

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
May 18, 2026, Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, May 18, 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. Lammi and seconded by Mr. Riegel, 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 April 20, 2026, regular meeting, as presented. **Motion Carried (10-0).**

❖ **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 stated that, prior to the Board meeting, he distributed via email a draft Resolution establishing authority committees and providing for other miscellaneous matters. Mr. Gaul went over the details of the draft Resolution.

Mr. Gaul stated this topic can be addressed at the next meeting.

Mr. Hopkins stated it would be fair to the Board members to have a month before the June meeting to make comments about it.

Mr. Gaul stated that a Board member can email him with any questions or suggestions about the draft Resolution.

Mr. Gaul stated that if the Resolution is adopted at the next meeting, the Chairman should confirm all the Committee member appointments at the meeting for the record.

Mr. Hopkins stated that, due to the number of appointments, he would ask Board members to report any movement at the end of the year so it can be organized and finalized at the January meeting.

Ms. Hoffman stated that the EAJSA website includes a tab listing all Committee members.

ACCOUNTANT'S REPORT

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

Mr. Riegel made a motion, seconded by Mr. Blanchfield, to approve the April 20, 2026, bills for payment in the total amount of \$ 834,316.37. **Motion Carried (10-0).**

Mr. Morgan clarified that the amount due for Hangley Aronchick, Segal Puding & Schiller Special Counsel is a combination of March and April bills.

Mr. Lammi made a motion, seconded by Mr. Campos to approve the Bonds Fund Requisition 26-C2026-05 in the amount of \$ 724,011.20 in accordance with the Authority Engineer's recommendation.
Motion Carried (10-0).

ENGINEERING COMMITTEE REPORT

Mr. Lammi stated the Engineering Committee met earlier in the month and covered a number of topics. Mr. Lammi gave the floor to Mr. Morgan to continue with the report.

Mr. Morgan had no requests for approval at this time.

Mr. Morgan stated the Force Main Project is completed. Mr. Morgan stated they are currently working on punch list items and close out documents.

Mr. Morgan stated for the Digester Project, we are only waiting for Chlorine Contact Tank gates to arrive in mid-June, and the mixers are scheduled to arrive first week in July. Mr. Morgan stated that it is his understanding that it will not take much time to install the mixers. Mr. Morgan stated that this project is expected to be wrapped up in mid-August, with final completion by the end of August.

These are the only two projects that are currently under construction.

Mr. Morgan stated these three projects are currently in design: the Sodium Hypochlorite Piping Repairs Project, the RAS/WAS MCC Project, and the Lehigh Drive Sewer Project.

Mr. Morgan stated PADOT is reviewing the Lehigh Drive project re-submission application and should have a response and approval in the upcoming couple of weeks.

Mr. Morgan stated that, after PADOT approves the application, the project can be put out to Bid.

Mr. Morgan stated in the next month or two we should have proposals for design for the Methane Scrubbing System and for the Sludge Storage Area Canopy Repairs. Mr. Morgan noted that the canopy repairs were designed, just need a proposal from the same firm for bidding.

Mr. Morgan stated that hopefully this is the last unknown item for this year. Mr. Wilson and Ms. Hoffman will be taking the Oxidation Ditch out of service, most likely in June and inspect the broken mixer and decide if that can be repaired, or replaced and determine how it should be approached.

Mr. Lammi asked about the two small projects approved by the Engineering Committee. Mr. Morgan stated the Engineering Committee approved a door, Clarifier Scrapper Arm, and replacement components for all three Clarifiers. Maintenance staff will install these.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro stated that the IPP Committee met earlier this month on the 7th. Mr. Mauro again acknowledged a prior slug event that impacted plant operations. He then gave the floor to Ms. Hoffman to continue with the report of IPP matters.

Ms. Hoffman stated the only report at this time is about inspections, this is the time of the year for that.

Ms. Hoffman stated the goal is as usual, to try to be done by November.

Ms. Hoffman presented her one agenda item, Collection of Delinquent UAE Petroleum IPP Charges for Third Quarter for 2025 in the amount of \$ 1, 124.00. Ms. Hoffman stated her intent is to turn this over to Solicitor Mr. Gaul.

Ms. Hoffman stated four overdue notices were sent to this industry, but no progress was made.

Ms. Hoffman stated that the last time Mr. Gaul sent this industry a letter, a payment was sent right after that.

Mr. Gaul requested the Board provide direction to the Solicitor through the adoption of a Motion directing the Solicitor to enforce the Authority's remedies for nonpayment against UAE Petroleum IPP Charges.

A Motion was made by Mr. Hopkins and seconded by Mr. Lammi, directing the Solicitor to enforce the Authority's remedies for non-payment against UAE Petroleum. **Motion carried (10-0).**

FINANCE COMMITTEE REPORT

Mr. Blanchfield reported the Finance Committee met on May 15, 2026.

Mr. Blanchfield provided a summary of the meeting. He stated the Finance Committee members met with Kevin Reid, Bond Counsel, via Zoom, and with Mr. Ryan Hottenstein, Senior Vice President at FSL Public Finance, LLC, the Authority Financial Advisor, and his colleague, Mr. Ariel Segal, who were in-person.

Mr. Blanchfield stated that, as per Chairman Hopkins's request, it would be ideal to get more check signers. Mr.

Blanchfield stated Fulton Bank was contacted to add more check signers, but the institution has not provided the best customer service per se.

Mr. Blanchfield stated Mr. Schimmel and Solicitor Mr. Gaul worked on various Resolution versions, all rejected by Fulton Bank.

Mr. Blanchfield stated Fulton Bank only recognizes one signature and wanted to add additional power to signers that would actually involve a lot of bank actions.

Mr. Blanchfield stated the possibility of switching certain accounts to another financial institution was discussed at a Board meeting. This was the main topic for discussion at the Finance meeting on May 15, 2026.

Discussion included the possibility of moving non-Indenture Operating accounts to another financial institution, the repercussions of moving accounts, and also the cost in annual audits. Mr. Hottenstein mentioned there are companies that do have accounts in different banks but also expressed how just leaving things as they are also makes it easier.

Mr. Blanchfield stated Mr. Hottenstein was strong about not moving Indenture accounts and leaving them where they are.

Mr. Blanchfield stated the Auditor was not able to attend the meeting but responded via email. The Auditor provided practical information stating he has Authorities as clients who have Indenture accounts with Trustee Banks and operating non-Indenture accounts with another bank. For those clients, they usually provide the Trustee with a request payment form, and the Trustee will pay the third-party contractor directly.

Mr. Blanchfield stated there are different ways this can be done, it all depends on how structured the other institutions are.

Mr. Blanchfield stated that whichever bank the Authority moves to, must recognize our policies, our two check signatures and have good customer service.

Mr. Blanchfield stated that if a switch is made, it should be done at the end of the year to reduce the auditing hurdles.

Mr. Blanchfield recapped that currently the Authority has five signatories for checks. Mr. Blanchfield asked Board members, and Committee members to provide their feedback on this matter.

Mr. Hopkins asked how the Finance Committee members felt about this; Mr. Blanchfield replied he did not know.

Mr. Blanchfield stated there was a lot of information during the Finance Committee meeting, a two-hour meeting, but no conclusions were made.

Mr. Hopkins thanked Mr. Blanchfield for looking into this matter.

Mr. Hopkins provided his personal opinion; he disliked the idea of having to be a client of an institution only because it is very inconvenient to move.

Mr. Schimmel agrees with everything Mr. Blanchfield presented. Mr. Schimmel commented that it is safer staying with the current bank. Mr. Schimmel stated the ease of obtaining payment from 2021 Bond Issue by just obtaining required signatures, sending an email to the bank and funds are available right away.

Mr. Schimmel said that to him, it is easier to leave things as they are right now.

Mr. James stated that allowing another institution to make our operational transactions is reasonable but also stated taking into consideration Mr. Schimmel's explanation in the ease of conducting financial transactions with our current bank.

Mr. Werner stated five banks in the area are probably willing to do what Fulton is not willing to do.

Mr. Lammi asked to look into other banks and find out what kind of services they offer.

Mr. Morgan stated he asked Mr. Hottenstein if he could look at other banks to see if he can find better fees and interests' rates. Mr. Morgan stated money comes out of our Bond Fund and goes into the Operating fund and then goes out; that is where checks are written from, it is some kind of passive account. If there is not so much money sitting there, it might not get anything great, but we would not know until we check.

Mr. Morgan also stated the other part would be to do some leg work to see if there is something better and not wait until January 1st to investigate.

Mr. Gaul stated that if the Authority establishes a new account, it could be set up before January 1st and then funded on January 1st.

Mr. Campos stated he understands Mr. Schimmel's opinion is important, but we should do our due diligence and start looking now for another bank.

All Finance Committee members agreed on the discussion.

Mr. Blanchfield stated that Mr. Hottenstein presented the results of the Credit Analysis. Mr. Hottenstein had the assistance of Mr. Ariel Segal.

Mr. Blanchfield suggested inviting Mr. Hottenstein and Mr. Segal to a Board meeting to present on this topic.

Mr. Hopkins asked Mr. Blanchfield for a brief description of the analysis. Mr. Blanchfield responded that credit rating companies use a very detailed analysis, making it difficult to summarize briefly.

Mr. Schimmel stated the Audit is moving along very well.

Mr. Schimmel stated the Field Auditor will be doing some testing at his office the day after this meeting.

Mr. Hopkins thanked the Finance Committee for doing such an excellent job.

Mr. Hopkins stated he is looking forward to the presentation by Mr. Hottenstein because there is nothing more important than seeing where the Authority is heading financially.

OPERATIONS REPORT

Mr. Wilson reported under operations a new PLC installed for WAS/RAS gates. Also, a new drive installed for rotary disk filter. Mr. Wilson also reported a DEP Laboratory Inspection.

Mr. Wilson reported under regulatory a follow up on a past fecal violation on April 7, 2026. Also, reported CSO of 1,760,660 gallons.

Mr. Wilson also stated on April 23, 2026, influent BOD/cBOD results are averaged, lab analysis not received at

time of report.

Mr. Lammi questioned the high CSO level. Ms. Hoffman explained we had two heavy rain events, five hours prolong.

Ms. Hoffman explained that sometimes a rag gets caught on the meter, it is not actually a reading but will cause an overflow reading.

Ms. Hoffman stated there were two big rain events in April that created these high readings.

ADDITIONAL REPORT

❖ **Old Business:** N/A

❖ **New Business:** Mr. Gaul went over the agenda item, Authority Officer Compensation.

PROPOSED RESOLUTION # 2026-05-18A: RESOLUTION AUTHORIZING AND APPROVING OFFICER COMPENSATION AND OTHER MISCELLANEOUS ITEMS

Mr. Gaul provided a summary of last meeting's discussion about compensation of the Authority's Officers, specifically the Secretary, and if the Board had the authority to do that.

Mr. Gaul stated that the Board can provide compensation to the Authority Officers, and change the amount, if they want to. Mr. Gaul stated that, on the other hand, more research would need to be done on the history of Board member salaries.

Mr. Gaul created a proposed Resolution document memorializing Officer compensation, with the compensation amounts left blank.

Mr. Gaul circulated this resolution via email to all Board members for review and comment prior to this meeting.

Mr. Gaul stated the current compensation amount for each Officer, with the Secretary receiving no compensation.

Mr. Lammi stated he had no problem increasing all the officers' compensation amounts, but in particular he believed that the Secretary should definitely be compensated. He recommended that the Secretary be compensated the same amount as the Treasurer.

Mr. Gaul asked Mr. Lammi if he desired to make a Motion to adopt the proposed Resolution with the following amounts inserted: Chairman, three hundred dollars a quarter; Vice-Chairman, two hundred dollars a quarter; Treasurer and Secretary, one hundred and fifty dollars a quarter.

Mr. Lammi stated if the Board would like to increase the compensation for the Chairman, Vice-Chairman and Treasurer, the same should be for the Board Secretary because the current compensation has been the same for many years.

Mr. Campos stated that he was not necessarily in favor of increasing the current Officer compensation except in the case of the Secretary. Mr. Campos asked Mr. Gaul if there was a secretary's position description; Mr. Gaul answered yes, there is, in the bylaws.

Mr. Gaul also stated that the Secretary also needs to travel to the plant sometimes to sign documents.

Mr. Campos stated he just wanted to ask for his own knowledge.

Mr. Morgan asked if Board member meeting attendance is addressed in the Resolution, Mr. Gaul said no, only the Authority Officer's compensation.

Mr. Hopkins stated we should stick to Board member compensation that will not require going back to the member municipalities.

Mr. Morgan asked Mr. Gaul if there is a reason to research where this Board compensation came from. Mr. Gaul replied that Board member salaries need to be approved by the incorporating municipalities, which should be documented. Mr. Morgan stated archive documents can be located in the old building, and he offered to look and see what he finds. Mr. Hopkins stated Board members' salaries have been in place for a minimum of 40 years.

Mr. Morgan stated there might be a Resolutions book in the attic.

Mr. Hopkins stated a Resolution should be adopted to reflect what is currently done.

Mr. Hopkins stated he is not personally supportive of raising Board member salaries. Mr. Hopkins provided background information on how former Board members stated the salary back then was never adjusted twenty years ago.

Mr. Hopkins stated the importance now is to get the Secretary compensated to be equitable.

Mr. Hopkins stated if anyone would like to discuss a Board member compensation increase, it should be brought up to the Finance Committee.

Mr. Campos suggested making the Vice-Chairman, Treasurer and Secretary compensated in the amount of two hundred dollars per quarter.

The consensus of the Board was that proposed Resolution #2026-05-18A would be completed with the following Officer compensation amounts: Chairman - three hundred dollars per quarter; and Vice-Chairman, Treasurer and Secretary - two hundred dollars per quarter.

A Motion was made by Mr. Lammi and seconded by Mr. Campos to adopt proposed **RESOLUTION # 2026-05-18A AUTHORIZING AND APPROVING OFFICER COMPENSATION AND OTHER MISCELLANEOUS ITEMS. Motion Carried (10-0).**

There was a brief discussion about whether Mr. Blanchfield was allowed to give his vote on this motion. Mr. Gaul stated that he was allowed to vote on the matter.

❖ **Unfinished Business:** N/A

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

Respectfully submitted,

Yuslenny Zorrilla
EAJSA Board Recording Secretary