MUNICIPAL AUTHORITY OF CONNEAUT LAKE
BOARD MEETING MINUTES – September 9, 2024

Members – Carl McLean, Alan Baldarelli (by phone), Mario DeBlasio, Jim Tigri, Chris Gates
Others – Steve Halmi, Bob Morrow, Julie McVay
Absent – Brian Cagle

I. Carl McLean called the meeting to order at 6:30 p.m.

II. REPORTS

Riley Paris, Software Developer:

a. Riley made a presentation for a new software package to replace our existing CBSU software. He presented two options depending on our budget and software features needed. The new software will include the purchase of a new meter reading gun with the capability of holding 1,000-meter reads, downloading the reads into a spreadsheet for integration into the software along with invoicing directly thru QuickBooks. Riley will further research the cost of QuickBooks API and report back to the board at next month's meeting.

MOTION: To purchase a new meter reading gun (up to $2500) and allocate up to $400 to Riley Paris for the continuation of his research into the feasibility of a new water software program that integrates with QuickBooks. (Baldarelli/DeBlasio/Approved) (Motion carried).

Steve Halmi, Engineer: Sixth Street Sewer Project:

a. The grant is closed out for the Sixth Street Project. Steve will provide the board with a pdf for the daily logs, drawings and photos. Mario questioned the billing of two interns on the invoices we received. Steve explained that at times two interns were needed for measuring/surveying. Steve will review the invoices to verify this further.
b. Steve reviewed the four customers who had property damage issues. One was determined their damage was from a gas line repair project and not our sewer project. One customer had damage to a canoe from a fallen tree so he will submit an invoice to the contractor for reimbursement. The other two were determined that their shrubs/trees were in the right away so there is no valid claim.
c. Well drilling plan: Steve reminded us that the board voted last month to suspend the plan for well exploration. He has notified Ground Water Resources of that decision. Steve suggests we continue moving forward with our original plan. He presented and reviewed exhibit photos showing potential land for a well along with the distances to our filtration building. Mario also added that he is looking at the Anderson trust property.
d. CLJMA Project Update: Steve is keeping tabs on this project to determine if the benefit is for expansion or maintenance. There is a phase 2 being planned for a plant upgrade along with an intent for stricter permit requirements in 2027 for additional treatment. Steve has asked for more details

Bob Morrow, Superintendent:

a. Discuss flows: Bob was asked again if our sewer line has made a difference. He responded that he feels it has according to our flows this month, but it would still take a year or more before we could determine that conclusively.

b. Tree removal middle school lift station. A letter was sent to the property owner, Moyers Family Timber. No response has been received. Mario suggested resending the letter via certified mail by September 23.
c. Manhole at 5th and High Streets is not a leak as thought but rather flowing in two directions.
d. The school, via email, has refused to pay for the cleaning of the lift station at the middle school. Bob explained non-sewage from the school system drained into the lift station. Steve will determine what it is (possibly grit) and how it can be repaired/resolved if it truly is non-sewage.
e. Bob has received a new metal locator and will return Mario's loaner unit to him at his home.
f. Generator sewer plant issue - Bob stated he can't get the generator to run anymore so we need to dispose of it. Mario suggested we advertise it for sale on Municibid. Bob will take pictures for this sale.

MOTION: To sell the generator from the sewer plant at a value determined by Bob. (DeBlasio/Gates/Approved) (Motion carried).

Julie McVay, Secretary/Treasurer:

a. The annual $2000 fee to CUSI for use of the CBSU software is due by September 30. Julie has contacted our account manager to request monthly or quarterly billing, but a return phone call has not been received yet. Updated report will be provided next month.
b. Two rate increase letters were reviewed. It was decided the letter outlining the various costs/rates (prepared by Steve Halmi) will be used and included with this month's invoices. Julie will contact CUSI to have them update our rates in the software.

MOTION: To include the rate increase letter prepared by Steve Halmi with this month's invoices to our customers. (DeBlasio/Baldarelli/Approved) (Motion carried).

III. NEW BUSINESS

a. Profit & Loss – **MOTION to accept. (DeBlasio/Gates/Approved). (Motion carried).**
b. Bills paid this month – **MOTION to accept. (DeBlasio/Gates/Approved). (Motion carried).**

Minutes of previous meeting – (Gates/DeBlasio/Approved).
Profit and Loss Statement – (DeBlasio/Gates/Approved).
Aged Accounts – (Reviewed)
Bills presented for payment - (DeBlasio/Gates/Approved).

Adjournment – 8:35 p.m. MOTION to adjourn (DeBlasio/Baldarelli/Approved).

Respectfully Submitted,

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Julie McVay, Secretary/Treasurer