and miscellaneous improvement projects and Second Street Force Main Replacement Project.

Mr. Morgan stated there is 1.2 million dollars left in the 2021 Bond/Construction Fund. Mr. Morgan stated this draw will cover for a couple of months and for some cushion.

A Motion was made by Mr. Mauro and seconded by Mr. Riegel to adopt proposed **Resolution # 2026-04-20A** authorizing a drawdown of \$1,300,000 of 2025 Bond Funds from M & T Bank.
Motion Carried (11-0).

Mr. Hopkins provided a report on the Authority's credit rating and how it stands as an organization in a debt-heavy industry. Mr. Hopkins stated as of now the Authority has an A2 credit rating.

Mr. Hopkins stated he has asked Mr. Hottenstein and his firm to prepare an analysis of the Authority's comparison to industry financial benchmarks, and the reasons for the Authority's credit rating. Mr. Hottenstein stated his firm is happy to provide the analysis, and he is aiming to present their findings next month.

Mr. Morgan asked Mr. Hottenstein to reach out to him or Mr. Schimmel for anything his firm might need

to conduct a credit rating review.

Mr. Blanchfield stated a Finance Committee meeting will be required to go over the Audit and how the rating score is something auditors look at. Mr. Hottenstein will be attending the Finance Committee meeting.

❖ **Minutes Approval:**

A motion was made by Mr. Blanchfield and seconded by Mr. Riegel to approve the minutes of the Board's April 20, 2026, regular meeting, as presented. **Motion Carried (11-0).**

The minutes presented included the following revisions requested by Mr. Wilson last week in regard to his report:

On page 5- Sludge- should be- Slug load

On page 6- delete- line" Mr. Wilson added the slug caused an overflow at the plant
Should be-Mr. Wilson added the slug caused an overflow at the Disk Filter

The revisions were contained the last draft of the minutes circulated via email on Friday by the recording secretary.

❖ **Courtesy of the floor:**

Mr. Hopkins stated 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, stated he had nothing to report.

Mr. Werner asked Mr. Schimmel if Fulton Bank had sent any correspondence about the required signatures for checks signing.

Mr. Schimmel stated that this would be discussed under Finance Committee.

Mr. Blanchfield made a motion, seconded by Mr. Campos, to approve the April 20, 2026, bills for payment in the total amount of \$ 2,321,052.50. **Motion Carried (11-0).**

Mr. Blanchfield stated all bills and invoices were matched up.

Mr. Lammi made a motion, seconded by Mr. Campos to approve the Bonds Fund Requisition 26-C2026-04 in the amount of \$ 216,099.50 in accordance with the Authority Engineer's recommendation.

Motion Carried (11-0).

ENGINEERING COMMITTEE REPORT

Mr. Hopkins gave the floor to Mr. Lammi to provide his report.

Mr. Lammi stated the Engineering Committee met on April 2, 2026. Mr. Lammi gave the floor to Mr. Morgan to provide a number of different updates.

Mr. Morgan started his report by presenting the agenda item first.

Item # 04-01-EAJSA Gas System Upgrades/Misc. Upgrades-Contract No. 1-General Construction Eastern Environmental Contractors, Inc-Change Order.

Mr. Morgan stated enclosed in the Board packet was a copy of change order from Eastern Environmental Contractors, Inc. in the amount of \$38,260.00 which was requested by plant management for the removal and replacement of seven (7) existing 8-inch plug valves in the piping around the two pumps which transfer sludge from the Gravity Belt Thickener (GBT) to the digesters. Mr. Morgan also added that these existing valves were originally installed in the late 1980's, or earlier. They currently leak and have reached the end of their useful life. Mr. Morgan also added these valves will be replaced with new Dezurik brand level operated manual valves. Mr. Morgan added the cost for the new valves, associated gaskets and hardware is \$24,321.38 and the installation cost for the new valves is \$13,938.62.

Mr. Morgan stated the Engineering Committee reviewed this change order and recommends that the Authority approve this change order at its April 20, 2026, meeting.

A Motion was made by Mr. Lammi and seconded by Mr. Bracken to approve Engineering Memorandum Item # 04-01 - EAJSA Gas System Upgrades/Misc. Upgrades-Contract No. 1-General Construction Eastern Environmental Contractors, Inc.-Change Order.

Engineering Memorandum # 04-01. Motion Carried (11-0).

Mr. Morgan stated continued work with AARO on the construction phase of a project which involves cleaning and inspection of Digester No. 1, implementation of the Gas Handling System Study recommendations and miscellaneous tank, equipment, and ancillary building improvements. Mr. Morgan also added, inspected work completed by the general contractor for this project, reviewed and approved applications for payment from the general and electrical contractors for this project and followed up on completion of punch list items for the electrical contractor. Also attended the structural inspection of the interior and exterior of Digester No. 1 and reviewed change order requests from the General Contractor for this project.

Mr. Morgan stated continued work related to removal, repair, or replacement of Oxidation Ditch Tank Mixer B1 which failed and fell into this tank.

Mr. Morgan stated more miscellaneous work around the plant, still waiting for some gates for the Contact Tank, only the Heat Exchangers have been received at the plant. Mr. Morgan stated by the end of May this should be concluded.

Mr. Morgan stated the Force Main Replacement restoration work has been completed.

Mr. Morgan stated what follows now are the city inspections and submit all the approvals.

Mr. Morgan stated there will be a bulk payment remaining for that project in May, after all documents are submitted the rest of the payment will be released in June.

Mr. Morgan stated there are some other projects but still in design.

Mr. Morgan stated he hopes to provide an update on the Lehigh Project next month.

Mr. Mauro had no report.

Ms. Hoffman was not in attendance.

Ms. Skibicki, Assistant IPP Manager, introduced herself to the Board and provided the IPP report for the month.

Ms. Skibicki reported a couple of violations.

Industry- Bakerly Barn violation on March 25, 2026, March 27, 2026, and April 8, 2026.

Ms. Skibicki stated NOV was issued April 7, 2026; NOV for April 8th violation to be issued upon receipt of official results report.

Industry-The Flying Meatball- Had a pH Violation on April 8, 2026, NOV to be issued upon receipt of official results report.

Ms. Skibicki reported the EAJSA 2025 EPA Annual Report was submitted March 4, 2026, prior to March 31, 2026, deadline.

Ms. Skibicki reported 2nd Quarter Sample Orders sent to M.J. Reider and 2nd Quarter sampling has commenced.

Ms. Skibicki reported IntelliPay- 4th Quarter 2025 Invoices issued April 7, 2026, with IntelliPay payment links for electronic payment option. Ms. Skibicki stated some payments have been received, it is working well.

Ms. Skibicki stated 1st Quarter IPP Plant Samples, Influent, Sludge Priority Pollutant Scans, and Sludge Form 43 were collected March 25th and 26th 2026.

Ms. Skibicki stated some industries inspections were already done:

Coherent Corporation-Inspected April 7, 2026
Fanatics Licensed Sports Group-April 14, 2026
Chrin Landfill-Scheduled for April 22, 2026
LVHN Hecktown Oaks- Scheduled for April 23, 2026

Ms. Skibicki stated they are still in the process of scheduling more inspections.

Ms. Skibicki stated Ms. Hoffman and Ms. Lambert attended EPWPCOA Industrial Pretreatment Conference on April 9th and 10th 2026.

Ms. Skibicki shared with the Board an upcoming Free PIX Webinar, subject matter would be on flow, on April 28, 2026, from 12-1 pm.

Ms. Skibicki stated the next IPP Committee meeting is scheduled for May 7, 2026, at 9 a.m.

Mr. Morgan provided history on the preparation of IPP bills since 1998. He has been in charge of this. Mr. Morgan stated moving forward Ms. Skibicki and Ms. Hoffman will be in charge of it, as well as of the IPP electronic payments.

Mr. Hopkins congratulated Ms. Skibicki on her good work.

Mr. Werner asked about the payment status on UAE Petroleum industry. Mr. Morgan stated they are still behind with payment and he will forward the overdue invoice to Solicitor Mr. Gaul.

Mr. Hopkins went over the appointment and selection of the members for the Appeals Hearing Board. Currently the IPP Committee and Appeals Hearing Board have identical or similar members. He intends to change the membership of the Appeals Hearing Board, so the membership of the IPP Committee and Appeals Hearing Board is different. Mr. Hopkins stated Vice-Chairman Mr. James volunteered to serve on the Appeals Hearing Board. Mr. Werner asked what this board would be responsible for. Mr. Hopkins stated that the Appeals Hearing Board would hear appeals from the IPP Manager's administrative and enforcement actions.

Mr. Frank and Mr. Riegel volunteered to serve on the Appeals Hearing Board, and Mr. Hopkins volunteered to serve as an alternate.

Mr. Gaul stated a motion is unnecessary to make the appointments. The IPP regulations provide that the Chairman has the authority to make the appointments.

Chairman Mr. Hopkins stated that he was removing the current members of the Appeals Hearing Board and, in their place, appointing the following Authority Board members to the Appeals Hearing Board:

- Mr. Paul James
- Mr. James Frank
- Mr. Steve Riegel
- Chairman Mr. Dave Hopkins as alternate

FINANCE COMMITTEE REPORT

Mr. Blanchfield gave the floor to Mr. Schimmel to provide an update on the Audit.

Mr. Schimmel stated he received a call from the auditors proposing to start the Audit process on April 13, 2026.

Mr. Schimmel stated to the auditors that it is not possible due to a tax deadline.

Mr. Schimmel stated his office sent over to the auditors a copy of the general ledger, bank confirmations etc.

Mr. Schimmel should be able to start soon.

Mr. Morgan stated the audit flow data for 2025 are the two main factors utilized for the budget and rebates.

Mr. Morgan stated these reports have been received by the office and forwarded to him; he will revise and determine if follow-up is necessary.

Mr. Campos asked if the Authority got off the S & P credit watch list.

Mr. Schimmel asked if Mr. Hottenstein was going to look into this. Mr. Gaul stated he had not heard anything further about the matter.

Mr. Blanchfield stated Mr. Hottenstein sent some correspondence on March 17, 2026, stating how the Authority got on this watch list and how to get remove of it.

Mr. Gaul reminded the Board that S & P is not the Authority's current rating agency.

Mr. Blanchfield stated that after Mr. Schimmel had many conversations with Fulton Bank about the options for additional signers for signature cards, an agreement could not be reached. Mr. Blanchfield stated he reached out to Mr. Gaul for advice, but Mr. Gaul was not successful either.

Mr. Blanchfield stated that as of now the Authority has five (5) members with the ability to sign checks and it has never been a problem.

Mr. Schimmel stated he does not believe switching financial institutions is a good option due to all the complications this can create.

Mr. Schimmel stated that the Authority's rules require two signatures for checks, and that the Bank does not have to have the same requirement on its end.

Mr. Schimmel stated Fulton Bank is the Authority's Trustee and he feels secure about the way that Fulton has handled matters in the past.

Mr. Schimmel stated that, as an example of the convenience of working with Fulton, currently member municipal debt service gets deposited into the Clearing Fund account. The Authority's debt service payments are directly deducted from there.

Mr. Schimmel also stated the Auditors will not be content with switching banks because then they will start asking for documents from the new bank.

Mr. Gaul stated the proposed Fulton resolution will not protect the Authority if anyone would attempt to commit fraud.

Mr. Gaul provided some examples of local Authorities or municipalities that have been victims of embezzlement.

Mr. Hopkins stated he would like to get a recommendation from the Finance Committee about this matter.

Mr. Hopkins stated he does not think Fulton Bank has treated us well and will not mind switching to another financial institution.

Mr. Hopkins asked the Finance Committee members to go over this and come back with a recommendation at the next Board meeting.

Mr. Lammi suggested that the Authority consult with its Bond Counsel, Kevin Reid, on this matter, as Fulton was the Authority's Bond Indenture Trustee.

Mr. Gaul stated he would be glad to request that Attorney Reid review and consult on the matter but reminded the Board that the accounts in question are not Indenture accounts, and as a result, Attorney Reid's input may be limited.

Mr. Gaul suggested checking with Embassy Bank about this subject matter.

OPERATIONS REPORT

Mr. Wilson reported some more violations following up situation that happened back in February. Mr. Wilson stated the past two weeks everything has been under control.

Mr. Wilson stated two weekly TSS and cBOD exceedances, monthly TSS and cBOD exceedances. Mr. Wilson added TSS percent removal <85.0%, CSO-2,368,980 gallons.

Mr. Wilson stated Digester #3 hole in floating cover repaired and digester is back in service. Mr. Wilson stated the installation of temporary siloxane scrubber for boilers. Mr. Wilson added that Magnesium Hydroxide metering pump drive replacement.

Mr. Hopkins asked Mr. Morgan to review the terms of the Hauling agreement.

Mr. Morgan stated the Authority is on a one in a three-year extension.

Mr. Morgan stated this can be discussed at the Engineering Committee.

ADDITIONAL REPORT

❖ **Old Business:** N/A

❖ **New Business:** Mr. Gaul went over the agenda item, Authority Committee Structure and Appointments

Mr. Gaul stated that he discussed the need for an Executive Committee with Mr. Hopkins, Mr. Lammi, and Mr. Morgan, and that the consensus was that one was unnecessary.

Mr. Gaul stated that, based on his review of the Authority's Bylaws, and his discussion with Board members and Mr. Morgan, the Authority does not have a formalized committee structure and appointment process, and ideally, there should be one.

Mr. Gaul stated that historically Board members rolled over from year to year and are appointed by the Chairman.

Mr. Gaul went over the issues of Board member salaries and officer compensation. Under the Municipalities Authorities Act, Board member salaries are determined by the incorporated municipalities, and not the Board. The Act, however, allows the Board to determine officer positions and officer compensation. Currently, the Authority has a Chairman, Vice Chairman, Treasurer, and Secretary. Attorney Gaul stated he was informed that the first three officers receive compensation, but not the Secretary.

Mr. Lammi stated he was not aware the Board could decide on officer compensation.

Mr. Hopkins stated he would like to formalize getting the Secretary compensated.

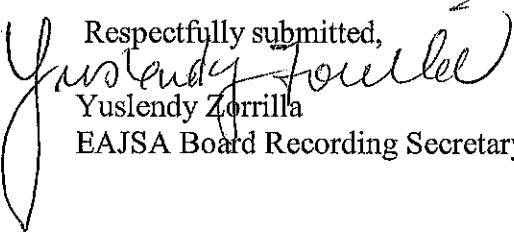
Mr. Gaul stated he would report back on this, as he would like to confirm his general understanding of the Board's authority to provide for officer compensation under the Authorities Act. If the Board is authorized to provide compensation to the Secretary, and desires to do that, then the Board will also need to determine the amount of compensation.

Mr. Campos stated he would like confirmation of prior authorizations for Board member and officer compensation, and ideally there should be a written resolution with all pay rates.

Mr. Morgan stated he does not recall seeing board members' compensation documented anywhere.

❖ **Unfinished Business:** N/A

The meeting was adjourned on a motion by Mr. Lammi and seconded by Mr. Blanchfield and unanimously carried, at 6:10 pm.

Respectfully submitted,

Yuslenny Zorrilla
EAJSA Board Recording Secretary