# *MUNICIPAL AUTHORITY OF CONNEAUT LAKE*
# *BOARD MEETING MINUTES – November 11, 2024*

***Members*** – Carl McLean, Alan Baldarelli, Jim Tigri, Mario DeBlasio, Chris Gates (by phone 6:50 p.m.)
***Others*** – Steve Halmi, Brian Cagle, Bob Morrow, Julie McVay
***Guest Presenters*** – Bruce Lawrence, Riley Paris

**I. Carl McLean called the meeting to order at 6:30 p.m.**
**II. Reading and Approval of Minutes of October 14, 2024 board meeting.**

**III. REPORTS**

**McGill, Powers & Bell Presentation by Bruce Lawrence -- 2023 MACL Financial Audit Report**
MACL was determined to have a clean, unmodified audit with an overall cash loss in 2023 of $5,285 (without depreciations). Once approved, the final audit will be bound and mailed to us. They will also provide us with a quote for payroll services.

***MOTION: To enter into an Executive Session at 7:15 p.m. (McLean/DeBlasio/Approved) (Motion carried).***
***MOTION: To exit the Executive Session at 7:45 p.m. (McLean/DeBlasio/Approved) (Motion carried).***

**Riley Paris, Software Developer --**

a. Riley reviewed his terms/payment schedule for the purchase of his software program. The milestones and payment schedule are negotiable/changeable. His software cost is a one-time expense not a yearly renewal. We are able to cancel the contract with him after the first milestone if we choose. He has conducted test demos with QuickBooks, and they were all successful.

**Carl McLean --**

a. Chris and Mario spoke with a water software vendor at the Hershey convention called VADAR Systems (located in Acton, MA). They have been in business since 1996 and can offer us a cloud-based, integrated program to replace our water software program and QuickBooks but not payroll. They require a three-year contract at a total cost of $6000 (water and accounting modules) per year. They do not offer use of their program on a free trial basis. They have a strong affiliation with Jordan Tax Service. Julie researched payroll services and suggests we use Pay Chex. A basic payroll package with them is $54 per month. ADP never responded back to us with a quote.
b. The previously approved 3% customer rate increase will remain and be effective on 11/1/2024 (December billing cycle).

***MOTION: To approve/accept 2023 Financial Audit Report as presented today by Bruce Lawrence of MPB. (McLean/DeBlasio/Approved) (Motion carried).***

***MOTION: To approve/accept Riley Paris' water software proposal and authorize our solicitor to draft a contract to Riley for the purchase of his program. (DeBlasio/Gates/Approved) (Motion carried).***

**Chris Gates / Mario DeBlasio –**

a. The budget committee requests another month to research and revise the 2025 budget (approved in August, 2024) due to the increased CLJMA fees.
b. Increasing quarterly payment amount to CLJMA will be tabled until the December board meeting. Steve has suggested that, as a first step, he meet with the manager of the CLJMA to review their budget, projected increases and cash on hand. Steve will report back at next month's meeting.

***MOTION: To authorize payment to the CLJMA in the amount of $84,839 from the liquidation of our two CDs at Marquette. (DeBlasio/Baldarelli/Approved) (Motion carried). Roll call taken: Alan – yea, Carl – yea, Mario – yea, Chris – yea, Jim – yea. Yea prevails. (Motion carried).***

**Alan Baldarelli/Jim Tigri –**

a. Alan read the resolution for the water storage tank grant application ($304,030.00) which will be adopted and recorded as of today. Alan will upload it with the grant application and the $100 fee.

***MOTION: To approve the resolution and application for the water storage tank grant and authorize payment of $100 for the application fee. (DeBlasio/Gates/Approved) (Motion carried).***

**Steve Halmi, Engineer --**

a. The CLJMA is concerned about us providing a generator at the pump station. Mario has offered to meet with Sunbelt Rentals to discuss renting a generator on an as-needed basis. Mario will provide outcome of that meeting to Steve.
b. Water filter media replacement - estimated cost of the greensand media and two filters is $17,000 plus $4800 for manpower to fill it (based on one quote from Culligan). Land fill may not accept it – testing would be needed. Water quality is dropping so this issue needs resolved soon.

***MOTION: To advertise for bidding for the replacement of filter media at the filter station and authorize Steve to write the bid documents and put them on "PennBid". (DeBlasio/Baldarelli/Approved) (Motion carried).***

c. Sixth Street sewer complaint from Tom & Lisa Robinson regarding property damage. Steve spoke with Mr. Robinson and has viewed his property. Steve saw no sign of standing water or issues with a wet back yard. Steve informed Mr. Robinson there is no serious concern here. If new developments arise, Mr. Robinson will contact us.
d. The well development project estimate (to run a line from the new well on the Ernest property to the filtration building) is approximately $614,000. Cost of doing test wells is between $30-40,000. Total project cost won't be known until the test wells are drilled. Steve suggests we budget for this as he feels it's important for the future. A grant will be explored for this project once it is approved.

**Brian left meeting at 9:30 p.m.**

**Bob Morrow, Superintendent --**

a. Discussed flows.

**Julie McVay, Secretary/Treasurer –**

a. Auditors will begin their new fiscal year audit on November 22.
b. CDs were converted into a high-yield savings account (4.25%) at Marquette = balance $213,928.52.

**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 January 2025 board meeting.
b. Discuss and Vote: Increase customer rates in January, 2025 to offset increased CLJMA fees as presented to MACL in October. Topic tabled from the November meeting.
c. Discuss and Vote: Increase quarterly payment amount to CLJMA based on their presented increased fees. Steve will meet with CLJMA regarding their budget projections. Topic tabled from the November meeting.

**V. NEW BUSINESS**

**a.** Profit & Loss Statement – The loss this month was discussed and attributed to the quarterly payment to CLJMA.
**MOTION to accept Profit & Loss Statement. (McLean/DeBlasio/Approved) (Jim abstained) (Motion carried).**

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

***Minutes of previous meeting approved*** – (McLean/DeBlasio/Approved).
***Profit and Loss Statement*** – (McLean/DeBlasio/Approved).
***Aged Accounts –*** (Reviewed).

***Bills presented for payment*** - (Baldarelli/DeBlasio/Approved).

***Adjournment – 9:50 p.m.*** (McLean/DeBlasio Approved).

***Respectfully Submitted,***

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***Julie McVay, Secretary/Treasurer***