

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, June 11, 2024, 4:00 p.m.

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

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

Pledge of Allegiance

The roll was called and a quorum was present.

**Members Present:** Rich Lewis, Brian Purol, Craig Miller, Priscilla Penfold, Dan Pacos, Richard Lascola, Bob Bankoski, Terry Niebel, Tom Wik, Dave Hazelton

**Members Absent:** John Penhollow

**Others:** Kathy Tampio, Natalie Whiteman, Mitch Magierski, Jean Crane, Chuck Civiletto, Juan Pagan, Jim Crowell

MOVED by Niebel, SECONDED by Penfold, the minutes of 6-13-2024 were approved as amended by unanimous vote.

**Privilege of the Floor**

- Chuck Civiletto – asked if Village of Fredonia has expressed any interest in joining NCCWD. Asked if it was still possible for Village to join. Chairman Pacos responded to say that he has had conversations with Fredonia Mayor Ferguson and other officials to explore possible plans that could utilize existing and future Pomfret water infrastructure for a workable solution that would benefit both municipalities with cost savings.
- Susanne Conway – questioned the lack of water pressure in her home on Franklin Street. Chairman Pacos responded that when the pump station (with emergency generator) is operational and the Sheridan Water Tank has been disinfected properly the system will be on-line and water pressure in that area will increase for customers.
- Kitty Pancek and others – questioned water pressure at home on Franklin and dead end lines instead of loop

**Communications**

Letter – Village of Brocton – re: Notice of intent to withdraw from CBI Water Works

Letter – Town of Portland – re: Notice of intent to withdraw from CBI Water Works

**Unfinished Business**

- Emergency Response Plans –Natalie Whiteman (CCDOH) received the final plan and has sent it into the state.

- DOCCS funds – Village of Brocton – Brocton attorney Peter Clark has communicated with DOCCS – no response from DOCCS to date.
- CBI WW Payment Agreement – in process with CBI WW members. A meeting will be set up with Chautauqua County Officials.
- Leak Detection – Rural Water conducted survey of water system. CBI WW should receive results by the end of July.
- H&K – Status of Sheridan Water Storage Tank Testing, Change Order. – a change order to extend the term of the contract to the end of August will be needed. Natalie Whiteman of CCDOH has worked with H&K to have the water tank disinfected properly before it can be placed in service. H&K has been notified that the disinfection must be completed in 7-10 days.

### **New Business**

1. MOVED by Miller, SECONDED by Bankoski, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
  - a. Invoice #0006423-24-20 Arrowhead Drive Master Meter in the amount of \$11,336.52

***Unanimously Adopted***

2. MOVED by Niebel, SECONDED by Bankoski, to approve payment of CPL Invoice #100711 for Professional Services for Phase 3 contract #16-01-01 in the amount of \$14,520.00

***Unanimously Adopted***

3. MOVED by Lewis, SECONDED by Miller, to approve payment of CBI Water Works Invoices for Operation and Maintenance costs pursuant to contract #19-39-02 as listed:
  - a. Invoice 24-6 – National Grid April - June electric service in the amount of \$7,632.61
  - b. Invoice 24-7 – Village of Brocton Electric April-June. in the amount of \$70.15
  - c. Invoice 24-8 – Enviroteknix for water testing May-June in the amount of \$2,330.00
  - d. Invoice 24-9 – USA Bluebook – supplies May-June in the amount of \$1,500.80
  - e. Invoice 24-10 – Lakeside Lawn mowing – June in the amount of \$130.00

***Unanimously Adopted***

4. MOVED by Lewis, SECONDED by Penfold to authorize Chairman Pacos to execute a change order to extend the term of H&K contract #21-39-04 for the Sheridan Water Storage Tank to August 31, 2024.

***Unanimously Adopted***

5. MOVED by Penfold, SECONDED by Lewis to authorize contract through the Chautauqua County DOH with Microbac for water testing services.

***Unanimously Adopted***

### **Reports**

- **Chairman's Report and CBI Water Works Update** – County finance reports received by all members. Weekly P&L reports are sent to all CBI WW members. Efforts to clarify comments made at Village of Fredonia meeting – CBI Water Works separate entity from

NCCWD, NCCWD stable financially, ongoing discussions with Fredonia Mayor and Trustee. CBI WW members working on agreement to pay off deficit to NCCWD. CBI WW will add mowing maintenance to new pump station.

- **Financial Report and Administrative Update** –Financial Reports prepared by Chautauqua County Budget Director Swan and by Kathy Tampio (Hard copy Capital Report and 2024 Budget to date provided to Board members and placed on file) Current Balance due from CBI WW = \$1,514,075.50
  - **Grants Update** –
    - DOCCS –letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response.
    - ESD – 1<sup>st</sup> grant disbursement still in process – waiting for Certificates of Completion from the City of Dunkirk to enable disbursement of grant funds
    - EFC – draw #20 received from EFC in the amount of \$8,114.48
- **Capital Project Update** – NA

### **Discussion/Other**

- Kathy Tampio – Chautauqua County Local Law for Administrative Director for the North County water and sewer districts was approved by the legislature at their June meeting. The 2025 County Budget process has begun. City of Dunkirk Certificates of Completion of their Water Treatment System improvements will be coordinated with Randy Woodbury, City of Dunkirk.- required before the first ESD \$1 million grant can be disbursed. BECC change order has been completed in the county contract system and their final pay app has been paid. Retainage will be released as soon as the Certificate of Substantial Completion is received from CPL.

MOVED to Adjourn by Bankoski , SECONDED by Lewis and Unanimously Carried, the meeting ended at 5:28 p.m.

Respectfully Submitted,  
Kathy Tampio, Financial Analyst - Chautauqua County Legislature/NCCWD Administrative Coordinator

- **Next Board meeting – August 8, 2024, 4:00 pm, Dunkirk Town Hall**

*Approved 8/8/2024*