

EAGLES MERE BOROUGH AUTHORITY

5/15/2026

Chair- Cathy Coniff, Vice Chair-Lance Robson
Members: Robert Boote, Ed Kassab, Peter Swinick, and Robert Gerber
Secretary/Treasurer- Dave Carson, Facilities Manager-Adam Maczuga

Agenda

March 23, 2023
Regular Monthly Meeting

5:00 PM at Eagles Mere Borough Hall

(For those wishing to call in, the access numbers are: Dial-in number 1 605 562 8400 and the Participant access code 8026073#)

Call to Order and **Pledge of Allegiance** -Chair Cathy Coniff.

Recognition of Guests and **Public Comments or issues-**

Confirmation of Quorum

MINUTES- Approval of the minutes (attached) for the February 16, 2023, meeting.

Motion for Approval by _____ & _____

TREASURER'S REPORT – Written reports through February 28, 2023 as provided with the agenda. Reports are in a revised format prepared by Bob Gerber. Bob will provide additional information by phone as he will be out of town for the meeting.

Motion for Approval by _____ & _____

FINANCE COMMITTEE REPORT- The Auditors continue to work on our 2020 and 2021 audits. A date to report on these has yet to be set.

OPERATOR'S REPORT – Written Report to be distributed at meeting.

ENGINEER'S REPORT – The 2023 Chapter 94 Report has been completed, has been distributed to the Board for review and comment, and has been revised based on comments received. It is now ready to submit to DEP with a signature page signed by Cathy Coniff.

INFORMATION-

- ✓ The Outlet Plant stand-by generator is now connected, the Propane tank filled and the system available for emergency use. The notification system for the generator and the blower operational status has not been fully connected yet. The delivery date for the MacKey Run Plant generator is still unknown.
- ✓ Bob Gerber has used information provided by Sullivan County combined with lists of customers and has prepared maps of our system with customers marked. This allowed for an audit of customer connections compared to customer billings. One customer was apparently dropped from billing several years ago when the wife died and the billing name on the account was changed. The customer has been notified that billing, effective with 2023, has been reinstated and will be due.

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- ✓ Arrangements for the 2023 “Sewer Gala” remain in flux. The February 16 date conflicted with the Barn’s Community Dinners and the March date had several Board members out of town and has also been postponed. We will search for an alternate location or alternate dates with June 22 at the EM Inn a likely solution. Stay tuned for updates!
- ✓ Bills to all Authority customers have been sent out. Email addresses were obtained from our existing files and from a list provided by Edwina Vauclain. The plan was to send an invoice by email to customers where an address was available AND to send an invoice by US mail for those without email addresses. A Statement for ALL customers of their account balance with the 2023 charges along with a newsletter of Authority information would be sent to everyone to confirm the billing. The email distribution again proved to be frustrating but, with the back-up plan should get billing information into every customer’s hand. In brief, we have 366 billing entities. Emailed bills were sent to 312 customers. The next day notices were received that 103 messages could not be delivered with no information on which messages failed. That is not a realistic failure statistic. A copy of the newsletter, sent with the follow up Statement, is attached. Some customers who received their invoice have paid by check already. One customer, who is responsible for three invoices, received only one of the three identical messages sent.

CONTINUED BUSINESS: None

NEW BUSINESS: None

Workshops & Events: None scheduled

Approve Payment of Bills- Bills as reviewed. Motion for Approval by _____ & _____

Adjournment – The meeting was adjourned at _____ pm.