

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE  
CHAUTAUQUA UTILITY DISTRICT  
December 12, 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.  
Guest: Mark Panebianco from Slone-Melhuish & Co. Insurance

The meeting was called to order at 9:33 A.M. by Chairman Faust at the water treatment plant office.

After a review of the November 14, 2023 regular board meeting minutes, Commissioner Rovegno made a motion to approve, seconded by Commissioner Boehner and approved.

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

Mark Panebianco from Slone-Melhuish & Co. Insurance began with discussing renewal amounts. Mr. Panebianco stated that he is still in need of a few square footages to close everything up, but that the auto policy went up about \$1,000 and the package and fire policy went up about \$3,000. Mr. Panebianco is going to look into seeing if the district can do some proactive items to lower the premiums.

Ms. Koresko went over the Water and Sewer Billing Collection. Ms. Koresko stated that there are a total of 23 unpaid accounts and she hopes most of them will be paid by Friday, prior to water termination. Water termination is scheduled for Friday, December 15, 2023.

Commissioner Metzger made a motion to go into executive session to discuss employee wage salaries seconded by Commissioner Waasdorp and approved.

Commissioner Waasdorp made a motion to end the executive session and resume regular session, seconded by Commissioner Rovegno and approved.

After executive session about employee salary reviews, Commission Boehner made a motion to approve the revised wage salaries effective January 1, 2024, seconded by Commissioner Waasdorp and approved.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that employees are still working on the SBR tank to get air into it. Employees are working on clearing out the tank so they can clean it out with water and to hopefully get air into it. Superintendent Starks also stated a technician and electrician came out and installed the new drive for the lift station that was overheating. Superintendent Starks also stated that he has completed the renewal for the Waste Transporter Permit.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that a 4" sprinkler line in a home blew apart and caused a major leak. The district was notified by a local contractor, who spotted water coming from the residence, so employees turned off the homes water curb stop and notified the homeowners. Superintendent Starks stated that there has been some construction to build a wall and put on a bathroom door in the Water Treatment Plant. Superintendent Starks stated that the Water Treatment Plant employees are continuing to treat 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, but change outs have slowed down with homes being closed down for the winter.

Superintendent Starks stated that there were no incident reports.

Superintendent Starks gave the board an update on the Street Lighting Project. Superintendent Starks stated the National Grid inspection has been completed and is waiting to hear back about the final electrical rate and the finalized refund.

The board had a brief discussion about the website sample presented. The board requested that the updated Street Lighting Policy, along with 2 years of past board meeting minutes, along with current minutes, be placed on the website. The board also stated they would discuss the next steps at the January board meeting.

The next board meeting is scheduled for Tuesday, January 16, 2024 at 9:30 A.M. at the water plant office.

Meeting Adjourned at 11:44 A.M. by Commissioner Waasdorp, seconded by Commissioner Rovegno and approved.

Marge Metzger  
Secretary