

**MINUTES OF THE
EASTON AREA JOINT SEWER AUTHORITY BOARD
October 20, 2025 Meeting**

- ❖ The regular monthly meeting of the Easton Area Joint Sewer Authority Board was held at 5:00 p.m. on Monday, October 20, 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	Mr. 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		*
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. Hopkins and seconded by Mr. Riegel, to approve the posted agenda without any amendments. **Motion Carried (11-0).**

❖ **Minutes Approval:**

A motion was made by Mr. Caubel and seconded by Mr. Hopkins to approve the minutes of the Board's September 15, 2025, regular meeting, as presented. **Motion Carried (11-0).**

❖ **Courtesy of the floor:**

Ms. Hoffinan 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

Attorney Gaul stated he had nothing report.

ACCOUNTANT'S REPORT

Mr. John Schimmel, EAJSA Accountant, stated he had nothing to report, except the Finance Committee report will include several items on which he has been working.

Mr. Blanchfield made a motion, seconded by Mr. Werner to approve the September 15, 2025, bills for payment in the total amount of \$363,449.21. **Motion Carried (11-0).**

Mr. Caubel made a motion, seconded by Mr. Blanchfield, to approve the Bond Funds Requisition 25-C2025-10 in the amount of \$ 201,284.97 in accordance with the Authority Engineer's recommendation.

Motion Carried (11-0).

ENGINEERING COMMITTEE REPORT

Mr. Hopkins stated the Engineering Committee met on October 7th. Mr. Hopkins stated a number of issues and updates were discussed. Mr. Hopkins asked Mr. Morgan to provide the report.

Mr. Morgan stated at this time he only had two items, one for approval and one update on the Force Main Replacement Project:

Update: Digester Cleaning and Miscellaneous Equipment Upgrade Project- Mr. Morgan stated Digester 1 has been completely cleaned. Mr. Morgan stated, to save funds, the plant's disposal contractor and landfill were utilized for sludge cleaning. Mr. Morgan stated that after this cleaning phase, sludge will accumulate less, which will allow for a decrease in sludge expenses going forward. Mr. Morgan stated that the tank will not be filled until the early two months in 2026.

Mr. Morgan stated that approximately 465 wet tons of sludge were hauled away at a rate of \$125.00 per ton, totaling \$58,125.00 in extra costs for the city for sludge disposal. Mr. Morgan stated there is a memo in the packet outlining this.

Mr. Morgan stated that, as a matter of information, in the past, the Authority has sometimes directly paid sludge disposal bills received near the end of certain years for various reasons, using funds from the contingency line item in its budget at the time.

Mr. Morgan stated the Engineering Committee recommends that the Authority approves use of the \$100,000 unspent funds in Line-Item No. 251 of its 2024 Budget- Contingency, for the Authority to directly pay sludge transportation and disposal bills for 2025.

Mr. Lammi stated this is part of the Capital Project.

Mr. Hopkins made a motion, seconded by Mr. Riegel, to approve use of the \$100,000 of unspent funds in Line-Item No. 251 of its 2024 Budget- Contingency, for the Authority to pay directly remaining sludge transportation and disposal bills for 2025. **Engineering Memorandum #10-01. Motion Carried (11-0).**

Mr. Morgan stated he will provide a more in-depth update on the Digester Cleaning and Miscellaneous Upgrade Project at November's Board meeting. Mr. Morgan stated work has been done but has slowed down a bit due to the delay in equipment deliveries.

Update on the Force Main Replacement- Mr. Morgan stated the pilot hole was completed successfully from the parking lot entry pit to the exit pit in Canal Park. A nine and quarter inch hole was bored under the river. Mr. Morgan stated that the crew is now working on a reaming operation to enlarge the pilot borehole to twenty-four inches. Mr. Morgan stated that the work is taking longer than anticipated due to some geological issues.

Mr. Morgan stated the reaming is scheduled to be completed next week on Tuesday October 28, 2025. The contractor will then start pulling the new 18-inch HDPE pipe back through the bore hole and the reamed out larger hole.

Mr. Morgan stated WEXCON will be at the site to start the open cut work to connect the HDP pipe to the meter pit in Canal Park and then to the pump station on the Larry Holmes side of the project.

Mr. Morgan stated there will be Hydrostatic on the new HDP pipe.

Mr. Morgan stated the contractor would complete the open cut work and make the connection, and then parking lot improvement work would get going.

Mr. Morgan stated the drilling is taking longer than expected and the project will be completed by Christmas, not by the end of November.

In response to Mr. Lammi's question, Mr. Morgan stated a trench would have to be used from the end point to the pump station, and it would be four feet deep. Mr. Morgan stated it would be a matter of navigating all the utilities underground on the Larry Holmes Drive side of the project, but it should go very quickly.

Mr. Morgan stated by the end of week of October 28th, the directional drill operation should be gone from the site and the following Monday November 3, 2025, WEXCON should be starting the open cut work and doing the connections.

Due to some technical difficulties, the video connection of some members was briefly disrupted, but was then restored by Ms. Hoffman.

PRETREATMENT COMMITTEE REPORT

Mr. Mauro had no report.

Ms. Hoffman stated that after the 2026 Budget is approved at this meeting, the EAJSA website will be updated.

Ms. Hoffman stated there are only five inspections left to be conducted for 2025.

Ms. Hoffman stated that some resolutions must be made for the opening of the Embassy Bank account. Ms. Hoffman gave the floor to Solicitor Mr. Gaul to elaborate on it.

Mr. Gaul stated that every time a corporation opens a bank account, the Bank requires the corporate officers to adopt authorizing resolutions.

Mr. Gaul stated in this resolution Mr. Lammi and Mr. Blanchfield are identified as signatories to deposit and draw

funds.

Mr. Gaul stated this resolution would be 2025- 10-20A.

Mr. Mauro made a motion, seconded by Mr. Riegel, to approve Resolution 2025-10-20A, authorizing the opening of an account with Embassy Bank.

Motion Carried (11-0).

FINANCE COMMITTEE REPORT

Mr. Blanchfield stated he would start off with the 2026 Budget item on the agenda.

Mr. Blanchfield stated the Finance Committee met on October 6, 2025, to discuss the 2026 Draft Budget. Mr. Blanchfield stated Mr. Schimmel presented a draft budget which included information from Operations, Legal Counsel, and the Engineer Consultant, as well as projected costs from our recently approved loan from M&T Bank.

Mr. Blanchfield stated some questions and discussions occurred about increasing the current \$100,000.00 contingency line item for various costs for the city, the IPP Program, Sewage expenses, and sludge disposal. Mr. Blanchfield stated all corrections have been made on the 2026 Draft Budget and it is ready for presentation to the Board for approval.

Mr. Schimmel stated the total 2026 Budget is \$10,633,233.51 in comparison to our 2025 budget, which was \$ 9,953,274.64, an increase of \$679,958.87.

Mr. Schimmel stated he also included the amount each municipality would have to make.

Mr. Schimmel stated that the last page (9) on the draft budget reflects a payment scheduled for each municipality. Mr. Schimmel added that there are four payments for their Capital and two for Debt Service payments.

Mr. Schimmel stated City of Easton would be \$ 2, 908,302.96.

Mr. Hopkins added there is about 6.4% increase.

Mr. Blanchfield made a motion, seconded by Mr. Hopkins, to approve the draft 2026 Budget as the Authority's final 2026 Budget.

Motion Carried (11-0).

Mr. Gaul asked if the 2026 Budget would be distributed to all member municipalities. Mr. Lammi responded yes, it does.

Mr. Gaul stated that, as a follow-up to Mr. Hopkins' comment about the increase, a memo could be added to the 2026 Budget and sent out to all member municipalities, explaining the reasons for the increase, which were unavoidable increased costs.

Mr. Schimmel added that the 2026 Budget also included the new M&T Bank debt service of \$ 210,771.87.

Mr. Lammi asked Mr. Morgan to please put together a letter for his signature detailing the increased component costs, which will then be attached to the 2026 Budget.

Mr. Blanchfield continued with the next item on the Agenda under Finance Committee, the 2024 Audit.

Mr. Blanchfield read an opening statement provided by the Auditing firm which was included in the Board Packet.

Mr. Schimmel stated revenues were higher mainly due to the IPP Program. Mr. Schimmel stated originally it was budgeted at \$9,840,000, but it went up to \$ 10,407,000. Mr. Schimmel stated revenues were higher by \$567,000.00. Mr. Schimmel stated expenditures were budgeted at \$9,841,000. Mr. Schimmel stated expenditures totaled \$9,764,000. Mr. Schimmel stated this brings up an overall excess/rebatable amount of \$644,214.83. Mr. Schimmel stated this money will be rebated to the municipalities based on flow data provided yearly by Mr. Morgan.

Mr. Schimmel stated there is a rebate calculation included in the packet which reflects the amount each member municipality will receive. Mr. Schimmel stated Palmer Township has an outstanding balance of \$184,000.00.

Mr. Schimmel stated the total rebate amount is \$ 644,214.83.

Mr. Schimmel stated he could read the amount each municipality would be receiving, but a chart is included in the packet.

Mr. Morgan stated some of the individual municipal allocation numbers appeared incorrectly stated.

Mr. Schimmel stated he would check the final sheet with the correct numbers.

Mr. Blanchfield made a motion, seconded by Mr. Caubel, to approve the 2024 Audit.

Motion Carried (10-0; Mr. Bracken did not participate in the vote).

Mr. Blanchfield presented the next item for approval, Advertising of the Concise Financial Statement for the 2024 Audit.

Mr. Gaul stated that the apparent concise statement contained in the audit appeared unnecessarily detailed and would be expensive to publish. He stated he would work with Mr. Schimmel to prepare a more concise statement.

Mr. Blanchfield made a motion, seconded by Mr. Hopkins to approve the Advertising of the Concise Financial Statement for the 2024 Audit. **Motion carried (10-0; Mr. Bracken did not participate in the vote).**

Mr. Blanchfield made a motion, seconded by Mr. Hopkins to table the Rebate Discussion and Action item on the agenda to the November Board Meeting. **Motion Carried (10-0; Mr. Bracken did not participate in the vote).**

Mr. Schimmel confirmed that the audit had been filed with DCED.

Mr. Gaul asked if the audit is sent to all Municipalities.

Mr. Lammi stated the audit can be delivered to all Municipalities electronically.

INSURANCE REVIEW COMMITTEE REPORT

Mr. Lammi stated there is no report.

OPERATIONS REPORT

Mr. Wilson stated he had no report. Mr. Wilson added some future projects for the MCC Replacement for the Oxidation Ditch. Mr. Wilson added B2 Aerator is back at Philly Mixer.

Mr. Morgan added that the drilling for the force main replacement project had taken 18 more days than anticipated, and is expected to take another 6 more days, for a total of 24 days more than anticipated.

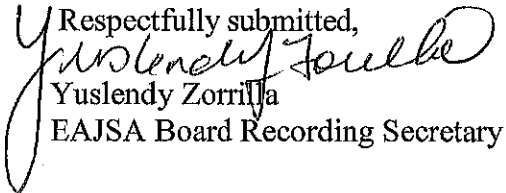
ADDITIONAL REPORT

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

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

The meeting was adjourned on a motion by Mr. Riegel and seconded by Mr. Hopkins and unanimously carried, at 5:49 pm.

Respectfully submitted,


Yuslenny Zorrilla
EAJSA Board Recording Secretary