

LACKAWANNA RIVER BASIN SEWER AUTHORITY
REGULAR BOARD MEETING
NOVEMBER 11, 2024

The Regular Meeting of the Board of Directors of the Lackawanna River Basin Sewer Authority was held on Monday, November 11, 2024, 6:00 P.M. in the Conference Room of the Authority, 145 Boulevard Avenue, Throop, Pennsylvania. In the absence of Mr. Ruddy Chairman, Mr. Chelik, Vice-Chairman presided.

1-2 Salute to the Flag was followed by Roll Call, indicating the presence of the following:

Absent	Mr. Paul Ruddy
	Mr. Joseph Brady
Absent	Mr. Peter Larioni
	Mr. Alexander Chelik
	Mr. Robert Caljean
	Mr. Thomas Wascura
	Mr. Joseph Chowanec
	Mr. Eugene Prusinski
	Mr. Andrew Hegedus

The Chair declared a Quorum present.

Also in attendance were the following: Atty. Rocco Valvano, Solicitor; Michael Matechak, Executive Director; Robert Davis, Plant Superintendent; and Melissa Cravath, Billing Director.

4. The Chair called for the Report of the Secretary. In the absence of Mr. Larioni, Secretary, Mr. Prusinski, Assistant Secretary, gave the report stating that copies of the Minutes from October 14, 2024, meeting had been distributed to all Board Members and asked that the reading be dispensed with.

Mr. Clajeau made a motion to accept the October 14, 2024, minutes as presented. Mr. Brady seconded the motion. All Board Members voted unanimously to approve. Motion carried.

5. Atty. Valvano proceeded with the bid openings.

Contract 24-4: Purchase of Ferric Chloride.

	<u>Quantity</u> <u>Dry Tons</u>	<u>Unit Cost</u> <u>Per Dry Ton</u>	<u>Total Cost</u>	
PVS Technologies	70	\$1,248.00	\$87,360.00	10% Bid Bond
Detroit, MI				

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Contract 24-5: Purchase of Sodium Bisulfite

	<u>Quantity (Gallons)</u>	<u>Unit Cost Per Gal</u>	<u>Total Cost</u>	
Univar Solutions Morrisville, PA	12,000 gal	\$2.55	\$30,600.00	10% Bid Bond
Holland Co., Inc. Adams, MA	12,000 gal	\$2.51	\$30,120.00	10% Bid Bond

Mr. Matechak noted that Contract 24-6: Purchase of Sodium Hypochlorite was on the agenda to be opened. However, a discrepancy in the bid date was found in the bid documents. In order to ensure the contractors had a fair and clear understanding of the bid, the bid date was extended to 3:00 P.M., Thursday November 14, 2024.

Atty. Valvano proceeded with the bid opening for Contract 24-7: Liquid Sludge Hauling - Two (2) Year Contract. The bids were as follows:

	<u>Quantity (Gal/Year)</u>	<u>Cost Per Gal.</u>	<u>Total Cost</u>	
Koberlein Environmental Honesdale, PA	700,000	\$0.0550	\$77,000	10% Bid Bond
Waste Management of PA Elizabeth, NJ	700,000	\$0.1090	\$152,600	10% Bid Bond
Russell Reid Waste Hauling Keasbey, NJ	700,000	\$0.0594	\$83,160	10% Bid Bond
Environmental Service Corp. of PA Scranton, PA	700,000	\$0.0655	\$91,700	10% Bid Bond

Mr. Chowanec made a motion to accept all of the bids and that a committee be formed to review the bids and award the contracts to the lowest responsible bidders. The motion was seconded by Mr. Caljean. All Board Members voted unanimously to approve. Motion Carried.

Mr. Chelik appointed the committee as follows: Mr. Matechak, Mr. Davis, Mr. Chowanec, Mr. Brady and Mr. Hegedus.

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6. The Chair called for the Report of the Treasurer. Mr. Caljean, Treasurer, presented the report as follows:

Schedules of Accounts Payable:

Operational Expenditures	\$306,477.37
Interim Expenditures	\$354,606.31
Capital Improvement Fund	\$ 9,907.50

Mr. Hegedus made a motion to accept the Treasurer's Report as presented. Mr. Wascura seconded the motion. All Board Members voted unanimously to approve. Motion carried.

7. Atty. Valvano reported that twenty (20) new municipal liens were filed in Lackawanna County, and eleven (11) liens were satisfied in Lackawanna County since the last meeting.

Atty. Valvano reported that the solicitor's office assisted Mr. Matechak on several issues. These included review of a Non-Discrimination Policy that is required for the EPA Grant, closeout of the easement acquisition in the Archbald Borough and review of a property appraisal in Moosic Borough.

The solicitor attended the Sheriff Sale that was held on November 8, 2024.

Mr. Caljean made a motion to accept the Solicitor's report. The motion was seconded by Mr. Brady. All Board Members voted unanimously to approve. Motion carried.

8. Ms. Cravath, Billing Director, gave the Billing Office Report dated October 31, 2024. The estimated Accounts Receivable for the second month of the third quarter are \$2,361,978.35. The amount collected through the second month of the third quarter was \$2,198,977.77. This amount is under the estimated collections by \$163,000.58. Ms. Cravath reported that there were twenty (20) liens filed during the month of October. Year to date liens filed are one hundred forty-two (142). There were eleven (11) liens satisfied by Atty. Mazzoni's law office during the month of October. Year to date liens satisfied are ninety-nine (99). There were twelve (12) averments filed year to date.

The Montage Sewer District collections for the September 15th billing totaled \$122,656.42.

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Jefferson Township's October 2024 bill in the amount of \$98,250.00.00 for 1310 EDUs was paid on October 22nd.

Scott Township's October 2024 bill in the amount of \$112,799.37 consisting of \$110,400.00 for 1,472 EDUs and \$2,399.37 for one (1) metered service has been sent to Scott Township.

Credit card payments for the month of October were one thousand one hundred fifty-nine (1,159).

Mr. Matechak presented the Project Status Summary. Contract 23-5: Clinton WWTP Motor Control Center Replacement Project - The new motor control center that was delivered last month was installed and energized and is in operation.

Contract 24-2: Streambank Stabilization- Dickson City Borough - Bids were opened at the October 14th LRBSA Board Meeting and were reviewed. The contract was awarded to the lowest responsible bidder, Leeward Construction, Honesdale, PA. A Notice of Intent to Award was issued and the required Agreement, Bonds and Certificate of Insurance were provided by the contractor. A Notice to Proceed has been issued dated December 2, 2024.

Contract 24-3: Clinton WWTP Secondary Clarifier Replacement - Closing of the Pennvest loan that was originally scheduled for October 23, 2024 was postponed due to requirements associated with the separate EPA Grant. The loan closing will be rescheduled upon the approval of the EPA Grant Application. In the interim a Letter of No Prejudice was requested and granted by Pennvest that will allow the project to proceed. Project-related invoices will be paid by the LRBSA as received as is typically done. The costs will be tracked and will be reimbursed by Pennvest and EPA when the loan and grant are formally closed. A pre-construction conference is scheduled for November 21st with an anticipated Notice to Proceed date of January 2, 2025.

Contract 24-3.1: General Construction - Milnes Company, Tunkhannock, PA - \$5,520,596.00.

Contract 24-3.2: Electrical Construction - Everon Electrical Contractors, Scranton, PA - \$429,925.00.

Contract 24-3.3 HVAC Construction - Scranton Electric Heating & Cooling Service, Inc., Throop PA - \$31,976.00

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Mr. Matechak stated that the bids received for Contract 24-4: Purchase of Ferric Chloride, Contract 24-5: Purchase of Sodium Bisulfite and Contract 24-7: Liquid Sludge Hauling opened at this meeting will be reviewed and awarded to the lowest responsible bidders.

Mr. Matechak reiterated that the opening of bids for Contract 24-6: Purchase of Sodium Hypochlorite was rescheduled to 3:00 P.M., Thursday, November 14, 2024 due to a discrepancy in the bid due date in the bid documents. The results will be reported at the December Board meeting.

Mr. Matechak presented a proposed LRBSA Non-Discrimination Policy required to comply with Federal compliance requirements associated with the pending EPA grant for the Clinton treatment plant project. Mr. Matechak requested the Board to adopt the Non-Discrimination Policy as presented.

Mr. Hegedus made a motion to adopt the Non-Discrimination Policy as presented. The motion was seconded by Mr. Wascura. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak presented the draft of the proposed 2025 Budget. The Budget, excluding Capital Improvements, reflects a 7.4% increase in operational expenses over the 2024 budget due to increased costs for materials and services. Mr. Matechak highlighted budget items with significant cost changes. Mr. Matechak requested that the Board review the proposed budget and contact him with any questions. The intent is to approve the final budget at the December Board Meeting.

Mr. Matechak presented the Board with the 5-Year Capital Improvement Plan outlining proposed construction projects to be considered for the period 2025 - 2029.

Mr. Matechak reviewed the Summary of Accounts.

Mr. Prusinski made a motion to accept the Executive Director's Report. Mr. Wascura seconded the motion. All Board Members voted unanimously to approve. Motion carried.

9. Reports from Committees: Nothing to report.
10. Old Business: Nothing to report.
11. New Business: Nothing to report.

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12. Remarks from Citizens: Nothing to Report.

13. A Motion to Adjourn was made by Mr. Brady seconded by Mr. Chowanec. All Board Members voted unanimously to approve. Motion carried.



Eugene Prusinski, Assistant Secretary