

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE  
CHAUTAUQUA UTILITY DISTRICT  
November 16, 2022**

Present: Commissioners Faust, Boehner, Kushmaul, and Metzger  
Also Present: Superintendent Michael Starks, Personnel/Financial Administrator,  
Jami Koresko  
Also Present: General Counsel Bill Wright from Wright Calimeri, PLLC.

The meeting was called to order at 9:26 A.M. by Chairman Faust at the water treatment plant office.

After a review of the October 4, 2022 regular board meeting minutes, Commissioner Boehner made a motion to approve, seconded by Commissioner Metzger and approved.

Commissioner Kushmaul made a motion to confirm the bills for payment, seconded by Commissioner Metzger and approved.

There was a brief review of the 3<sup>rd</sup> quarter, 2022 financial statements. Ms. Koresko stated to the board that she made several improvements to this quarters financial statements to make each department independent. Ms. Koresko also stated to the board that the budget looks like it will finish the year very close to what was budgeted and reviewed all current expenses that were over budget and the reasons for the overspending. Commissioner Boehner made a motion to approve as written, seconded by Commissioner Kushmaul and approved.

There was an update on the Street Lighting project given to the board. Ms. Koresko stated that we haven't received one of the three National Grid bills in three months and that specific bill makes up the majority of National Grid costs. Ms. Koresko also stated that that is why on the 3<sup>rd</sup> quarter financials there is actually a credit being shown under street lighting expense. After a brief discussion, the board asked Superintendent Starks to calculate funds for National Grid based on the BECC installation spreadsheet. Also, Commission Kushmaul made a motion to have the street lighting division borrow from the fund balance to pay the principal in the amount of \$535,000 and interest in the amount of \$2,996 to eliminate the current Street Lighting BAN coming up in January, seconded by Commission Metzger and approved.

Ms. Koresko went over the Water and Sewer Billing Collection. Ms. Koresko stated that there are a total of 101 unpaid accounts and she expects most of them to be paid within the next couple of weeks. Water termination is scheduled for Thursday, December 15, 2022.

There was a brief discussion about employee salary reviews. The board has requested that Superintendent Starks complete all employee reviews prior to the December, 2022 board meeting so that the board can discuss those reviews and finalize employee salary raises for 2023.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that for a few days in a row, flows were very high again, due to a rain event. Employees had to monitor the plant day and night until flows went back to normal. Superintendent Starks also stated that the Wastewater Treatment Plant generator that

normally does a weekly test failed to start, and went into a failure alarm. A technician was called in to repair the generator. Superintendent Starks stated that a backup generator is needed in case of another failure and stated that he is getting a quote from an electrician to look at installing a transfer switch disconnect pad. In the event of generator failure, this would allow a temporary backup generator to be used. Superintendent Starks also stated that yesterday all Wastewater and Water Treatment Plant Operators attended a training and himself, along with the Wastewater Plant Chief Operator, were asked to meet separately with instructors to discuss additional plant issues. The instructors are currently working with the engineer from Barton and Loguidice. They are working together to resolve current problems with discharge flows from the plant. Superintendent Starks stated that the final polishing filter was taken offline for cleaning and maintenance. A set of plant effluent samples were collected while the filter was off and sent to the lab for analyzing. The plan is to continue to keep the filter offline and turn on when needed during the summer. Superintendent Starks stated that even with the filter offline, the lab results showed that the plant is still getting the removal that is needed to meet permit.

Superintendent Starks gave the board an update on the Water Treatment Plant.

Superintendent Starks stated that he currently is getting a proposal for one of the pumps in the booster pump station. The quote will include a pump that is larger, but will not require changing the current system too much. This will help with providing flows to the new development and that the CUD will be ready for increased usage to outside districts.

Superintendent Starks gave the board an updated on the Water Meter Reading System.

Superintendent Starks stated that the rest of the items for the new reading system are still on track to be here between the end of the year and the beginning of the new year.

Superintendent Starks stated once everything is on hand, we will start to install the new system into homes.

Commissioner Kushmaul made a motion to go into executive session, seconded by Commissioner Metzger and approved.

Commissioner Kushmaul made a motion to end the executive session, seconded by Commissioner Metzger and approved.

While during executive session, the board has decided to hold off on any salary increases until the December meeting and have Superintendent Starks complete employee reviews. The board would also like to come up with a format for annual evaluation for the Superintendent. Board would also like raises to be performance based and not just yearly increases.

The next board meeting is scheduled for Tuesday, December 13, 2022 at 9:30 A.M. at the water plant office.

Meeting Adjourned by Commissioner Kushmaul, seconded by Commissioner Boehner.