MUNICIPAL AUTHORITY OF CONNEAUT LAKE
BOARD MEETING MINUTES – March 10, 2025

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

Members by phone: Carl McLean, Mario DeBlasio, Chris Gates

II. Reading and Approval of Minutes of the February 10th board meeting.

MOTION: To approve the February 10th board meeting minutes. (DeBlasio/Tigri/Approved). (Motion carried).

III. REPORTS

Lew Walker, CLJMA –

a. Lew updated the board on several issues:
   - The plant upgrade was done two weeks ago by a company from Andover, Ohio. They expect project to be done in about ten days.
   - CLJMA purchased a 40 KW generator which is installed permanently and currently functioning. Lew thanked the board for contributing $3000 toward the generator. Lew stated the generator will be used at their lift station until it is phased out; after that, it will be used to replace an older generator at one of their other lift stations (which are not included in the MACL reconciliation agreement).
   - Lew mentioned the tapes MACL was looking for were provided on a thumb drive to Angela on 1/17/2024. They can provide us with another copy if necessary.
   - Lew stated they will give us a mid-year reconciliation report by the end of March.

McGill, Powers & Bell –

a. The 2023/2024 MACL audit was presented by Bruce and Jessica of McGill, Powers & Bell. The possibility of a pre-audit meeting with MPB was offered for future audits.

MOTION: To accept the 2023/2024 audit as presented by McGill, Powers & Bell. (McLean/Baldarelli/Approved). (Motion carried).

Carl McLean –

a. The discussion of billing for our larger accounts (Schools, Rite Aid, Sheetz) will be tabled to the April board meeting.

Mario DeBlasio / Chris Gates –

a. Discuss and Vote: Approve revised 2025 budget based on change of fiscal year to 11 months. ***This topic will be tabled to the April board meeting.***
b. Discuss and Vote: Select budget committee for 2025-2026 fiscal year.

MOTION: To appoint Mario DeBlasio and Chris Gates as the budget committee for 2025-2026. (McLean/Baldarelli/Approved) (Motion carried).

Jim Tigri –

a. Grant option from CFA. Jim stated the grant for the water tower is "in the pipeline", and we are one step closer to possible grant awardment.

KLH Engineers –

a. Bulk water sales – KLH recommends for Lindy to form a meter pit for their upcoming paving project. MACL would then create them as a new customer and bill accordingly. This will enable MACL to provide water to them without being delayed with permit applications. Mario is offering the use of his meter pit at no charge located in the parking lot of 145 Water Street.

MOTION: For KLH to call Lindy to suggest using a meter pit for their water need, the inability to obtain a fire hydrant permit quickly and the offer of a meter pit from Mario DeBlasio's property at 145 Water Street at no charge. (Baldarelli/McLean/Approved) (DeBlasio abstained) (Motion Carried).

b. Suggestions on how we charge customers -- two recommendations to consider: eliminate the sliding rate scale so that there is just one rate per 1000 gallons. This will help MACL increase revenue without raising rates. The second suggestion is to bill customers by meter size not EDUs. KLH stated a rate assessment/recommendation report is not necessary but they can give us a brief memo on how we will be affected if we change to meter size billing (per diem not to exceed $2500). Julie will provide KLH with a report of customers via meter size within the next month for review/discussion at the April board meeting.
c. Rules and Regulation changes are not necessary for the bulk water agreement but would be necessary for any rate changes.
d. KLH is reviewing the DEP requirements to determine if our media replacement project needs permitting. They will update us when complete.
e. MACL's current lead service line inventory has been provided to KLH. The cost for them to complete this project is challenging to determine until they got a better handle on potential lead service lines. The DEP requires three points of confirmation for lead lines: at the curb box side (18" on each side), the main side and inside the customer house. KLH suggests reducing the number of "unknowns" which is why they recommended we consider a grant application for the investigation of these lines. Julie would like to include an insert with next month's bills asking customers to take a photo of their service line and email it to MACL. KLH stated this is acceptable, but is only one piece of the requirement, as long as the images are documented thoroughly in case of a DEP audit. The deadline for this project is 2-3 years until the next milestone.

MOTION: To have KLH write a letter to MACL customers outlining the DEP requirements for lead line identification and requesting they take a picture of their service line and email it to MACL. (DeBlasio/Baldarelli/Approved) (Motion Carried).

f. The cost for KLH to prepare the CCR (Consumer Confidence Report) is $2500. KLH will develop the report this year, but suggests Julie handle it in the future with their training/guidance.

MOTION: To pay KLH $2500 for the development of the 2024 CCR Report and to train Julie McVay to coordinate in 2025. (McLean/DeBlasio/Approved) (Motion Carried).

g. Waste Load Management Report – KLH states there is nothing remarkable for 2024. KLH stated the 2023 report showed two overflows which is a regulatory violation and public health hazard not just a billing issue. They suggest we view I&I as a higher priority and consider their prior proposal for a micrometer which shows discrepancies for I&I in our sewer system. They will resend this proposal as some of the board members do not remember receiving it. Bob Morrow commented that by the end of next year we will eliminate our lift station which is the only site where overflows occurred. Once that happens, all flows will be thru CLJMA who actually owns the property and building (sold to them by MACL in 2024) and has ultimate responsibility for any overflows.
h. KLH reviewed the flow meter provided to them for the CLJMA upgrade project, which will eliminate the existing magnetic flow meter. The proposed flow meter is a partial flow electronic meter which is expected to be inaccurate in low flow periods like during the night when people are sleeping. Mario requested KLH to inform us of the most accurate system available. KLH will reach out to Diane, CLJMA's engineer, to inform her of our concerns and then update us next month.

Brian and Mario left the meeting at 9:00 p.m.

Bob Morrow, Superintendent –

a. Discussed flows.
b. Bob stated he needs to hire Mansfield Sanitation to pump out the filter building pump station so he can reach the pump which is not working right now. He expects the charge to be approximately $500.
c. Sump pump issue with the Mealey account has been resolved. A line has been run by the owner's son from the house to an outside ditch.

Julie McVay –

a. Discuss and Vote: send letter to owners/landlords stating MACL will only invoice them not their tenants. A motion is not needed on this topic as the MACL rules and regulations support the issue already. A notice will be inserted with next month's invoices stating only the landlords will be billed not their tenants. If collection from tenants is necessary, it will be the landlords' responsibility to do so and to make payment in full on their accounts.

IV: OLD BUSINESS

a. None

V. NEW BUSINESS

a. Review and vote on Profit & Loss Statement.

MOTION: To accept the Profit & Loss Statement as submitted. (Gates/Baldarelli/Approved) (Motion carried).

b. Review and discuss Aged Accounts –
c. Review and vote on bills presented for payment.

MOTION: To approve monthly bills for payment as submitted. (McLean/Gates/Approved) (Motion carried).

Adjournment –

MOTION: To adjourn meeting at 9:20 p.m. (McLean/Gates/Approved) (Motion carried).

Respectfully Submitted,

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Julie McVay, Secretary/Treasurer