

MINUTES
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS
ADMINISTRATIVE BOARD MEETING
APRIL 6, 2021

PRESENT VIA TELECONFERENCE

Karen Rine – Chair

Pierre Chagnon

William Chandler

Tom Erlandson

Andrea McLean

Steve Abdella

Kristen Wright

Brad Bentley

Thomas Walsh

Bryan Wilson

VISITORS

Paul McGarvey – GHD

Jim Wehrfritz

EXCUSED

William Ortman

Robert Yates

Chair Karen Rine called the meeting to order @ 12 noon.

Visitor Jim Wehrfritz was acknowledged and offered privilege of the floor which he declined at this juncture.

Andrea McLean moved to approve the Board Meeting minutes of March 2, 2021 as written and distributed. Mr. Chagnon seconded the motion and the motion carried unanimously.

Chairperson Rine next moved ahead on the agenda items, preferring to cover the Sewer Extension and Easement progress updates by Mr. McGarvey first. She stated she will come back to the Actions Before the Board following these updates.

Mr. Paul McGarvey of GHD apprised the Board concerning the status of collected (executed) easements thus far. Currently, there are 223 executed easements (out of 290) that are in hand; this number represents 77% of the total easements that are needed for the project. Of the approximately 67 outstanding easements, 26 are individuals that have agreed to sign and are in the process of getting those into us now. There are 30 or so more, where they are in discussion with the property owners

about the location of the easement and the grinder on their property. These are being determinedly worked on and negotiated to find resolution for all involved. Lastly, there are about 9 remaining property owners that have yet to be successfully communicated with. Mailings and phone calls in these instances have not resulted in actual contact of the owners. GHD continues to work on these and Mr. McGarvey cited the summer months approaching and the fact that some of these part-time residents will be returning to the area. At this point they may be able to literally “knock on doors” to communicate with these individuals.

Of the outstanding easements, GHD has identified three which are considered to be “critical mainline” easements. Mr. McGarvey stated that one of those has been executed and placed in the US mail to us but it just has not yet been received. Another is related to an electrical easement whereby the owner has not yet reviewed the packet and so, they have not yet agreed to execute same. This is one “we are still chasing” according to Mr. McGarvey. Lastly, is a property whereby the owner conducted their own, personal survey on the property and we are waiting to get that information from this person to clarify any discrepancies (between that and the easement that is currently drawn). That homeowner will not sign off until they confirm that everything lines up with their personal survey. GHD is confident we will be able to get both of these remaining two “critical” easements very soon.

Mr. Bentley clarified with Mr. McGarvey that of the 9 property owners (that they have been unable to make contact with), they are related to a single grinder pump or shared with one neighbor. Mr. McGarvey confirmed that. Mr. Bentley stated the point being is, that the most any of these could affect would be one or potentially two properties. Mr. McGarvey stated “that’s correct.” Mr. Bentley commented that this was “a critical piece of information.” Mr. McGarvey stated that in his opinion, there will still be some stragglers even when we get to the point of construction and those will need to be dealt with, on a case by case basis. This is something to be expected.

With no further questions related to the easement update. Mr. McGarvey moved on to report on regulatory status of the project. Written approval has been received by the NYS EFC (Environmental Facilities Corporation). Mr. McGarvey stated that what we received was the EFC’s “standard approval letter” with their “standard conditions” for a project of this nature.

Next, Mr. McGarvey reported on a “curve ball” we were given last week from the NYS DOT (Department of Transportation) related to design drawings. The individual they had been dealing with (in the permitting group) at the NYS DOT had indicated that they had no further comments. Their procedural process dictates the contractor who is awarded the job applies for and receives a work permit to do the job. This procedure is the DOT’s final and formal approval of the project. Although GHD was told the DOT “had no further comments”; last Wednesday (3/31/21) an email was received from the DOT’s Bridge Maintenance Department raising concerns regarding how the sewer pipe would be supported off the bridge members. GHD has been in contact with the individual who mentioned these questions (pertaining to two bridges) and an alternative method for supporting the pipe has been identified. Detailed drawings pertaining to this method will be submitted to DOT for their review.

Mr. Bentley added that he has looked at this situation with these 2 bridges in question (Goose Creek and Smith Boys) and he feels GHD is working on a “good plan” and he doesn’t anticipate any issues working through this with the DOT. When asked by Director Walsh, Mr. McGarvey indicated that he is hopeful that we could get DOT’s review and comments pertaining to the new drawings could be received as early as next week. After some discussion related to the timing of the project, Mr. Bentley summarized that he still feels we are going to be able to get this out to Bid and, we are still looking at staying on schedule for construction.

Pierre Chagnon move to authorize issuance of an Invitation to Bid for the construction of the South Chautauqua Lake Sewer District's Westside Extension, upon GHD's confirmation that all required regulatory approvals have been obtained. William Chandler seconded the motion and the motion carried unanimously via roll call.

Upon Chair Karen Rine’s inquiry, Mr. McGarvey outlined the process by which this Project can formally “go out for Bid” (once we have DOT concurrence regarding the alternate method for bridge support of the sewer pipe). Further, upon receiving actual bids and review, GHD will make its recommendation to the Districts as to which firm should be awarded the Bid. The Administrative Board will make that final determination at which time the Bid would formally be awarded and work can commence.

Mr. Chandler asked about the next update meeting. After discussion, it was decided this will be held on Thursday, April 15, 2021 @ 9:30 am.

With no further business to discuss for the good of the Districts, **Pierre Chagnon moved to adjourn the meeting@ 12:49 pm; Andrea McLean seconded the motion and the motion carried unanimously.**

Respectfully submitted,

Lou Ann Peterson
Recording Secretary

c: Thomas Walsh, Director SCCLSD
Steve Abdella, Chautauqua County and Districts' Attorney
Board
File