

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
March 14, 2023**

Present: Commissioners Faust, Bohner, Kushmaul, and Metzger
Also Present: Superintendent Michael Starks, Personnel/Financial Administrator,
Jami Koresko
Also Present: General Counsel Bill Wright from Wright Calimeri, PLLC.
Guest: James Alexander from Buffamante Whipple Buttafaro, PC

The meeting was called to order at 9:30 A.M. by Chairman Faust at the water treatment plant office.

Commissioner Bohner made a motion to revise the personnel policy, regarding vacation time, to state that carried over vacation time must be used within six months after an employee's anniversary date, instead of by the start of the Chautauqua Institution season, seconded by Commissioner Kushmaul and approved.

After a review of the February 14, 2023 regular board meeting minutes, Commissioner Bohner made a motion to approve, seconded by Commissioner Kushmaul and approved.

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

Mr. James Alexander from BWB begin the review of the 2022 audit and financials with the Commissioners making remarks for clarification in certain areas. Mr. Alexander specifically commented that the audit went well and stated that Jami Koresko provided a quick turn around on all materials that he asked for. Mr. Alexander stated that the audit was done remotely and that the books were closed quickly. Mr. Alexander noted that the Chautauqua Utility District received a "Clean Opinion" for the 2022 year, which is the highest level of assurance given by a CPA during an Audit. The Commissioners requested that there be a change made to note 10 in the audit stating that the BAN for the Street Lighting Project has been paid off as of January, 2023. Upon there being no further questions, Mr. Alexander was thanked for his efforts and excused from the balance of the board meeting.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that the plant is running pretty well but the SCADA system isn't working quite right. Plant IQ's system isn't sending employees texts when there are alarms. Superintendent Starks also stated that employees at the wastewater treatment plant tore apart the filter to get cleaned up and ready for when it is needed, especially during the summer months.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that extra time was spent at the plant yesterday because of a power outage. Superintendent Starks stated that everything in the plant has to be reset once the power is restored and make sure there are no problems, which there were none. Superintendent Starks also stated that another dissolved oxygen sensor has been purchased for the plant.

Superintendent Starks gave the board an update on the Water Meter Reading System. Superintendent Starks stated employees have started installing new meters and that employees can activate and check cellular signals of each meter while still at the property with Beacon fobs that were purchased.

Superintendent Starks stated that there were no incident reports.

Superintendent Starks stated that updates have been made to the street lighting spreadsheet to determine the amount of money that National Grid owes the CUD from the lowering of wattage in the fixtures. Superintendent Starks stated that as of right now the total sits at around \$35,000. There was a brief discussion about putting a new light on Miller Ave. in the next phase of the street lighting project, as Miller becomes very dark at night for walkers.

Ms. Koresko mentioned to the board that there are currently some great rates on US Treasury Bills thru Key Bank and suggested to the board that the district take part in a three-month treasury bill using money that is in the district's Key Bank Savings Account. Commissioner Boehner made a motion to invest \$100,000 in a three-month US Treasury Bill using money from the district's Key Bank Savings Account, seconded by Commissioner Metzger and approved. After a brief discussion, the board voted to amend the \$100,000 to invest and change it to \$175,000 to invest.

The next board meeting is scheduled for Tuesday, April 18th at 9:30 A.M. at the water plant office.

Meeting Adjourned at 11:20 A.M. by Commissioner Kushmaul, seconded by Commissioner Metzger and approved.

Marge Metzger
Secretary