Minutes (Draft)

Meeting of the North East Community Marina Authority

Wednesday February 19, 2025

7 PM

**Northeast Community Marina Authority Marina Building**

11950 East Lake Road North East, PA 16428

* Call To Order: The meeting was called to order at 7:04 p.m.
* Pledge Of Allegiance

Motion Mike D, Second Amy B, Carried Unanimously

* Roll Call: All Board Members were in attendance.
* Adoption of Meeting Agenda: On a Motion by Mike Dunlavey, seconded by Amy Burniston, the agenda for the meeting was approved without any changes, by a unanimous vote.
* Approval of minutes from the January 15, 2025: On a Motion by Mike Dunlavey, seconded by Amy Burniston, the minutes from the meeting on January 15, 2025 was approved without any changes, by a unanimous vote.
* Public Comment was offered to the audience in attendance.
* Treasurer Report: Tim Truitt presented his monthly Treasurer’s Report. The Authority’s bank balance at the time of the

 February meeting was $65,517.83.

1. Update on authority’s accountant team – Tim reported that he and Dan Adamus have been meeting and in discussions with the Authority’s accounting team to understand where the Authority stands financially and to ensure that all records were properly captured for 2024, as the Authority moves into the 2025 boating season.
2. Recommended changes to Authority banking practices and implementation of standard accounting /purchasing practices. Tim reported that he and Dan met with Stephanie Wright to discuss the implementation of standardized and generally-accepted accounting practices to be adopted by the Authority..

One of those was a change in the banking practices for the Authority. Currently Ed Mascharka, Amy Burniston and Tim Truitt are signatories on the account. It was decided that Ed would remove himself and Dan would be added as the third, with the understanding that two signatures would be required on all checks. Ed said he would process the documentation the bank required for this change.

Tim also discussed the processes for purchasing and the payment of bills by board action each month.

1. 2025 slip sales status and methods of payment accepted: Tim reported on the status of slip sales to date and discussed the challenge posed by credit card fees, as they amount to a loss of $36.00 (single) to $60.00 (double).

 It was decided that the Authority would suspend the use of Square. There was a discussion of limiting payment to cash and check only, but the Board realized that many people may want to use credit cards. It was decided to adopt the accepted practice of adding the 3% credit card as a service fee if a customer wished to pay by card. It was decided that those sales would be processed through the bait shop.

* Negotiation Committee Report Dan Adamus & Ed Mascharka reported that they were having regular

 meetings with the Pennsylvania Fish and Boat Commission every two weeks. There have

 been ongoing discussions with the U.S. Army Corps of Engineering and together, we

 believe there is a real-world solution to the sand movement issue, which is the biggest

 obstacle impacting the transfer of the Marina property.

 It was also agreed by the Authority and the PFBC that, together, we must have a common

 and shared belief that the Marina must be saved and cannot be closed. This perspective

 changes our shared focus and creates a sense of urgency to develop the best and most

 practical approach to the transfer of the Marina to the Authority.

 The Authority has the support of the Commission to ensure that equipment like the boat lift

 and the dredge are in working order.

* Old Business
	+ Meeting dates for Second quarter 2025: On a motion by Ed Mascharka, seconded by Mike Dunlavey, and approved unanimously, it was agreed that the Authority meeting sfor the upcoming quarter would continue to take place on the third Wednesday of each month at 7 p.m.

Ed will take care of the required public announcement of those meeting dates.

* + Discussion of Interviews with those interested in operating restaurant: Tim and Dan shared notes from the discussions with both parties interested in operating the restaurant at the North East Community Marina for 2025. It was noted that both parties submitted solid, well-thought-out strategies and the efforts associated with their submissions were greatly appreciated.

Upon review of the notes, a motion was made by Ed Mascharka, seconded by Amy Burniston and upon a unanimous vote, it was agreed that a contract would be approved with Kevin Daughrity to operate a restaurant. Next steps would be to develop a lease agreement and it was noted that Kevin plans to open on or around May 1st.

* + By Law Review, Discussion, and Adoption: As discussed at the February meeting, a copy of draft Bylaws with language to be deleted, corrections, and proposed input from Board Members was posted at the Borough office, the Township Office, and the Marina bulletin boards. The draft was also provided to Paul Crowe to be posted on his website for public review. Following some final modifications to some language, a motion was made by Ed Mascharka, seconded by Tim Truitt and passed unanimously by the Board to adopt, as final these as the final Bylaws for the Authority. Ed will formally sign them upon his return from Florida.
	+ Legal Counsel responses and Review: Dan Adamus reported that the Authority received two responses from the RFP for solicitor. Another, local firm wished to submit a proposal but could not submit a response by the due date. It was agreed that the next steps in the selection process would be limited to consideration of the responses from the two firms. Mike Dunlavey and Dan Adamus will interview both firms, providing notes and a recommendation at the March Board Meetng.
	+ Ongoing efforts underway with Us Army Corps and Dep Officials: Dan Adamus reported that work was continuing with the support of several local volunteers and professionals to present a vialble alternative to the movement of sand. More details will be shared as that research associated with that effort progresses.
	+ Ongoing discussions with elected officials and Commonwealth agencies: Dan Adamus reported that he has had follow-up discussions with Representative Jake Banta on the efforts to move forward with the Fish & Boat Commission. He plans to follow up with the representative from the Governor’s Office in Erie as well. Ed Mascharka said he has had follow-up discussions with Senator Dan Laughlin to keep him informed of Board progress.
* New Business
1. Efforts underway to establish 501(c)(3): Dan Adamus reported that a group of residents were working to establish a non-profit 501(c)(3) charitable organization to assist in the pursuit of grant funding for future efforts at the Marina, to include educational and Veteran support programs. The North East Community Marina Foundation will be organized and operated in a similar manner as the North East Education Foundation works in a parallel manner to support the efforts of the North East School District.

 More information will be forthcoming as deemed appropriate by those undertaking that effort.

* Board Member comments: Ed Mascharka requested that, moving forward, all Board Members having conversations with elected officials and Commonwealth agencies create notes from those meetings and share those with the other members of the Board so that all may remain informed.

Ed asked that all discussions about Marina Be summarized to entire Board by email after conversations

* Adjournment: The meeting was adjourned at 8:10 p.m. upon a motion made by Ed Mascharka, seconded by Tim Truitt and approved unanimously.

Ed motion Tim Second, Adjourned 8:10 PM