

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
October 17, 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 9:29 A.M. by Chairman Faust at the water treatment plant office.

After a review of the September 12, 2023 regular board meeting minutes, Commissioner Boehner made a motion to approve as changed, seconded by Commissioner Rovegno and approved.

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

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that a letter was received from DFT stating there was a problem with the alarm system at the north end lift station. After some investigation, employees discovered Windstream's phone line was not working so a repair ticket was opened to fix the problem but when Windstream showed up, they discovered it was a computer programming issue. After that issue was resolved, it was then discovered that the battery to the DFT alarm dialer was bad, so DFT came and replaced it. Everything was resolved and is working properly. Superintendent Starks also stated that the inspection with the DEC went well even though it was not an official inspection, just a visit because they were in the area. The DEC Inspector said they would investigate the notice that CUD received from the EPA regarding a high Ammonia sample result from July but did not seem concerned. Superintendent Starks also stated that the electronic control to open and close the main plant bypass valve is not working and that the Chief Operator was getting a quote for it to be repaired. The valve can be opened manually, but it is labor intensive.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that staff was flushing hydrants this week, along with exercising street valves. Superintendent Starks stated that the water plant is still having issues with their sludge tractor and that parts have been purchased to repair. Superintendent Starks stated that the water plant is having a problem with their chlorine analyzer, which is a handheld. They are going to send the analyzer to get recalibrated and purchase some new reagents to test against. They may look in to purchasing a new one.

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 have about 600 readers complete.

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 contacted the inspector and his contact from National Grid to see if the inspection has been completed and that he hasn't heard back from either party. Superintendent Starks stated he will continue to follow up.

After a brief discussion, the board has requested that all Personnel Policy changes be complete and ready for approval at the November board meeting.

After a brief discussion, Commissioner Boehner made a motion to approve the purchase of a Chautauqua Institution ground map for each department, along with one large map for the office, seconded by Commissioner Waasdorp and approved.

The next board meeting is scheduled for Tuesday, November 14, 2023 at 9:30 A.M. at the water plant office.

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

Marge Metzger
Secretary