

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
January 14, 2025**

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 9:33 A.M. by Chairwoman Faust at the water treatment plant office.

After a review of the December 11, 2024 regular board meeting minutes, Commissioner Rovegno made a motion to approve, 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 brief discussion about the final renewal price for insurance from Sloan Melhuish, Commissioner Waasdorp made a motion to approve as presented, seconded by Commissioner Metzger and approved.

Ms. Koresko presented the internal 4th quarter financial statements. Ms. Koresko stated that all departments were under budget and expects a little fluctuation in the accrual basis numbers once the final adjustments for the audit were completed. Ms. Koresko stated that the internal audit is scheduled to begin Monday, January 20, 2025 and the target date to have a draft audit presented by Buffamante, Whipple, Buttafaro, CPA's would-be at the next board meeting. After a review and brief discussion, Commissioner Rovegno made a motion to approve, seconded by Commissioner Waasdorp and approved.

Superintendent Starks gave the board an update on the SBR Railings at the Wastewater Treatment Plant. Superintendent Starks stated that the railings are done except for some caps and chains that still need installed. Superintendent Starks stated that aluminum walkways are currently being built by Chautauqua Ironworks and will also be installed once completed.

Superintendent Starks gave the board an updated on the North End Lift Station and Alarms. Superintendent Starks stated that there's been problems with the Asbury Lift Station and not switching pumps correctly in automatic mode. Superintendent Starks stated that he knows there's a problem with the controller, so new equipment was purchased for around \$2,500. Superintendent Starks stated that a new diaphragm was purchased and the old one is going to be repaired for around \$700 so there's a backup available on hand. Superintendent Starks also stated that the alarms are not working correctly and that we are currently not getting the support that is needed at either of the plants, along with the lift stations and that personnel have to keep turning the alarms off. Superintendent Starks stated that we could go through a new provider for our alarm system and the system would be all cellular instead of going through phone lines.

Superintendent Starks gave the board an update on the Head Works Screening at the Wastewater Treatment Plant. Superintendent Starks stated that the metal combs were missing from the head works screens, but personnel was able to put it all back together and everything seems to be working well again.

Superintendent Starks gave the board an update on the Water Plant Bathroom Remodel. Superintendent Starks stated that the bathroom in the Water Plant is being renovated by the shower being removed, a new slop sink being installed, along with a urinal. Superintendent Starks stated that the Chlorine Analyzer is going to be relocated to above the slop sink in case it over flows again, the excess water will go right into the sink. Superintendent Starks also stated that a new set of steps and platform are being built to make access to the attic easier, along with another set of steps to get outside. Superintendent Starks stated the work is being completed by Sloth Construction.

Superintendent Starks gave the board an update on the Sludge Tractor at the Water Treatment Plant. Superintendent Starks stated a technician came out and believes the problem is with the proximity sensors. The technician is getting a quote together to have them replaced. If they can't find replacement parts, they are going to quote a new main control panel.

Superintendent Starks gave the board an update on the New York State Department of Health Source Water Protection. Superintendent Starks stated that he is working with several organizations to come up with a document that can be approved and implemented by the state regarding what types of chemicals can and can't be used around wells, lakes, etc. Superintendent Starks stated he is waiting to hear what the next steps will be.

Superintendent Starks gave the board an update 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 tariff, 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 continued to follow up and are still waiting for a response from Chautauqua Institution.

The next two board meetings are scheduled for Tuesday, February 11, 2025 and Tuesday, March 11, 2025 at 9:30 A.M. at the water plant office.

Commissioner Waasdorp made a motion to end the regular board meeting and to go into executive session to discuss human resources, seconded by Commissioner Metzger and approved.

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

Marge Metzger
Secretary