MUNICIPAL AUTHORITY OF CONNEAUT LAKE
BOARD MEETING MINUTES – April 14, 2025

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

Attendees: ***Carl McLean, Alan Baldarelli, Mario DeBlasio, Jim Tigri, Brian Cagle, Eddie Trzeciak, Bob Morrow, Julie McVay***
Board members by phone: ***Chris Gates*** ***Guests:*** ***Bill Eldridge***

II. Reading and Approval of Minutes of the March 10th board meeting.
MOTION: To approve the March 10th board meeting minutes. (McLean/DeBlasio/Approved). (Motion carried).

III. REPORTS

Lew Walker, CLJMA –

a. Lew updated the board on several issues:
   - A mid-year reconciliation report (8 months) was provided by CLJMA. All listed items are for the plant only. Payroll costs are for plant personnel only (two people) not the office. MACL has requested general ledger reports for the past two years from CLJMA.
   - Lew stated they will make a monthly payment to PennVest for the loan starting in January, 2026. He requested MACL pay this line item monthly instead of quarterly so that it's easier for them.
   - The plant upgrade is progressing well and should be completed between October and December 2025.

Brian Cagle --

a. Bulk Water Agreement – Brian will work on rules & regulations (KLH can assist with verbiage if necessary). After discussion of approximately $6000 to obtain a bulk water permit, it was decided the expense was not feasible compared to the few requests received through the years.

b. The sewer improvement rate for the middle school will be added into their flat rate fee starting in 2026.

c. New application fees for additional EDU accounts. None of the owners have returned the applications that were previously mailed to them.

MOTION: To authorize solicitor to propose penalty clauses in rules & regulations for non-reported EDUs, sump pump use and non-payment of application fees (to be reviewed at May board meeting). (DeBlasio/McLean/Approved). (Motion carried).

d. The bylaws from 1948 do not need to be reviewed and updated only retained on file indefinitely; they basically are now just a historical document. The MACL is governed by statutes and those will supersede any content in the by-laws.

Riley Paris –

a. Riley provided an updated software development timeline (due to our reduced fiscal year) and plans to test core functions in May. There will be no change in price from his original proposal except for the additional $700 previously quoted for mass communication capabilities. Riley will create an interface that automatically creates the import of customer information into QB.

Carl McLean –

a. Billing for our larger accounts (Schools, Rite Aid, Sheetz) was discussed. A new rate structure/sliding scale needs developed (by gallon usage) so there is not such an extreme drop off. KLH will provide a proposal at our next board meeting outlining their rate recommendations.

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 May board meeting.***

Jim Tigri –

a. Resumes – Jim has collected three resumes of candidates with water experience that we will retain for future staffing needs.

KLH Engineers –

a. KLH will provide a report with recommendations on improvements that can be made to notify Bob of system failures quicker such as alarm/monitoring systems. Grants may be possible. A prior motion was passed in February authorizing a $1500 payment to KLH to investigate the data needed for a grant application for security monitoring equipment.

MOTION: To adopt resolution #2025-01 for the application of a PA small water and sewer grant for an emergency monitoring and alarm system. This grant will require a 15% match from MACL. (DeBlasio/McLean/Approved) (Motion carried).

b. MACL piping is approximately 25 years old and is exposed to a higher percentage of oxidants. KLH suggests converting to PVC which is able to handle higher pressure. KLH will give us a one-, five- and ten-year report of their suggested improvements by next year.

c. KLH will provide us with recommendations on how the Carbon Activated project should be monitored. Evidence of when Carbon Activated disposes of the used sand at an approved dumpsite is required. Start date quoted from Carbon Activated is 18 weeks out.

d. KLH recommends we replace our meters in the near future with a full telemetry system. Grants may be possible.

MOTION: To adopt resolution #2025-02 for the application of a PA small water and sewer grant for a lead service line survey and water meter replacements including paying KLH $1500 for their fees. This grant will require a 15% match from MACL. (McLean/Tigri/Approved) (Motion carried).

e. KLH felt the quote we received from In-Site Pipe to camera the 6th Street sewer line was fair, but may not be necessary. Mario will check with someone he knows who can mandrel the line for under $1000.

f. Water tower maintenance project – one grant already applied for in 2024 (no response yet). Additional grants may be possible.

MOTION: To adopt resolution #2025-03 for the application of a PA small water and sewer grant for maintenance on the water tower. This grant will require a 15% match from MACL. (McLean/Gates/Approved) (Motion carried).

Eddie confirmed that Alan will be the one actually putting the three grant documents together although KLH will support him as much as needed for a fee of $1500 per grant application.

g. KLH spoke with the CLJMA engineer (Diane) about the flow meter. MACL is concerned about accuracy, but CLJMA is adamant about using the partial flow electronic meter.

Brian left the meeting at 8:20 p.m.

Bob Morrow, Superintendent –

a. Discussed flows.

b. Lift station pump is stuck in assembly. Mansfield Sanitation quoted $16,400 to make all necessary repairs at the lift station.

MOTION: To approve and accept the $16,400 quote provided by Mansfield Sanitation to repair the lift station. (DeBlasio/Tigri/Approved) (Motion carried).

c. Service truck is having an electrical issue and occasionally stalling. Bob will make an appointment at the dealership since it is still under warranty.

d. Aqua PA – neither Bob nor Mario have heard back from Aqua PA about their interconnection request status.

Guest, Bill Eldridge, left the meeting at 10:10 p.m.

Julie McVay –

a. Carl will provide another idea for a mass communication system which will be reviewed at the May board meeting.

b. Changes were made to the emergency phone tree and a revised copy will be distributed at the May board meeting.

c. The board suggests we create checklists of steps to take for emergencies (including times and actions) and post on walls in office, filter building, etc. KLH will guide us with this and discuss at the May meeting.

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. (McLean/DeBlasio/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. (DeBlasio/Baldarelli/Approved) (Motion carried).

Adjournment –

MOTION: To adjourn meeting at 10:30 p.m. (DeBlasio/Tigri/Approved) (Motion carried).

Respectfully Submitted,

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Julie McVay, Secretary/Treasurer