

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
August 15, 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.
Also Present
Via Phone: Carol Drake, CPA

The meeting was called to order at 8:37 A.M. by Chairman Faust at the water treatment plant office.

After a review of the July 18, 2023 regular board meeting minutes, Commissioner Rovegno made a motion to approve as changed, seconded by Commissioner Waasdorp and approved.

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

After a brief discussion, Commissioner Boehner made a motion to invest \$500,000 from the district's M&T Operating Account, in a 6-month US Treasury at 5.40% thru Key Bank, seconded by Commissioner Metzger and approved.

There was a brief review of the 2nd quarter, 2023 financial statements. Ms. Koresko made note of the few items currently over budget, but anticipates these numbers leveling off in the third quarter. Commissioner Waasdorp made a motion to approve as written, seconded by Commissioner Boehner and approved.

There was a review of the 2024 Budget presented by Carol Drake. Ms. Drake stated that all items in the budget look in line. Ms. Koresko stated that the district came in at \$48 under the max amount for the Tax Levy. All Commissioners were in agreeance of not raising any rates and to discuss for the 2025 budget. After a review of the 2024 Budget, the Commissioners agreed to adjust Estimated Revenue to show the Street Lighting revenue from Chautauqua Institution. Chairman Faust thanked Ms. Drake for her work at the district and was excused for the balance of the board meeting.

Ms. Koresko reported on the results of the Election of Commissioners. Ms. Koresko stated that there was a total of 4 voters and that all five of the current Commissioners have been re-elected. The Commissioners who will start their term on Saturday, August 26, 2023 will be Sylvia Faust, Nancy Waasdorp, Marge Metzger, Russell Boehner and James Rovegno. Chairman Faust nominated all the Commissioners and all Commissioners were sworn in.

After a brief discussion, Commission Waasdorp made a motion to accept Buffamante Whipple Buttafaro, P.C.'s three-year audit proposal, seconded by Commissioner Rovegno and approved.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that the plant is running well, but that there's been some issues with the Asbury lift station. The control panel has had multiple starting capacitors on pump #2 fail and the pump was replaced twice. Superintendent Starks stated that the pumps that were changed out are at Dunkirk Motor to be inspected and will be repaired, if necessary. Superintendent Starks also stated that he received a quote to replace odor control media material at the plant that came back at \$75,000, which ended up being double of what will actually be needed, so the replacement cost will be more in the \$37,000 range. However, Superintendent Starks believes that after finding out the actual amount needed, there currently is enough material on hand to do one round of changeout. This will prolong the need to purchase more for a number of years. Superintendent also stated that employees have been hauling a significant amount of sludge to the Westfield Wastewater Plant.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that the Water Treatment Plant is purchasing a new service truck. Superintendent Starks stated that the dealership is giving the district \$19,500 for trade of it's 2011 truck. Superintendent Starks also stated that the Water Treatment Plant is still struggling to find parts to repair its sludge tractor.

Superintendent Starks gave the board an update on the Water Meter Reading System. Superintendent Starks stated that employees are continuing to change meter endpoints for the new system. Superintendent Starks stated that about a third of the project is 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 that we are still waiting for the inspection to be completed that National Grid requires. Superintendent Starks stated identifying stickers placed on lights were placed incorrectly.

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

Meeting Adjourned by Commissioner Boehner, seconded by Commissioner Rovegno and approved.

Marge Metzger
Secretary