

LACKAWANNA RIVER BASIN SEWER AUTHORITY
REGULAR BOARD MEETING
JANUARY 8, 2024

The Regular Meeting of the Board of Directors of the Lackawanna River Basin Sewer Authority was held on Monday, January 8, 2024, 6:00 P.M. in the Conference Room of the Authority, 145 Boulevard Avenue, Throop, Pennsylvania. Mr. Kerl, Chairman, presided.

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

	Mr. William Kerl
Absent	Mr. Paul Ruddy (Joined in progress).
Absent	Mr. Joseph Brady
Absent	Mr. Peter Larioni
	Mr. Alexander Chelik
	Mr. Robert Caljean
	Mr. Thomas Wascura
	Mr. Joseph Chowanec
	Mr. Eugene Prusinski

The Chair declared a Quorum present.

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

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

Mr. Chowanec made a motion to accept the Minutes of the December 11, 2023 Regular Meeting. Mr. Caljean seconded the motion. All Board Members voted unanimously to approve. Motion carried.

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

Schedules of Accounts Payable:

Operational Expenditures	\$241,855.36
Interim Expenditures	\$366,052.91
Capital Improvement Fund	\$ 49,958.60

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

5. Atty. Valvano reported that there were seventeen (17) liens filed and five (5) liens satisfied in Lackawanna County since the last meeting.

Atty. Valvano is continuing to coordinate with Mr. Matechak to address the issue with the Diversified Technologies billing system.

Atty. Valvano informed the Board that their office is researching a property adjacent to the Throop plant that may be going up for a tax sale.

Mr. Ruddy entered the meeting at this time.

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

6. Ms. Cravath, Billing Director, gave the Billing Office Report dated December 31, 2023. The estimated Accounts Receivable for the first month of the fourth quarter are \$1,908,302.75. The amount collected through the first month of the fourth quarter was \$1,053,932.63. This amount is under the estimated collections by \$854,370.12. Ms. Cravath reported that there were seventeen (17) liens filed during the month of December. Year to date liens filed are one hundred forty-eight (148). There were five (5) liens satisfied by Atty. Mazzone's law office during the month of December. Year to date liens satisfied are ninety-seven (97). There were two (2) averments.

The Montage Sewer District collections for the November 15, 2023 billing totaled \$145,543.76. Jefferson Township paid the October billing in the amount of \$78,540.00 for 1309 units. Scott Township paid the October billing in the amount of \$90,692.73, which included \$88,080.00 for 1,468 equivalent dwelling units and \$2,612.73 for one (1) metered service.

Credit card payments for the month of December were one thousand five hundred fifteen (1,515).

Mr. Davis informed the Board that on December 27th he was notified by one of the plant workers who arrived at the Richmondale Pump

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Station that there was no power to the station. Mr. Davis responded to the pump station and also contacted a maintenance contractor that the Authority uses for servicing the emergency generator. It was discovered that the pump station had experienced a power outage that activated the emergency generator. However, when utility power was restored and the transfer switch attempted to transfer power back, it stuck halfway between emergency and utility power. Mr. Davis was able to manually re-engage the switch and restore power to the station. The maintenance contractor arrived and confirmed that the switch did get stuck halfway. They determined that there was an assist capacitor that was not performing optimally. A new replacement part was ordered. During the time that the pump station lost power, a dry weather sewer overflow did occur. The details were reported to DEP in both a phone call and a letter.

Mr. Davis noted that Contract 24-1 for the Purchase of No. 2 Fuel Oil/Off-Road Fuel has been advertised and we will be receiving bids at the February meeting.

In the absence of Mr. Owens, Mr. Davis presented the Project Status Summary. Contract 21-2: Vandling Pump Station Gravity Sewer Construction - Demolition of the pump station building remains to be completed. Final as-built quantities of construction bid items are being reviewed with the contractor with the intent of preparing a final project close-out change order.

Mr. Kerl reported that Scott Linde contacted him and expressed an interest in acquiring the Vandling pump station building scheduled to be demolished.

Contract 23-5: Clinton WWTP Motor Control Center Replacement - The contractor has continued installing feeder conduit from the service power location to the new blower starters and motor control center.

Mr. Matechak informed the Board that in December the Authority received a Notice of Violation for the Throop Wastewater Treatment Plant. Mr. Matechak explained that several minor discharge violations occurred in 2022 and 2023 in which there were slight exceedances of parameters such as chlorine residual and PH. At the time these incidents occurred, they were reported to DEP along with a description of their causes. PADEP formalized these exceedances in a letter that required a response. Mr. Matechak sent them the requested response reiterating the information that had previously been submitted.

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Mr. Matechak reported that the December billing had gone out to customers and that the bills included an insert providing notice of the impending rate increase that will take effect with the March 2024 billing.

Mr. Matechak reviewed the Summary of Accounts noting that it was the final report for 2023. The report shows a change in account balances for the year of minus \$996,000.00. Mr. Matechak explained that some of that was related to expenditures on Capital Improvement Projects. For example, the garage at the Archbald plant was paid for using LRBSA funds at a cost of over \$500,000.00. However, part of the reduction in account balance was also due to an operating deficit that was one of the justifications for the rate increase that will be taking place in 2024.

Mr. Matechak reported that there were two PLGIT term investments that matured in December. One matured on December 22nd in the amount of \$526,975.49. That was rolled over into a new 12-month Term at 5.04%. The second investment matured on December 29th in the amount of \$529,927.40. That amount was kept in the liquid PLGIT Prime Account. Mr. Matechak explained that the balance in the Fidelity checking account was declining at the end of November. Furthermore, there were additional draws forthcoming for December operational expenses and the early December interim expenses. To ensure that we had enough liquid funds for the beginning of 2024, including the anticipated lump sum payment to the Lower Lackawanna Sewer Authority in February, we wanted to keep those PLGIT funds in a liquid account. If after we get through that period and have excess funds available, we can roll them over into a longer-term investment to lock in the higher interest rates.

Mr. Ruddy 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: No remarks.

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11. A Motion to Adjourn was made by Mr. Ruddy, seconded by Mr. Wascura. All Board Members voted unanimously to approve. Motion carried.



Alexander Chelik, Assistant Secretary