

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, April 13, 2023, 4:00 p.m.

Dunkirk Town Hall, 4737 Willow Road, Dunkirk, NY 14048

---

Chairman Walker called the meeting to order at 4:00 p.m.

Pledge of Allegiance

The roll was called and a quorum was present.

**Members Present:** Dave Hazelton, Rich Lewis, Dan Pacos, John Walker, Brian Purol, Craig Miller, Terry Niebel, Juan Pagan, Richard Lascola

**Members Absent:**

**Others:** Eric Wies, Randy Woodbury, Jim Crowell, Alexandria Zentz, Mitchell Magierski, Priscila Penfold, Michelle Twitchell, Mark Twitchell

MOVED by Hazelton, SECONDED by Niebel, the minutes of 3/9/2023 were approved as presented by unanimous vote.

**Privilege of the Floor**

Randy Woodbury – presented copy of Mayor Rosas press release regarding details of Fredonia water options. Questions from Board members Niebel, Walker and Hazelton regarding the press release focused on water rates, potential connections with SUNY Fredonia, etc.

Michelle Twitchell – Village of Fredonia trustees have not discussed Mayor Rosas press release yet. At the current time the board of trustees are against a direct connection with SUNY Fredonia, except as an emergency water supply.

Randy Woodbury – re: City of Dunkirk contract with Village of Fredonia to “exercise” the pump station at the existing Vineyard Drive waterline connection.

**Communications** –

1. Change orders for H&K – Water Storage Tank contract and S. St. George Pump station contract have been submitted and in process of approval at the County Law Department.
2. Email correspondence with ESD re: Phase II progress update and extended completion to 7/31-23. MWBE documentation submissions for ESD grants.

**Unfinished Business**

- CBI Water Works Assessment & Emergency Response Plans –Walker– current Status – nearing completion of final draft.

- DOCCS Capital Project Payment – draft letter and contract amendment documentation was prepared by Seth Krull to submit to Village of Brocton for approval and execution to send to DOCCS.

### **New Business**

1. MOVED by Hazelton, SECONDED by Lewis, to approve payment of CBI Water Works Invoices pursuant to Contract #19-39-02 as listed:

- a. Invoice # 1-23 for Village of Brocton electric in the amount of \$26.04
- b. Invoice # 2-23 for Chautauqua Metal/chemicals in the amount of \$877.00
- c. Invoice # 3-23 for UDS Bluebook in the amount of \$784.95
- d. Invoice # 4-23 for National Grid electric in the amount of \$3,784.08
- e. Invoice # 5-23 for National Fuel in the amount of \$390.89
- f. Invoice # 6-23 for Lakeside Lawn/Snow care in the amount of \$315.00

#### ***Unanimously Carried***

2. MOVED by Hazelton, SECONDED by Lewis, to approve payment of City of Dunkirk water bill for Arrowhead Drive master meter in the amount of \$6,183.63 pursuant to contract # 18-39-04.

#### ***Unanimously Carried***

3. MOVED by Lewis, SECONDED by Pagan, to approve Pay App # 7, Storage Tank Phase II Water System Improvements project by H&K Services pursuant to contract 21-39-04 with amendments, in the amount of \$169,808.50 less 5% retainage of \$8,490.43.

#### ***Unanimously Carried***

4. MOVED by Hazelton, SECONDED by Lewis, to approve the payment of Municipal Solutions Invoices as Listed:

- a. Invoice #18938 in the amount of \$1,332.00 pursuant to contract 20-39-01
- b. Invoice #18939 in the amount of \$4,573.20 pursuant to contract 21-39-02

#### ***Unanimously Carried***

5. MOVED by Pacos, SECONDED by Lewis – that upon the recommendation of CPL and after discussion with the NCCWD Board, payment shall not be approved for a request by S. St. George (Contract # 21-39-03) to consider making an advance payment to subcontractor Dakota Pump for the partial completion of a prefabricated Pump Station. Payment to S. St. George shall be considered by NCCWD pursuant to Contract #21-39-01 only when the completed Pump Station has been received by S. St. George and upon the receipt of an approved Pay Application from S. St. George.

#### ***Unanimously Carried***

6. MOVED by Lewis, SECONDED by Pacos, to approve contract amendments to CPL contract #16-01-01 as listed:

- a. Amendment No. 3 – for additional engineering services related to Contract #9 (2 interconnections) in the total amount of \$24,500
- b. Amendment No. 4 – for additional engineering services related to Contract #10 (Tank Booster Pump Station) in the total amount of \$16,000
- c. Amendment No. 5 – for additional engineering services related to Contract #11 pumps station SCADA implementation in the total amount of \$18,500
- d. Amendment No. 6 – for additional engineering services related to the design and construction services for two chlorine booster pump stations in the total amount of \$19,000

#### ***Unanimously Carried***

**Reports**

- **Chairman's Report** – Discussed issues with meter readings and complaints related to PPDS.
- **Financial Report and Administrative Update** –Financial Report prepared by Kathy Tampo (Hard copy Capital Report and 2023 Budget to date provided to Board members and placed on file)
  - **Grants Update** –
    - DOCCS –Seth provided sample letter and documentation to Village of Brocton to execute and send to DOCCS
    - ESD – 1<sup>st</sup> grant disbursement in process, MWBE documents to be completed
    - EFC – draw #12 submitted to EFC in the amount of \$175,223.27
- **CBI Water Works** – Walker/Pacos – CBIWW does not own the water meters - they are owned by each municipality. CBI WW staff receiving phone calls from customers that are stressful and not respectful. Discussed the possibility to send letter to PPDS board and or customers explaining issues with meter reading.
- **Capital Project Update** – by /Eric Wies
  - Pump Station – subcontractor waiting for additional components to complete – estimate mid May shipment
  - Watermain – Bore under Thruway outstanding
  - Water Storage Tank – new electric poles set, utility connection outstanding
  - Emergency Interconnections – west side connection active. East side constructed – waiting to activate for watermain, pump station and water storage tank completion.

**Discussion/Other**

- Water Purchase/Supply agreement – County Attorney Wright will be asked to attend the May meeting to discuss possible amendments to negotiate with the City of Dunkirk.
- Juan Pagan – re: Stressed working regionally all in our best interests. Encouraged welcoming new members to work together to advance regional efforts.

MOVED to Adjourn by Lewis, SECONDED by Pagan and Unanimously Carried, the meeting ended at 5:15 p.m.

Respectfully Submitted,

Kathy Tampo, Financial Analyst - Chautauqua County Legislature/NCCWD Administrative Coordinator

- **Next meeting – May 11, 2023, 4:00 pm, Dunkirk Town Hall**

*Approved 5-11-2023*