MUNICIPAL AUTHORITY OF CONNEAUT LAKE
BOARD MEETING MINUTES – May 11, 2026

ATTENDEES*:*
Mario DeBlasio, Carl McLean, Jim Tigri, Chris Gates, Eddie Trzeciak, Bob Morrow, Julie McVay.
By Phone: Alan Baldarelli. Absent: Brian Cagle, Attorney

I. Mario DeBlasio called the meeting to order at 6:30 p.m.
II. Reading and Approval of Minutes of the April 13th board meeting minutes.
MOTION: To approve the April 13th board meeting minutes as presented. (Tigri/Gates/Approved) (Motion carried).

III. REPORTS
Riley Paris – "MuniBridge Solutions" --

a. New features: On-line payments for customers and mass messaging system for emergency notification to customers. Riley stated there would be no cost to MACL for on-line payments – only the customer would be charged depending on their payment amount ($3+). This would be administered through Hamer Enterprises via a link on the customer's invoice. Mario suggested testing the process with the board members for a couple months. A November implementation will be planned if testing is successful. The next add-on feature will be an auto-pay bill option thru Hamer Enterprises.
   The mass messaging service to our customer base would be less than $20 per message (.05 cents per user). This service would be generated through MuniBridge Solutions.
b. Novation agreement – to transfer the irrevocable license from Riley Paris to MuniBridge Solutions, only necessary for us to sign if we accept the two new software features and for future add-ons. There are no maintenance fees to MACL. Riley will meet with Carl to revise the contract to meet MACL concerns. Mario will sign once available.

MOTION: To accept the amended contract with MuniBridge to include two new features: on-line customer payments and emergency messaging system. (Gates/Tigri/Approved) (Motion carried).

Mario DeBlasio --

a. Report: CLJMA removal of our flowmeter on March 25. Mario met with Lew Walker on May 13. Lew stated the meter should be on-line in a couple weeks. Discussion involved many topics but quantification of the number of days without a meter is the determining factor. Any costs involved to MACL should be reimbursed by CLJMA since they removed the meter without warning. It will be further discussed before our final reconciliation with them.

   Lew asked if MACL is interested in turning our sewage services over to them. They both agreed to not discuss anything with the boards yet; just a casual conversation will continue to determine a framework for both parties. Carl stated in the past that it was determined we would not generate enough revenue to cover our costs to operate the water system only.
b. Report: Mario's meter reading stats for April – approximately 6.5 hours with 20-25 on the missed reads list. Mario will read and train the new meter reader this month.
c. Report: USDA meeting with Mario and Julie. They award grant money and provide low-interest loans. Eddie's concerns with the USDA are due to the length of their process which can be years. Mario would like the grant committee (Alan & Jim) to meet with the USDA to further discuss options.
d. Discuss and Vote: GIS mapping is available thru the PA Rural Water at approximately $10-11,000 total. Eddie explained many reasons why this is a valuable tool for MACL. Carl will take point and provide recommendation by the end of the year.

Carl McLean –

a. Job descriptions for the water operator and meter reader positions are not done yet. Nathan Koehne was interviewed for the meter reader position. Carl stated he was energetic, bright, innovative and quite capable of reading meters, replacing/repair meters and sensors, etc.

MOTION: ***To hire Nathan Koehne as a meter reader starting this month, to be paid .65 cents per successful meter read. Additional compensation will be determined for meter/sensor repairs and replacements. Bob and Mario will provide training. (Gates/McLean/Approved) (Motion carried).***

Chris Gates –

a. 2027 Budget – A preliminary budget has been given to everyone for review. A final vote will take place at the June board meeting.

KLH Engineering –

a. Reviewed CE report. Rob Horvat will be attending the June meeting in place of Eddie.
b. Authorization for the annual reconciliation with CLJMA.

MOTION: ***To authorize KLH to perform the annual reconciliation with CLJMA on an hourly basis. (McLean/Gates/Approved) (Motion carried).***

MOTION: ***To authorize up to $1500 for the main meter installation at the filter building at the discretion of the Chairman. Bob will request a quote from Fisher for installation. (Gates/McLean/Approved) (Motion carried).***

c. A vote will take place in June for the advertisement of the well flow meter project. Three bids are needed for installation - Bob will take prints to Fisher Plumbing for a quote and Eddie will assist with two additional quotes.

MOTION: ***To authorize up to $8,000 total for the purchase of two well flow meters. (Tigri/Baldarelli/Approved) (Motion carried).***

d. I&I: Mario suggests exploring which lines/branches have the most I&I vs. the low hanging fruit/cheapest lines to replace. Eddie will review what parts of our system are the least expensive to replace and report back to the board.
Bob commented he was told the old lift station we sold to CLJMA refilled with water after it was pumped out. It was discovered the cap on the wall pipe broke causing the flooding/infiltration of clear water. Bob will have this line inspected and cleaned in the fall.

e. KLH will draft a capital projects plan for 10-years with a schedule of projects and costs by importance, memo format (up to $2500 for a draft copy). *This topic will be tabled till June.*

Bob Morrow –

a. MACL estimated flows were reviewed.
b. Bob is scheduled for surgery on June 4. Mike Davidson will be his back up. Mario and Carl would like a map of the system. A meeting with Mike needs scheduled before Bob leaves.
c. Three meters were replaced this month. Mario suggested a spreadsheet be kept of meters that fail and the reason.
d. Three estimates for floor drain repair at filter building will be given to the board before Bob leaves (Fisher and DJ Costa).
e. Fisher Plumbing completed the 1st phase of the filter building project (they added supports) and will begin 2nd phase on May 18.
f. Two stuck valves at filter building – Bob is getting quotes on replacement valves and/or buying kits for rebuilding them.

Julie McVay –

a. Transferred $75,000 from our regular savings to high-yield savings to gain the extra interest. The sweep checking account will not be changed.
b. Sent a notice to customers in their May bill giving option to select invoices by mail or email. For the first month, we will test by sending invoices both ways. In the future, we may charge for invoice mailing.

IV. OLD BUSINESS

V. NEW BUSINESS

a. Review and Vote: Profit & Loss Statement

MOTION: ***To accept profit & loss statement. (McLean/Gates/Approved) (Motion carried).***

b. Review aging list, shut offs completed, shut-offs upcoming (3).

c. Review and vote on bills presented for payment.

MOTION: ***To approve bills for payment (Gates/Baldarelli/Approved) (Motion carried).***

VII. ADJOURNMENT

MOTION: ***To adjourn board meeting at 8:48 p.m. (Gates/Tigri/Approved) (Motion carried).***

Respectfully Submitted,

Julie McVay, Secretary/Treasurer