

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
May 9, 2023**

Present: Commissioners Faust, Waasdorp, Boehner, Metzger, and Rovegno
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 9:35 A.M. by Chairman Faust at the water treatment plant office.

Commissioner Waasdorp made a motion to accept the appointment of James Rovegno to serve on the board for the unexpired term of Commissioner Kushmaul, seconded by Commissioner Metzger and approved.

After a review of the April 18, 2023 regular board meeting minutes, Commissioner Rovegno made a motion to approve as changed, seconded by Commissioner Boehner and approved.

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

The Key Bank Depository Certificate and Signature Card, along with four M & T Signature Cards, were signed by all board members to update all bank accounts.

There was a brief review of the 1st quarter, 2023 financial statements. Commissioner Boehner went thru the Street Lighting Expense Statement and how the payment from Chautauqua Institution is now shown as a revenue. Commissioner Boehner also explained the main difference in the balance sheets from prior years vs. this year. Commissioner Boehner stated with the payoff of the Street Lighting BAN from the operating account, it's decreased our total assets. Commissioner Boehner also mentioned the Due to Water/Sewer Account to pay back the BAN, as requested. It was also stated about the decrease in the district's Key Bank savings account, which was put into a US Treasury Bill. Ms. Koresko stated that all expense budgets are currently under budget. Commissioner Boehner made a motion to approve as written, seconded by Commissioner Rovegno and approved.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that employees are starting to haul sludge and that the plant is working well. Superintendent Starks stated that he is still working on trying to receive notifications for alarms thru the Plant IQ system. Superintendent Starks stated that Windstream is running fiber to the Wastewater Treatment Plant and will be connecting to Windstream sometime in June. Superintendent Starks also stated that the last shipment of screens was received and the system will be ready to be turned on for summer. Superintendent Starks also stated that water to a urinal burst and had to be repaired.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that water main flushing will take place the week of May 15th. Superintendent Starks stated that two mains had to be shut down and repaired recently due to contractors working on the grounds hitting them. Superintendent stated that the Water Treatment Plant employees are hosing out settling tanks today to get ready for summer and taking a look at all equipment. Superintendent Starks also stated that the cellular system for the water tank chart has been figured out and is working appropriately.

Superintendent Starks gave the board an update on the Water Meter Reading System. Superintendent Starks stated that the project is going well and that employees have been able to install several new endpoints. Superintendent Starks stated that property caretakers and plumbers are helping to gain access to residences, which is helping tremendously.

Superintendent Starks stated that there were no incident reports.

Superintendent Starks gave the board an update on the Street Lighting Project. Superintendent Starks stated that he is waiting to hear if the inspector is coming to check over the lights and disconnects on behalf of National Grid and how National Grid is going to approve. Superintendent Starks stated that he has filled out and turned in a rebate form that National Grid has provided to him for the street lights. Superintendent Starks stated that he anticipates a rebate for each light. After a brief discussion, it was agreed upon to review the current Street Lighting Policy and see if updates need to be made.

After a brief discussion, Commissioner Boehner made a motion to change the quarterly Chautauqua Institution payment for Street Lighting to reflect a revenue instead of a reimbursement of an expense, seconded by Commissioner Waasdorp and approved.

Superintendent Starks stated that an ad was placed in the Post Journal for a new seasonal part-time Water Treatment Plant employee. After a brief discussion, Commissioner Waasdorp made a motion to approve the new seasonal part-time employee salary at 5 % over minimum wage with a one-month probationary period then salary set to 10% over minimum wage, seconded by Commissioner Boehner and approved.

The next board meeting is scheduled for Tuesday, June 6, 2023 at 9:30 A.M. at the water plant office.

Meeting Adjourned by Commissioner Rovegno, seconded by Commissioner Waasdorp and approved.

Marge Metzger
Secretary