

DURYEA BOROUGH SEWER AUTHORITY
MONTHLY MEETING
(also via Zoom)

AGENDA - SEPTEMBER 2, 2025

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 JUNE'S MONTHLY MINUTES.

MOTION TO ACCEPT_____ SECONDED BY_____ ROLL
CALL_____

MOTION TO: READ JUNE, JULY & AUGUST'S TREASURER'S REPORT.

MOTION TO ACCEPT_____ SECONDED BY_____ ROLL
CALL_____

MOTION TO: READ JUNE, JULY & AUGUST'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 JUNE, JULY & AUGUST'S CORRESPONDENCE
AND MOTION TO ACCEPT ANY MAY'S CORRESPONDENCE AS WELL AS ANY ACTION TAKEN
WHERE NECESSARY:

MOTION TO ACCEPT_____ SECONDED BY_____ ROLL

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. Brent Berger of Quad 3 will be responsible for these drawings.
- DBSA needs to continue the discussion with our engineer Brent Berger, regarding an increase in commercial billing rates. All parties have discussed this issue but to date we have not agreed on any rate changes.
- DBSA is discussing new maps of Duryea with our engineer, Brent Berger, as they have not been updated since the 1970s. No date for completion of these new maps has been determined yet.

NEW BUSINESS:

- There was one new sewer permit issued during AUGUST OF 2025. Please see the attached list in each board member's folder.
- Construction on the Clark Road Grant is moving forward with all work going well. DBSA is waiting on the new electrical from PPL for the new pump(s) for Clark Road (see Clark Road grant worksheet in your packets).
- Our auditors, Prociak & Associates, have completed the DBSA audit for 2024 with their 2024 audit letter provided to Board members for review. Also Prociak has provided their proposed Engagement letter to us to conduct our 2025 audit. This Engagement letter needs to be returned to Prociak ASAP.

• MOTION TO ACCEPT: _____ SECONDED BY: _____ ROLL CALL _____

- DBSA's two \$300,000 each six month CDs expire September 12 & 18, 2025 with a current interest rate of 4%. The current interest rate offered by our bank, People's Security, is very low and we wish to shop around prior to their expiration. We must move the money from these CDs prior to their expiration dates in order to prevent them from automatically renewing with People's Bank at their current interest rate. If DBSA is NOT prepared to move the \$600,000 to a new institution prior to the current expiration dates of Sept 12th & 18th we propose temporarily moving them into our current savings which is carrying an interest rate of 2.5%.

MOTION TO ACCEPT: _____ SECONDED BY: _____ ROLL CALL _____

- The new owner, 801 Union LLC, of the former MoRitz building at 267 Main Street has completed the renovations of the property and has 3 renovated apartments. This owner has also purchased the YMS of R with the intentions of renovating with 10 new apartments. There is an issue with the building sewer line which needs to be increased from 4" to 6" with the new line exiting the property through the back and NOT Main Street.
- DBSA would like to speak to our engineer, Brent Berger, pertaining to the Barnum Street sewer main. There are issues with this main and DBSA would like to look into updating this sewer main.

MOTION TO ACCEPT: _____ SECONDED BY: _____ ROLL CALL _____

- DBSA would like to research a new vender replacement for the current sewer authority software. There have been ongoing problems with Accu Fund's tech support. Pittston City is

using a software company called I Work which they are highly recommending. This I Work software is sewer authority specialized and concentrates on sewers in your area only. Our remaining accounting would be maintained through Quick Books which is an old but highly efficient General Ledger system for businesses with great customer service/tech support at low cost. We have discussed this change in software with our auditors, Prociak and Associates. They have assured us a good portion of their business clients similar to ours are using specialized software for their sewer customers and Quick Books for their regular accounting functions quite successfully. We would like to pursue the costs of converting to these systems while updating all our customer information beginning January 1, 2026.

MOTION TO ACCEPT: _____ SECONDED BY: _____ ROLL
CALL _____

- One of our residents, Borget, has always been a slow payer of her bills, sending us minimum amounts such as \$10 to \$25 several times a month. This has resulted in an overpayment to us of \$282.11 which the resident claims she meant to send to LLVSA. Ms Borget is asking us to refund her in this amount.

MOTION TO ACCEPT: _____ SECONDED BY: _____ ROLL
CALL _____

- Our solicitor is working on preparing a new Ordinance covering sewer inspections for any resident having work done on their lateral so that DBSA can be sure proper work has been completed. There would be a \$50.00 fee to DBSA for each event.

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

MOTION TO ADJORN _____ SECONDED BY _____ ROLL
CALL _____ End Time: _____