

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

Present: Commissioners Waasdorp, Boehner 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 9:33 A.M. by Vice Chairman Waasdorp at the water treatment plant office.

After a review of the October 17, 2023 regular board meeting minutes, Commissioner Boehner made a motion to approve, seconded by Commissioner Metzger and approved.

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

There was a brief review of the 3rd quarter, 2023 financial statements. Commissioner Boehner reviewed the overview of statements and discussed with the board. Ms. Koresko stated to the board that the budget looks like it will finish the year very close to what was budgeted and that all departments are currently under budget. Commissioner Boehner made a motion to approve as written, seconded by Commissioner Metzger and approved.

Ms. Koresko went over the Water and Sewer Billing Collection. Ms. Koresko stated that there are a total of 104 unpaid accounts and she expects most of them to be paid within the next couple of weeks. Water termination is scheduled for Friday, December 15, 2023.

After a brief discussion, Commissioner Boehner made a motion to change the late fee policy to state there is a \$25 flat late fee plus an additional 2% late fee for outstanding balances from month to month, seconded by Commissioner Metzger and approved. New late fee policy will go into effect January 1, 2024.

There was a brief discussion about employee salary reviews. The board has requested that Superintendent Starks complete all employee reviews prior to the December 12, 2023 board meeting so that the board can discuss those reviews and finalize employee salary raises for 2024. The board also stated that Superintendent Starks review will happen at his 1-year review mark and again at the October, 2024 meeting.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that an intermediate pump station drive went bad. The intermediate pump station is a 2-pump system, leaving the plant with only one working pump. The drive has been ordered from our SCADA company Plant IQ and should be replaced within a few weeks. An electrician will also need to be present for the replacement. Superintendent Starks stated that air isn't circulating well in the basin of one of the SBR tanks, so they are having to force additional air to help circulate the tank. Superintendent Starks stated that the starting capacitors have been replaced at the north end lift station because they were starting to go bad on one of the pumps causing it to have a delayed start.

Superintendent Starks also stated that he is still waiting on a quote for the bypass valve that was discussed at a previous meeting.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that the Water Treatment Plant is looking into purchasing a generator for the booster station. Superintendent Starks also stated that the parts on the sludge tractor that needed replaced, were replaced with stainless steel parts that they were able to purchase. Superintendent Starks stated that the Water Treatment Plant had a hypo leak and that parts were replaced to fix the leak. Superintendent Starks also stated that the Water Treatment Plant employees are working on treating and cleaning out the distribution pumps due to the potassium carbonate (used for ph adjustment) buildup in them.

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.

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 still hasn't heard anything about the inspection being complete. Superintendent Starks will continue to follow up and may have Bill Wright reach out National Grid.

After a brief discussion, Commissioner Boehner approved the four submitted personnel policy changed, effective January 1, 2024, seconded by Commissioner Metzger and approved.

The board had a brief discussion about the website sample presented. The board has requested a few changes to be made and presented at the December 12, 2023 meeting.

The board agreed to have the new map of the grounds be printed on PVC board for the office.

The next board meeting is scheduled for Tuesday, December 12, 2023 at 9:30 A.M. at the water plant office.

Meeting Adjourned at 11:33 A.M. by Commissioner Boehner, seconded by Commissioner Metzger and approved.

Marge Metzger
Secretary