

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

The Regular Meeting of the Board of Directors of the Lackawanna River Basin Sewer Authority was held on Monday, November 10, 2025, at 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
	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 Mazzoni, Solicitor; Michael Matechak, Executive Director; Robert Davis, Plant Superintendent; and Melissa Cravath, Billing Director.

3. The Chair called for the Report of the Secretary. Mr. Larioni, Secretary, gave the report stating that copies of the Minutes from the October 13, 2025 meeting had been distributed to all Board Members and asked that the reading be dispensed with.

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

4. Atty. Valvano proceeded with the bid opening for Contract 25-3: Moosic Pump Station No. 2 Force Main Replacement. The bids were as follows:

Pioneer Construction Honesdale, PA	\$1,020,263.77	10% Bid Bond
Linde Corporation Pittston, PA	\$ 999,762.00	10% Bid Bond

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Rutledge Excavating Inc. Equinunk, PA	\$1,581,689.00	10% Bid Bond
James T. O'Hara, Inc. Covington Twp. PA	\$ 867,904.00	10% Bid Bond

Mr. Larioni made a motion to accept the bids and that a committee be formed to review the bids and award the contract to the lowest responsible bidder. The motion was seconded by Mr. Prusinski. All Board Members voted unanimously to approve. Motion carried.

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

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

Schedules of Accounts Payable:

Operational Expenditures	\$319,649.25
Interim Expenditures	\$334,800.32
Capital Improvement Fund	\$470,885.41

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

6. The Chair called for the Report of the Solicitor. Atty. Valvano stated that since the last meeting there have been various correspondence and discussions regarding proposed data center projects in the LRBSA service area.

Atty. Valvano has been coordinating with LRBSA staff and Portnoff Law regarding the new collection procedures that will be implemented when Portnoff Law assumes responsibility for delinquent collections. He has also reviewed the proposed resolutions pertaining to penalty rates applied to delinquent accounts.

Atty. Valvano informed the Board that an Agreement of Sale was drafted for a property the LRBSA is proposing to acquire at 2 Agnes Street, Moosic Borough. A title search for that property is underway.

Atty. Valvano reported that their office attended the recent Lackawanna County Sheriff's Sale on November 7<sup>th</sup> on behalf of the Authority.

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

7. The Chair called for the Report of the Executive Director. Ms. Cravath, Billing Director, gave the Billing Office Report dated October 31, 2025. The estimated Accounts Receivable for the second month of the third quarter are \$2,428,034.42. The amount collected through the second month of the third quarter was \$2,268,857.38. This amount is under the estimated collections by \$159,177.04. Ms. Cravath reported that there were no liens filed during the month of October. Year-to-date liens filed are two hundred and one (201). There were ten (10) liens satisfied during the month of October. Year to date liens satisfied are one hundred three (103). There are zero (0) averments filed year to date.

The Montage Sewer District collections for the September 15th billing totaled \$155,010.38.

Jefferson Township's October 2025 bill in the amount of \$99,350.00 for 1325 EDUs was paid on November 3, 2025.

Scott Township's October 2025 bill in the amount of \$112,060.41 consisting of \$109,800.00 for 1,464 EDUs and \$2,260.41 for one (1) metered service was paid on October 20, 2025.

Credit card payments for the month of October were one thousand seven hundred ninety-seven (1,797).

Mr. Davis presented the Project Status Summary. Contract 24-3: Clinton WWTP Secondary Clarifier Replacement - Contract 24-3.1: General Construction - The rubber membrane was laid for the return sludge pump station building roof. The three (3) new return sludge pumps were installed with interconnecting pipes and valves. The new raw sewage force main was connected and placed into service. Slide gates were installed in the aeration tank and clarifier distribution boxes. Fiberglass weirs, baffles and channel covers were delivered.

Contract 24-3.2: Electrical Construction - The contractor continues installing conduit and pulling wire in the new return sludge pump station building. Electrical panels were mounted in the electrical control room. Power and fiber optic communication cables were installed in the duct bank between the existing control building and the new return sludge building.

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Contract 24-3.3: HVAC Construction - The HVAC contractor has not yet mobilized to the site.

Contract 25-3: Moosic Pump Station No. 2 Force Main Replacement - Bids were opened at this November 10, 2025 meeting and will be reviewed.

Contract 25-4: Richmondale Pump Station Force Main Replacement - Bids were opened at the October 13, 2025 Board of Directors meeting. A Notice of Intent to Award was issued to the lowest responsible bidder, Leeward Construction, Honesdale, PA in the bid amount of \$360,549.00. The contractor was provided with and returned the executed contract, bonds and Certificates of Insurance. A pre-construction conference will be scheduled after which a Notice to Proceed will be issued.

Contract 25-5: Miscellaneous Building Improvements - The contractor has begun submitting shop drawings for approval of proposed materials and equipment. A change order is proposed in the amount of \$6,670.00 to replace the locker room shower stall at the Archbald plant. The price is the same as the bid price to perform similar replacements at the Clinton and Throop plants. Mr. Davis asked for the Board's approval for the change order.

Mr. Brady made a motion to approve the change order for Contract 25-5 for the locker room shower stall at the Archbald plant in the amount of \$6,670.00. The motion was seconded by Mr. Larioni. All Board Members voted unanimously to approve. Motion carried.

Mr. Davis informed the Board that the Authority's current contract for off-road fuel and heating oil is approaching its expiration. Mr. Davis requested Board approval to bid the off-road fuel and heating oil contract for 2026.

Mr. Chowanec made a motion to advertise bids for the off-road fuel and heating oil contract for 2026. Mr. Wascura seconded the motion. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak advised that in conjunction with the new delinquent account collections program that will be administered by Portnoff Law, updated resolutions detailing the Authority's penalty rates have been prepared. Mr. Matechak presented a resolution addressing the penalty rate that will apply to delinquent LRBSA accounts that are billed quarterly. This provision applies to the majority of

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the LRBSA's service area. The resolution establishes a penalty rate of 5% applied to the unpaid balance each quarter. If the delinquency is eventually transferred to a lien, we will discontinue assessing the 5% penalty and begin charging a 10% per annum interest fee. Mr. Matechak requested Board approval of the resolution specifying penalty fees applied to LRBSA accounts billed quarterly.

Mr. Larioni made a motion to approve the resolution specifying penalty fees applied to delinquent accounts billed quarterly. The motion was seconded by Mr. Prusinski. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak presented a resolution applicable to LRBSA accounts billed bi-monthly, which include the Siniawa and Montage Sewer Districts. The bi-monthly penalty rate will be 3.33% applied to the unpaid balance each bi-monthly billing cycle. This rate is equivalent on an annual basis to the 5% penalty rate being applied to the delinquent quarterly accounts. If the delinquency is eventually transferred to a lien, we will discontinue assessing the 3.33% penalty and begin charging a 10% per annum interest fee. Mr. Matechak requested Board approval of the resolution specifying penalty fees applied to LRBSA accounts billed bi-monthly, including the Siniawa and Montage Sewer Districts.

Mr. Brady made a motion to approve the resolution specifying penalty fees applied to delinquent accounts billed bi-monthly. The motion was seconded by Mr. Prusinski. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak noted that bids were opened earlier this meeting for Contract 25-3: Moosic Pump Station No. 2 Force Main Replacement. This project involves extensive excavation through an existing levee adjacent to the pump station. Because of the close proximity of an adjacent property and the project's impact, we pursued the option of acquiring this property to facilitate construction. The property is located at 2 Agnes St., Moosic Borough. An appraisal was conducted and the property, which contains a house, was valued at \$300,000.00. Subsequent negotiations with the property owner resulted in a price of \$310,000.00 with an additional \$10,000.00 included to assist in relocation expenses. Mr. Matechak requested the Board's authorization to acquire the property at 2 Agnes St., Moosic Borough at the purchase price of \$310,000.00, conditional upon execution of a Sales Agreement and Deed of Sale.

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Mr. Wascura made a motion to authorize the purchase of the property located at 2 Agnes St., Moosic Borough. The motion was seconded by Mr. Chowanec. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak noted that a new employee was hired for a Billing Clerk position in the billing office over one (1) year ago. According to the terms of the Collective Bargaining Agreement (CBA), new employees are hired at 90% of the wage rate specified in the CBA. Historically following a period of time during which the employee has demonstrated their proficiency, we would consider changing their pay rate to 100% of the stated rate in the CBA upon request. We evaluated the employee's performance and believe that they merit the increase to 100%. Mr. Matechak asked the Board for approval to increase the wage rate of the Billing Clerk in question from 90% to 100% of the rate specified in the CBA.

Mr. Larioni made a motion to increase the Billing Clerk's wage rate from 90% to 100% of the rate specified in the Collective Bargaining Agreement. The motion was seconded by Mr. Hegedus. All Board Members voted unanimously to approve. Motion carried.

Mr. Matechak presented the proposed 2026 Draft Budget. The total budget is \$14,280,098.00, including \$2,086,000.00 in Capital Improvements funded from the Authority's capital reserves. The operations budget, excluding Capital Improvements, represents a net 4.86% increase over 2025. No user rate increase is proposed in 2026. He requested that the Board review the proposed budget and contact him if they have any questions.

Mr. Matechak presented the proposed 2026 5-Year Capital Improvement Plan update, noting that several of these projects are currently ongoing. Potential projects at an estimated cost of \$13,410,000.00 are proposed through 2030. Grant sources will be considered for funding where available. He emphasized that these projects are not committed, but provide a blueprint for priorities over the next five (5) years.

Mr. Matechak reviewed the Summary of Accounts.

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

8. Reports from Committees: Nothing to report.
9. Old Business: Nothing to report.

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10. New Business: Nothing to report.

11. Remarks from Citizens: Nothing to report.

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

  
Peter Larioni, Secretary