

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
December 11, 2024**

Present: Commissioners Faust, Waasdorp, Metzger, Boehner and Rovegno
Also Present: Superintendent Michael Starks, Personnel/Financial Administrator,
Jami Koresko
Also Present: General Counsel Bill Wright from Wright Calimeri, PLLC.
Also Present: Mark Panebianco from Slone Melhuish Insurance

The meeting was called to order at 9:30 A.M. by Chairwoman Faust at the water treatment plant office.

After a review of the November 5, 2024 regular board meeting minutes, Commissioner Boehner made a motion to approve as corrected, seconded by Commissioner Waasdorp and approved.

Commissioner Rovegno made a motion to confirm the bills for payment, seconded by Commissioner Metzger 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 \$200 and the package and fire policy went up about \$800. Mr. Panebianco stated the overall police should go from around \$39,000 to \$42,000. Mr. Panebianco stated that the district should always expect around a 4 to 8% increase every year and that he suggests to shop around every 4 to 5 years. The board has requested that the district shop around for the 2026 year.

Ms. Koresko went over the Water and Sewer Billing Collection. Ms. Koresko stated that there are a total of 34 unpaid accounts and expect most to be paid prior to water termination. Water termination is scheduled for Monday, December 16, 2024.

After a brief discussion, Commission Boehner made a motion to approve a 3% salary increase to all employees for 2025, with the exception of part time employees being 10% over minimum wage effective January 1, 2025, seconded by Commissioner Rovegno and approved.

Superintendent Starks gave the board an updated on the office heat. Superintendent Starks stated that the office heat still hasn't been working properly and that he has a service contractor coming in soon to look at it. Superintendent Starks stated that he's going to set up a service contract for the office HVAC system which will consist of the system being checked by a contractor twice a year.

Superintendent Starks gave the board an update on the SBR Railings at the Wastewater Treatment Plant. Superintendent Starks stated that the railings are about 90% completed. Superintendent Starks stated that parts were missing for completion, but that he expects the project to be completed this week.

Superintendent Starks gave the board an update on SBR Air Blower at the Wastewater Treatment Plant. Superintendent Starks stated that the air blower on the SBR has been replaced and that the estimated cost will be \$8,500. Superintendent Starks stated that the old blower is going to be repaired and used as a backup and should be repaired by February.

Superintendent Starks gave the board an update on the SBR #1 Winch Cable at the Wastewater Treatment Plant. Superintendent Starks stated that the winch cable on SBR #1 has split all the way up and that the winch itself is leaking oil. Superintendent Starks stated that the current winch is going to be replaced with a winch that the district already has and have the old one repaired.

Superintendent Starks gave the board an update on the Chlorine Room Heater at the Water Treatment Plant. Superintendent Starks stated that a three-phase heater went out in the chlorine room and an electrician came out to diagnose the problem. Superintendent Starks stated a new heater was purchased and should be here in the next few days and that the electrician will come back to install.

Superintendent Starks gave the board an updated on the Sludge Tractor at the Water Treatment Plant. Superintendent Starks stated the sludge tractor is still having issues and that a tech is coming back on December 19th. Superintendent Starks stated that one sludge tractor works well and the other one isn't returning home and has to be reset frequently.

Superintendent Starks gave the board an update on the Lead Service Line Inventory. Superintendent Starks stated that the service line inventory was sent into the State in October and that only 30% of lead service line inventories were turned in on time, with ours being one. Superintendent Starks stated that ours was kicked back, but was resubmitted.

Superintendent Starks gave the board an updated on the Street Lighting Project. Superintendent Starks stated that he has continued to reach out to National Grid regarding the refund related to the street lighting terrif, but there has been radio silence from National Grid. Superintendent Starks stated he will continue to reach out to National Grid.

Superintendent Starks gave the board an update on the Fiber Lease agreement with Chautauqua Institution. Superintendent Starks, along with General Counsel Bill Wright, stated that they have followed up four times and are still waiting for a response from Chautauqua Institution.

The next board meeting is scheduled for Tuesday, January 14, 2025 at 9:30 A.M. at the water plant office.

Commissioner Waasdorp made a motion at 10:41 A.M. to end the regular board meeting and to go into executive session to discuss ongoing litigation, seconded by Commissioner Metzger and approved.

Commissioner Rovegno made a motion at 10:47 A.M. to end the executive session, seconded by Commissioner Boehner and approved.

Marge Metzger
Secretary