

LACKAWANNA RIVER BASIN SEWER AUTHORITY
REGULAR BOARD MEETING
FEBRUARY 10, 2025

The Regular Meeting of the Board of Directors of the Lackawanna River Basin Sewer Authority was held on Monday, February 10, 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:

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

The Chair declared a Quorum present.

Also in attendance were the following: Atty. Paul Mazzone, Solicitor; Michael Matechak, Executive Director; Robert Davis, Facilities Engineer; and Melissa Cravath, Billing Director.

3. The Chair called for the Report of the Secretary. In the absence of Mr. Larioni, Secretary, and Mr. Prusinski, Assistant Secretary, Mr. Ruddy, Chairman gave the report stating that copies of the Minutes from the January 13, 2024 Reorganization meeting and the January 13, 2025 Regular meeting had been distributed to all Board Members and asked that the reading be dispensed with.

Mr. Caljean made a motion to accept the January 13, 2025 Reorganization Meeting minutes as presented. The motion was seconded by Mr. Wascura. All Board Members voted unanimously to approve. Motion carried

Mr. Hegedus made a motion to accept the January 13, 2025, Regular Board Meeting minutes as presented. Mr. Chowanec seconded the motion. All Board Members voted unanimously to approve. Motion carried.

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

Schedules of Accounts Payable:

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| Operational Expenditures | \$264,170.97 |
| Interim Expenditures | \$274,795.42 |
| Capital Improvement Fund | \$ 14,176.00 |

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

5. The Chair called for the Report of the Solicitor. Atty. Mazzoni reported that fifty-eight (58) municipal liens were filed in Lackawanna County and two (2) municipal liens were filed in Wayne County. There were eight (8) municipal liens satisfied in Lackawanna County during the month of January.

Atty. Mazzoni reported on his office's coordination with Mr. Matechak to provide updated Authority information for the Lackawanna County website as requested by the County Commissioners. In addition, the Mazzoni office participated in discussions between the Authority and Portnoff Law on the possible retention of Portnoff Law as a collection agent for delinquent accounts.

Atty. Mazzoni reported on discussions with the attorney representing the owner of properties in Moosic Borough that the Authority is looking to acquire for the proposed Moosic force main replacement project. A title search will be performed.

Atty. Mazzoni informed the Board that he attended the recent Sheriff's Sale to protect the Authority's liens that have been filed on properties up for sale.

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

6. The Chair called for the Report of the Executive Director. Ms. Cravath, Billing Director, gave the Billing Office Report dated January 31, 2025. The estimated Accounts Receivable for the second month of the fourth quarter are \$2,374,112.88. The amount collected through the second month of the fourth quarter was \$2,275,751.32. This amount is under the estimated collections by \$98,361.56. Ms. Cravath reported that there were sixty (60) liens

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filed during the month of January. Year-to-date liens filed are sixty (60). There were eight (8) liens satisfied by Atty. Mazzone's law office during the month of January. Year to date liens satisfied are eight (8). There are zero (0) averments filed year to date.

The Montage Sewer District collections for the January 15th billing totaled \$79,151.42.

Jefferson Township's January 15, 2025 bill in the amount of \$98,875.00.00 for 1318 EDUs was paid on January 27, 2025.

Scott Township's January 2025 bill in the amount of \$113,451.11 consisting of \$110,400.00 for 1,472 EDUs and \$3,051.11 for one (1) metered service has been sent out.

Credit card payments for the month of January were one thousand three hundred sixty-three (1,363).

Mr. Matechak noted that the number of liens filed in January 2025 was higher than normal. This action was taken in preparation for possibly retaining the services of Portnoff Law to provide collection service on delinquent accounts. The Authority is filing the liens to provide delinquent customers notice and opportunity to settle their accounts before possible forwarding to the collection agent.

Mr. Davis presented the Project Status Summary. Contract 24-3: Clinton WWTP Secondary Clarifier Replacement - Notification of approval and the formal grant agreement were received from EPA. Scheduling of the Pennvest loan closing will be coordinated with Pennvest.

Contract 24-3.1 General Construction - Initial erosion and sedimentation control measures were installed and limited site clearing was performed. The contractor has continued submitting shop drawings of proposed materials and equipment.

Contract 24-3.2: Electrical Construction - The contractor has continued submitting shop drawings of proposed materials and equipment.

Contract 24-3.3 HVAC Construction - No activity to report at this time.

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Contract 25-1: Throop WWTP Grit Piping Replacement - The contractor has continued submitting shop drawings of proposed materials and equipment. Delivery of the longest lead-time components is expected in late February.

Mr. Davis updated the board on the purchase of the new Ford F-350 truck for the Throop plant. The truck chassis has been sent to the upfitter, Powell Machinery and Service in Scott Township. The crane and the other components have been ordered and assembly of the truck should begin in the next three to four weeks.

Mr. Matechak presented a proposal from RedZone Robotics to perform sewer video inspection of approximately 42,160 feet of sewer pipe in Jermyn Borough at an estimated cost of \$85,020.00. The proposal is based on PA Costars pricing. This work is the next phase of the LRBSA's proposed sewer video inspection program. Mr. Matechak requested the Board's approval of the proposal from RedZone Robotics.

Mr. Chowanec made a motion to accept the proposal from RedZone Robotics for video inspection of the Jermyn Borough collection system. The motion was seconded by Mr. Chelik. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak noted that at the January 2025 Board Meeting, a Draft Resolution was presented that would amend the sewer rates for flat-rate residential customers in the Siniawa Sewer District. It is proposed to increase the monthly rate by \$5.00 from \$40.00 to \$45.00 per month. This \$5.00 per month increase is equivalent to the rate increase that was implemented in 2024 for residential customers in the LRBSA's main service area.

Mr. Matechak requested Board approval of the resolution to increase the monthly sewer rate for flat-rate residential customers in the Siniawa Sewer District from \$40.00 to \$45.00 per month effective with the March 2025 billing.

Mr. Wascura made a motion to approve the resolution increasing the monthly sewer rate for flat-rate residential customers in the Siniawa Sewer District from \$40.00 to \$45.00 per month effective with the March 2025 billing. The motion was seconded by Mr. Chowanec. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak presented a proposed agreement with the Authority's billing software vendor, Diversified Technology, providing payment to the Authority in the amount of \$13,000.00. The agreement

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represents a negotiated settlement for a miscalculation that occurred in the bills for residential customers in the Montage Sewer District in 2022.

Mr. Matechak requested Board approval of the settlement agreement with Diversified Technology in the amount of \$13,000.00 payment to the Authority.

Mr. Chelik made a motion to approve the settlement agreement with Diversified Technology in the amount of \$13,000.00. The motion was seconded by Mr. Chowanec. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak presented a proposed agreement with the Lackawanna River Conservation Association providing funding for the LRCA's public education and outreach programs. The agreement for the 2025-2026 term is for \$10,000 per year, or \$20,000.00 total. The prior agreement for 2023-2024 has expired. Mr. Matechak requested Board approval to enter into a new 2-year cooperative agreement with the LRCA in the amount of \$20,000.00.

Mr. Caljean made a motion to enter into a new 2-year cooperative agreement with the LRCA for the years 2025 and 2026 in the amount of \$20,000. The motion was seconded by Mr. Wascura. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak reported that the Authority currently has under design an improvement project that would replace the sanitary sewer force main discharging from Moosic Pump Station No. 2. Construction of that line will require two (2) easements from Moosic Borough. The Borough has agreed to provide those easements and have returned the signed documents. Mr. Matechak requested the Board's approval authorizing execution of the two (2) easements with Moosic Borough for the Force Main Replacement project.

Mr. Hegedus made a motion to approve the two (2) easements with Moosic Borough for the Moosic Pump Station No. 2 Force Main Replacement project. The motion was seconded by Mr. Brady. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak noted that the LRBSA received formal approval of the EPA Grant for the Clinton Township Secondary Clarifier Replacement project. The grant terms include compliance with various Federal requirements. Among those is having in place a Non-Discrimination Policy that is consistent with Federal guidelines. The Authority had previously developed an updated policy that was adopted and

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submitted to EPA. EPA provided feedback on some additional language that should be part of the Non-Discrimination Policy. Mr. Matechak presented a copy of the final Non-Discrimination Policy incorporating EPA's recommendations and requested Board approval.

Mr. Hegedus made a motion to approve the updated Non-Discrimination Policy to comply with EPA's recommendations. Mr. Chowanec seconded the motion. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak informed the Board that the new electric power supply contract that was entered into in 2024 will begin to take effect on January 31, 2025. At that time, the supply portion of the LRBSA's electric bills will transition from 4.575 cents per Kilowatt-Hour to 5.978 cents per Kilowatt-Hour. This change is expected to result in a net increase in the Authority's electric bills of approximately 22%. This increase was anticipated and accounted for in the 2025 budget.

Mr. Matechak reviewed the Summary of Accounts.

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

7. Reports from Committees: Nothing to report.

8. Old Business: Nothing to report.

9. New Business: Nothing to report.

10. Remarks from Citizens: Nothing to Report.

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



Paul Ruddy, Chairman