

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE  
CHAUTAUQUA UTILITY DISTRICT  
September 12, 2023**

Present: Commissioners Faust, Waasdorp, 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 9:36 A.M. by Chairman Faust at the water treatment plant office.

After a review of the August 15, 2023 regular board meeting minutes, Commissioner Rovegno made a motion to approve as changed, seconded by Commissioner Metzger and approved.

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

After a review of the 2024 Tax Levy, Chairman Rovegno made a motion to approve the 2024 Tax Levy as modified, seconded by Commissioner Metzger and approved and signed.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that the annual DEC inspection is tomorrow, September 13<sup>th</sup>. The DEC inspector tours the facility, observes operation, and checks the yearly sample results. Superintendent Starks stated that in July, a scheduled ammonia sample was high, thus resulting in a notice from the DEC. The sample results seemed questionable as the prior and following samples were very low. Superintendent Starks will ask for clarification during tomorrow's inspection. Superintendent Starks stated that the #2 pump in Asbury lift station continued to have trouble the last month. He stated that twice a starting capacitor exploded in the panel and both times the staff replaced the pump. Both pumps were then sent to Dunkirk Electric for testing. Superintendent Starks stated that one of the two sludge pumps at the Wastewater Treatment Plant wouldn't start seemingly because of an issue with a pressure safety switch. Superintendent Starks stated that an electrician is scheduled to come to the plant to check on the pump, and he will also have them check out the Asbury lift station panel.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that there will be new lead and copper rules and regulations that are starting next year. In order to comply, the district will need to inventory all of the piping in the distribution system, including the mains, service connections, and interior plumbing on all properties within the district. While employees are going into homes to complete meter reading equipment changeouts, they are also noting the items needed to comply with the new rules and regulations. Superintendent Starks stated he is still looking into a GIS system that will digitally map water and sewer mains, water and sewer laterals, sewer man holes, hydrants, etc. Superintendent Starks stated that this summer the Water Treatment Plant distribution pumps started to lose capacity due to the potassium carbonate (used for pH adjustment) buildup in the pumps. It is injected directly in the pump and over time it has started to plug the impeller of the pump. The employees will take the pumps offline and will

use citric acid to try to treat the buildup in the pumps. Superintendent Starks stated that the quote to rebuild the pumps came back around \$19,000 and the quote to purchase new pumps came back around \$19,000. After treating the pumps, a decision will need to be made on what the best solution would be.

Superintendent Starks gave the board an update on the Water Meter Reading System. Superintendent Starks stated that employees are still moving along with changing out meter readers and that they are trying to complete all walking routes on the north and south ends of the grounds.

Superintendent Starks stated that there were no incident reports.

Superintendent Starks gave the board an update on the Street Lighting Project. Superintendent Starks stated he needs to check back in with the inspector to see if the inspection of the street lights has happened yet or not.

After a brief discussion of Steve Spa's retirement, the board wished to pay out Mr. Spa's remaining vacation time. The remaining vacation time is to be added into Mr. Spa's final pay check with the district.

After a brief discussion, the board requested that a review happen of the new personnel policy regarding uniform allowance.

After a brief discussion, the board requested Superintendent Starks put together a suggested on-call policy regarding on-call pay and overtime pay during Holiday weeks.

The board has requested that a large map of the Chautauqua Institution grounds be located and framed to use during monthly board meetings.

The next board meeting is scheduled for Tuesday, October 17, 2023 at 9:30 A.M. at the water plant office.

Meeting Adjourned at 11:05 a.m. by Commissioner Rovegno, seconded by Commissioner Waasdorp and approved.

Marge Metzger  
Secretary