

LACKAWANNA RIVER BASIN SEWER AUTHORITY
REGULAR BOARD MEETING
DECEMBER 9, 2024

The Regular Meeting of the Board of Directors of the Lackawanna River Basin Sewer Authority was held on Monday, December 9, 2024, 6:00 P.M. in the Conference Room of the Authority, 145 Boulevard Avenue, Throop, Pennsylvania. Mr. Ruddy 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
	Mr. Peter Larioni
	Mr. Alexander Chelik
Absent	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; Atty. Paul Mazzzoni, Solicitor; Michael Matechak, Executive Director; Robert Davis, Plant Superintendent; Bradley Owens, Facilities Engineer; and Melissa Cravath, Billing Director.

4. The Chair called for the Report of the Secretary. Mr. Larioni, Secretary, gave the report stating that copies of the Minutes from November 11, 2024, meeting had been distributed to all Board Members and asked that the reading be dispensed with.

Mr. Hegedus made a motion to accept the November 11, 2024, minutes as presented. Mr. Prusinski seconded the motion. All Board Members voted unanimously to approve. Motion carried.

5. Atty. Valvano proceeded with the bid openings.

Contract 24-5: Purchase of Sodium Bisulfite (Re-Bid). Based on 12,000 gallons:

	<u>Unit Cost</u> <u>Per Gallon</u>	<u>Total</u> <u>Cost</u>	
Holland Co., Inc	\$2.41 per gal.	\$28,920.00	10% Bid Bond
Holland, MA			

BOARD MEETING MINUTES
DECEMBER 9, 2024

Univar Solutions Morrisville, PA	\$2.49 per gal.	\$29,880.00	10% Bid Bond
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Contract 25-1: Throop WWTP Grit Piping Replacement:

Linde Corp. Pittston, PA	\$83,112.00	10% Bid Bond
Fabcor, Inc. Jessep, PA	\$93,828.00	10% Bid Bond
James T. O'Hara Covington Twp., PA	\$119,000.00	10% Bid Bond
Pioneer Construction Honesdale, PA	\$97,290.00	10% Bid Bond

Mr. Larioni made a motion to accept the bids and that a committee be appointed to review the bids and award the contracts to the lowest responsible bidders. The motion was seconded by Mr. Chowanec. All Board Members voted unanimously to approve. Motion carried.

Mr. Ruddy appointed the committee as follows: Mr. Prusinski, Mr. Hegedus, Mr. Matechak, and Mr. Davis.

6. The Chair called for the Report of the Treasurer. In the absence of Mr. Caljean, Treasurer, and Mr. Brady, Assistant Treasurer, Mr. Wascura presented the report as follows:

Schedules of Accounts Payable:

Operational Expenditures	\$411,963.34
Interim Expenditures	\$279,270.33
Capital Improvement Fund	\$ 43,862.74

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

7. Atty. Valvano reported that twenty-one (21) new municipal liens were filed in Lackawanna County, and eleven (11) liens were satisfied in Lackawanna County since the last meeting. There was one (1) lien satisfied in Susquehanna County.

BOARD MEETING MINUTES
DECEMBER 9, 2024

Atty. Valvano reported that the solicitor's office assisted Mr. Matechak regarding the rebidding of Contract 24-5: Purchase of Sodium Bisulfite.

Atty. Valvano advised that he reviewed Upset Sale procedures with Ms. Cravath and clarified the schedule for submitting delinquent bills so that they can be included when a property is listed for Upset Sale. Atty. Valvano is also coordinating with the billing office regarding new collection procedures.

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

8. Ms. Cravath, Billing Director, gave the Billing Office Report dated November 30, 2024. The estimated Accounts Receivable for the third month of the third quarter are \$2,361,978.35. The amount collected through the third month of the third quarter was \$2,427,629.81. This amount is over the estimated collections by \$65,651.46. Ms. Cravath reported that there were twenty-one (21) liens filed during the month of November. Year to date liens filed are one hundred sixty-three (163). There were twelve (12) liens satisfied by Atty. Mazzone's law office during the month of November. Year to date liens satisfied are one hundred eleven (111). There were twelve (12) averments filed year to date.

The Montage Sewer District collections for the November 15th billing totaled \$69,404.04.

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 was paid on November 21st.

Credit card payments for the month of November were five hundred nine (509).

Mr. Owens presented the Project Status Summary. Contract 23-5: Clinton WWTP Motor Control Center Replacement Project - Installation of the pushbutton controls for the ventilation equipment remains to be completed.

Contract 24-2: Streambank Stabilization, Dickson City Borough - A Notice to Proceed was issued dated December 2, 2024. The contractor has advised that they will begin mobilizing on Wednesday December 11, 2024.

BOARD MEETING MINUTES
DECEMBER 9, 2024

Contract 24-3: Clinton WWTP Secondary Clarifier Replacement - Closing of the Pennvest loan is awaiting receipt of a formal agreement from EPA for the EPA Grant. In the interim, work is scheduled to proceed under the Pennvest Letter of No Prejudice. Issuance of a Notice to Proceed date of January 2, 2025 is planned.

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

Contract 24-4: Purchase of Ferric Chloride - The contract was awarded to the lowest responsible bidder, PVS Technologies, Inc., in the amount of \$1,248.00 per dry ton. This cost is an increase over the 2023 price of \$1,232.00 per dry ton. The supplier was issued a Notice of Intent to Award and has provided the required executed contract and performance bond.

Contract 24-5: Purchase of Sodium Bisulfite - Bids received at the November 11, 2024 meeting were rejected and the contract was re-bid with bids opened at this December 9th Board Meeting. Bids will be reviewed and awarded to the lowest responsible bidder.

Contract 24-6: Purchase of Sodium Hypochlorite - These bids were opened at 3:00 P.M. on November 14, 2024. The results were as follows:

JCI Jones Warwick, NY	\$1.850 Per Gallon
Univar Morrisville, PA	\$2.045 Per Gallon
PVS Minibulk, Inc. Detroit, MI	\$2.105 Per Gallon
Chemstream, Inc. Homer City, PA	\$2.150 Per Gallon
Kuehne Chemical Co. Kearny, NJ	\$3.950 Per Gallon

BOARD MEETING MINUTES
DECEMBER 9, 2024

The low bid of \$1.850 per gallon represents a decrease from the 2023 price of \$2.230 per gallon. Award is recommended to the lowest responsible bidder, JCI Jones, in the bid amount of \$1.850 per gallon.

Mr. Larioni made a motion to award Contract 24-6: Purchase of Sodium Hypochlorite, to the lowest responsible bidder, JCI Jones, at the bid price of \$1.850 per gallon. The motion was seconded by Mr. Chowanec. All Board Member voted unanimously to approve. Motion carried.

Contract 24-7: Liquid Sludge Hauling - The contract was awarded to the lowest responsible bidder, Wind River Environmental dba Koberlein Environmental, Honesdale, PA in the amount of \$0.055 per gallon. This cost is a decrease from the 2023 price of \$0.0565 per gallon. The contractor was issued a Notice of Intent to Award and has provided the required executed contract and performance bond.

Contract 25-1: Throop WWTP Grit Piping Replacement - The bids for this project were opened at this December 9, 2024 meeting and will be reviewed and awarded to the lowest responsible bidder.

Mr. Davis reported on the Authority's 2024 biosolids land application program. The land application season has concluded and the Authority realized savings of \$66,447.26 versus disposal of the biosolids at the landfill.

Mr. Davis informed the Board that the Authority is due to replace one of its aging vehicles. It is proposed to replace an existing 4-wheel drive pick-up truck with a slightly larger vehicle. The new vehicle will include a one-ton chassis upfitted with a flatbed and mobile crane in the bed to make it easier and safer to move pumps and motors. The higher-capacity vehicle with a crane will eliminate the need to hire outside contractors for that service. Dealerships typically offer a discount of \$3,000 to \$4,000 for vehicles purchased through the PA Costars Program. Mr. Davis reported that he was able to find a dealer with a leftover, new 2023 Ford F-350. Because it is a prior year model, it possesses a lower MSRP and the dealer is offering a greater discount. The result is a savings of approximately \$10,670.00 versus a 2025 model. Mr. Davis noted that this vehicle will have no box on the back. The Authority will utilize a local upfitter to install the bed and crane. One quote has been received for approximately \$20,000.00. A second quote is being obtained. Mr. Davis requested a motion to purchase the Ford F-350 through the PA Costars program at a purchase price of \$45,300.00 plus the upfitting.

BOARD MEETING MINUTES
DECEMBER 9, 2024

Mr. Wascura made a motion to purchase the 2023 Ford F-350 and to have the vehicle upfitted as described. The motion was seconded by Mr. Chelik. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak noted that the draft 2025 budget was presented at the November 11, 2024 meeting. He reviewed several adjustments to the budget based on updated pricing information. The total amount of the budget of \$15,193,400.00, remains unchanged. Mr. Matechak requested Board approval of the final 2025 Budget as presented.

Mr. Chowanec made a motion to approve the final 2025 Budget as presented. Mr. Chelik Seconded the motion. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak reported that there were no changes to the draft of the 5-Year Capital Improvement Plan that was presented at the November 11, 2024 Board meeting and requested Board approval of the 5-Year Capital Improvement Plan as presented.

Mr. Hegedus made a motion to approve the 5-Year Capital Improvement Plan as presented. The motion was seconded by Mr. Prusinski. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak advised that with the recent appointment of Mr. Ruddy as Board Chairman, there are several Fidelity Bank accounts for which the Chairman is an authorized signer that need to be updated. Mr. Matechak requested a motion to authorize the execution of all documents necessary to add Mr. Ruddy as an authorized signer to the Fidelity Bank accounts replacing Mr. Kerl.

Mr. Larioni made a motion authorizing the execution of all documents necessary to add Mr. Ruddy as an authorized signer to the Fidelity Bank accounts replacing Mr. Kerl. The motion was seconded by Mr. Prusinski. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak reported that the Authority was able to sell excess nitrogen and phosphorous nutrient credits that were generated at the Throop plant as part of the Chesapeake Bay Program. These credits were sold to other treatment plants in need of them. Transactions for the 2023-2024 compliance year were completed, which generated \$26,340.00 in nutrient credit revenue.

BOARD MEETING MINUTES
DECEMBER 9, 2024

Mr. Matechak noted that the Authority needs to establish its 2025 Board Meeting schedule. It was proposed to keep the meetings on the second Monday of each month at 6:00 PM. At the January 2025 meeting, the Reorganization Meeting will be conducted 15 minutes prior to the regular meeting. Mr. Matechak asked for a motion to approve the 2025 Board Meeting schedule. Public notice of the meeting schedule will be published in the newspaper.

Mr. Chelik made a motion to schedule the 2025 monthly Board Meetings for the second Monday of each month. The motion was seconded by Mr. Chowanec. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak reviewed the Summary of Accounts.

Mr. Matechak stated that the Authority had a productive 2024, including implementation of the necessary rate increase. Mr. Matechak expressed his appreciation to the board for their support, noting the Authority has always been fortunate to have a responsive and engaged Board that provides the resources that allow the staff to do their jobs. Mr. Matechak wished the Board a Merry Christmas and a Happy New Year.

Mr. Ruddy said on behalf of the Board he would like to thank Mr. Matechak and his staff for making their job easy.

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

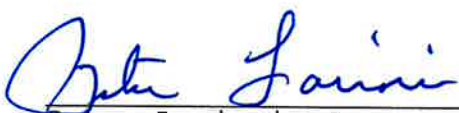
9. Reports from Committees: Nothing to report.

10. Old Business: Nothing to report.

11. New Business: Nothing to report.

12. Remarks from Citizens: Nothing to Report.

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



Peter Larioni, Secretary