

DURYEA BOROUGH SEWER AUTHORITY

MONTHLY MEETING

(also via Zoom)

AGENDA - DECEMBER 3, 2024

START TIME _____

PLEDGE LED BY _____

ATTENDANCE ROLL CALL TAKEN BY CHAIRMAN:

DIANE PLISGA _____ DR. ORLOSKI _____ KEITH MOSS _____ JAMES KROPTAVICH _____ and WILLARD YATES _____

MOTION TO: DISPENSE WITH THE READING OF NOVEMBER'S MONTHLY MINUTES.

MOTION TO ACCEPT _____ SECONDED BY _____ ROLL CALL _____

MOTION TO: READ NOVEMBER'S TREASURER'S REPORT.

MOTION TO ACCEPT _____ SECONDED BY _____ ROLL CALL _____

MOTION TO: READ NOVEMBER'S MONTHLY BILLS/PAYMENTS TO BE RATIFIED (SEE ATTACHED LIST)

MOTION TO ACCEPT BY _____ SECONDED BY _____ ROLL CALL _____

MOTION TO DISPENSE WITH THE READING OF NOVEMBER'S CORRESPONDENCE AND MOTION TO ACCEPT ANY NOVEMBER'S CORRESPONDENCE AS WELL AS ANY ACTION TAKEN WHERE NECESSARY:

MOTION TO ACCEPT _____ SECONDED BY _____ ROLL CALL _____

OLD BUSINESS:

- DBSA needs to continue discussion regarding the need for easements and/or notification to property owners when DBSA has a manhole on their property. There are several of these properties located on Foote Avenue due to a sewer line running behind the car wash on Foote Avenue. We have currently created a NOTICE to these residents who do not have easements on their properties in which DBSA will seek approval to come onto their properties by signing the NOTICE. Our Solicitor has indicated he will work on possible easements for properties, and whether or not there currently is an easement on the surrounding Nowikowski property.
- DBSA needs to have a drawing indicating our sewer lines, laterals, etc. for the development off of Brown Street in Duryea. Once Brent completes his current Grant issues, he will be responsible for these drawings.
- DBSA needs to have a meeting with our engineer to discuss an increase in commercial billing rates.
- DBSA is currently completing lining the 360' (revised length) of pipe on Constitution Avenue (from Marcy to Getty for a cost of \$22,500.00 due to a root problem in the line.
- DBSA has also prepared the 2025 Schedule for monthly Board meetings for review and acceptance.

- Our current List of DBSA Officers is also attached in each of your folders. We are awaiting approval by the Borough council at their December 10, 2024 monthly meeting on Diane Plisga's expiring term which, if re-appointed, will expire on December 31, 2029.
-

NEW BUSINESS:

- There were two new sewer permits issued during NOVEMBER of 2024. Please see the attached list in each board members folder.
 - DBSA would like to discuss new maps of Duryea as they have not been updated since the 1970s. This work will be addressed by our engineer, Brent Berger.
 - All-One Auto's recent flooding of their basement claim due to sewer line issues needs to be clarified. All-One's insurance company has paid a minimal amount and All-One is requesting DBSA reimburse them for the remaining costs of: Rossi Rooter - \$600.00, Commonwealth Adjusters - \$1,665.00, Erie Insurance Deductible - \$1,000.00, 2nd Rossi Rooter bill - \$1,200.00, Repairs to 4" pipe \$600.00 and \$2,800.00. DBSA has received copies of the bills on these costs in the amount of \$7,865.00 in order to be reimbursed by DBSA once our insurance pays the DBSA portion.
 - It has been suggested to DBSA that we add an additional board member as a signer for our checks. We currently have two signers and that will remain the same - however, in case one member is not available we would like to add a third name as an emergency signer on our checking account. Please let us know who would like to offer their signature if needed. _____.
 - MOTION TO ACCEPT _____ SECONDED BY _____ ROLL CALL _____
 - The DBSA Budget for year 2025 has been prepared and is in each board member's folder for review. DBSA needs the board to vote on its approval for signing.
 - MOTION TO ACCEPT _____ SECONDED BY _____ ROLL CALL _____
 - Our accountant's, Prociak & Associates, have completed DBSA's 2023 audit without incident. Copies are furnished at this meeting and the reports may be reviewed by any or all board members as requested.
 - DBSA has received from our accountants, Prociak & Associates, an engagement letter offering DBSA their services to complete the DBSA audit for the year ending December 31, 2024. Upon approval by DBSA, we will return the 2024 audit letter to them for scheduling in 2025 with our office.
 - MOTION TO ACCEPT _____ SECONDED BY _____ ROLL CALL _____
-

OUR NEXT SCHEDULED MEETING WILL BE HELD ON JANUARY 7, 2025 (Tuesday) at 6:00 PM AT
THE DURYEA BOROUGH BUILDING.

MOTION TO ADJORN _____ SECONDED BY _____ ROLL CALL _____

End Time: _____