MUNICIPAL AUTHORITY OF CONNEAUT LAKE
BOARD MEETING MINUTES – October 14, 2024

Members – Carl McLean, Jim Tigri, Mario DeBlasio (by phone 7:30 p.m.), Chris Gates (by phone 6:30 p.m.)
Others – Steve Halmi, Brian Cagle, Bob Morrow, Julie McVay
Absent – Alan Baldarelli

I. Carl McLean called the meeting to order at 6:30 p.m.
II. Reading and Approval of Minutes of September 9, 2024 board meeting.

III. REPORTS

Riley Paris, Software Developer:

a. Riley made a final presentation for a new software package to replace our existing CBSW software. He proposes one physical reading (downloaded from the new Kemp Meek meter reader) and two estimations per quarter, integration into QuickBooks API (with a paperless billing option), support future expansion, provide user support and maintenance for 90 days at no charge and provide future support/upgrades based on an hourly rate to be determined. Riley will prepare a terms & payment schedule for the next board meeting. The board will further ***discuss and vote at the November board meeting*** since three members were not physically present.

Chris Gates/Mario DeBlasio:

a. The discussion of the accounting/billing software proposals and their PMAA convention attendance will be ***tabled until the November 11th board meeting*** when Mario will be present in person.

Steve Halmi, Engineer: Sixth Street Sewer Project:

a. Steve submitted the water service line inventory to the DEP (hard copy is kept in binder at the MACL office). Further investigation with the 299 unidentified lines (lead or not) will take place via home inspections by Bob. Updates are required every three years. MACL will have to decide whose responsibility it is to replace any identified lead lines in the Boro. The DEP has stated that all 299 customers must be notified in writing of potential lead piping in their home by November 15, 2024. A letter to those 299 customers outlining all the details will be included with the November invoice.
b. CLJMA Reconciliation Statement: the statement was reviewed for accuracy on September 24. It indicates that MACL owes CLJMA $84,839.00 due to their increased expenditures and future projections (Phase 2). The board was greatly surprised as there was no indication of this beforehand. Concerns were discussed such as our new budget was approved in August and a 3% rate increase was approved and already announced to our customers (effective 11/1/24). Steve will send a letter to CLJMA explaining our concerns. Mario indicated he will speak with CLJMA regarding improving future communications between us. MACL will continue to reduce flows wherever possible. Bob will be conducting house inspections for sump pump usage, illegal connections to sanitary sewers and a possible issue with a creek flowing into our system. Mario and Carl will draft a rate increase letter explaining the CLJMA increase to our customers for inclusion with a future invoice.

MOTION: To authorize payment to the CLJMA in the amount of $84,839.
(DeBlasio/Gates/Approved) (Motion carried). Roll call: unanimous – yea. (Motion carried).

c. CLJMA Project Update: Phase 2 is a DEP-mandated upgrade because of the size of their plant and the stream they're discharging into. They also discovered a bad bio tower that will require tens of thousands of dollars to replace.
d. Well drilling plan: Steve reminded the board we should continue to move forward with the water well development project. Steve will provide us an estimated cost of piping water from the fresh wells previously identified back to our plant.
e. Steve provided an update on the four customers who had complaints of damage after the Sixth Street project was completed. One was determined their sidewalk damage was from a gas line repair and not our sewer project. One customer had damage to a canoe and the contractor is reimbursing them directly. The other two were determined that their shrubs/trees were in the right-a-way so there is no valid claim. All four issues have been resolved.

Bob Morrow, Superintendent:

a. Discussed flows. Bob discussed possible water from the creek near Rte. 322 flowing into our system. Bob and Steve will investigate. Mario discussed a flow test device he saw demonstrated at the recent PMAA convention – he will obtain further information to ***discuss at the November board meeting***.
b. Water leak (hole in original galvanized pipe) at the Methodist Church has been repaved and repaired.
c. Generator from sewer plant sold on Municibid for $550. CLJMA expressed their concern about our plans for a new one. MACL intends to rent a generator, as needed, since a 4-6 hour delivery time is possible. Steve checked the agreement, and it states the MACL is to provide a generator for use by the CLJMA until the pump station is no longer needed. Steve will relay this to the CLJMA.
d. Aqua PA inquired if we are interested in tying on to new lines they are installing up Rte. 18 & 322. It would benefit both parties as they plan on running a bigger line. Mario will contact Aqua to further discuss their interconnect proposal.
e. The chemical feed pump at the filter building needs replaced at an anticipated cost of $2,010.37.

MOTION: To authorize the purchase of a pump at the filter building at an anticipated cost of $2,010.37. (McLean/Tigri/Approved) (Motion carried).

f. The greensand media inside the two filters at the filter building needs replaced at a cost of $21,800 ($17,000 for the media plus $4800 for manpower/truck to pump it out). There may be an additional cost for disposal (includes a test for hazardous materials prior to dumping in a landfill). Mario suggested we determine if a formal bidding process is needed due to the total cost. Discussion was made regarding buying the media outright since only one manufacturer is known or by placing a newspaper ad for bids. Julie will contact Brian for requirements of such and present information next month. Bob suggested we replace one filter media at a time. This topic will be ***tabled until the November 11th board meeting***.

MOTION: To table the topic of media replacement at the filter building until the November 11th board meeting and authorize Julie to discuss the bidding requirements with our solicitor. (Motion carried by Carl, no voting needed).

Julie McVay, Secretary/Treasurer:

a. Everyone present has reviewed the 2023 financial audit from McGill, Powers & Bell prior to the meeting. All members have accepted it except for Carl and Jim who prefer it be presented at the next board meeting before they decide (as has been procedure in the past). Julie will contact Jessica to coordinate.

MOTION: To accept the 2023 Financial audit report from McGill, Powers & Bell next month after it is presented by them. (DeBlasio/Gates "yea", McLean/Tigri "nay" (Motion denied).

b. Rate Increase effective November 1, 2024. Julie stated that we are able to change the rates in our software, but she has not been able to determine how. She suggests we hire Riley Paris, Software Developer, to adjust the rates for us. He can research this process on the old laptop of ours he currently has before making changes on the office laptop.

MOTION: To authorize up to $200 to Riley Paris to research and edit rates in CBSW to match our previously approved 3% increase effective 11/1/24. (DeBlasio/Gates/Approved). (Motion carried).

IV: OLD BUSINESS

a. Tabled from September (per Mario): change rules for moving meters from inside home to yard. This topic will be ***tabled until the November 11th board meeting***. Telephone contact with Mario was lost at this point of the meeting.

b. Jim informed the board he went to a seminar on grant writing. They pushed the grant for the tank off until October, and we haven't heard yet if we are approved for it. Jim has been told another grant needs to be put in the pipeline by November 30th. If we don't hear by November 30 and don't have a new grant written and submitted, we are out another whole year. Jim will meet with Alan to review additional information needed to rewrite the grant. The original grant resides in Alan's computer so Jim will have him email it to Steve so he can assist with cost increase projections for the re-written grant.

V. NEW BUSINESS

a. Profit & Loss Statement – The $7,000 loss this month was discussed and attributed to the yearly sewer cleaning expense of $12,494.89. **MOTION to accept. (Gates/Tigri/Approved). (Motion carried).**

b. Bills paid this month – **MOTION to accept. (McLean/Gates/Approved). (Motion carried).**

c. The CDs at Marquette Savings Bank will mature on 10/26. Carl has requested we renew one for $100,000, cash in the other $100,000 CD, deposit $50,000 into our checking account and then purchase an additional CD with the remaining $50,000.

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

Brian Cagle left meeting at 8:30 p.m.
Adjournment – 9:05 p.m. (Gates/McLean/Approved).

Respectfully Submitted,

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Julie McVay, Secretary/Treasurer