

MINUTES
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS
ADMINISTRATIVE BOARD MEETING
JANUARY 5, 2021

PRESENT VIA TELECONFERENCE

Karen Rine
Pierre Chagnon
William Chandler
Tom Erlandson
Andrea McLean
William Ortman
Brad Bentley – DPF
Steve Abdella
Kristen Wright
Tom Walsh
Bryan Wilson

EXCUSED

Robert Yates

Chair Karen Rine called the meeting to order at 12:02 pm and welcomed Andrea McLean as an official Board Member per Legislative action. Ms. Rine additionally noted that at that same meeting of the Legislature, the number of Board Members for the SCCLSD was set at 7. Mr. Chandler commented that he thought 7 was a low number considering there have been issues with having a quorum present for Board actions in the past. Attorney Abdella stated that he had recommended that the Legislature set the number (of Board members for SCCLSD) at 7 and further stated that the quorum (in any case) is always a majority of the set (fixed) Board so a majority of 4 would constitute a quorum for the Districts currently. In any case, Mr. Abdella stated that the Board could recommend a higher number of members to the Legislature if they felt that best, but encouraged remaining at an odd number. Mr. Chagnon interjected (speaking for the Legislature) that if this Board was interested and, had a couple potential Board members in mind they could recommend them to the Legislature. He added that the Legislature would be very willing to consider those additions at any time.

Pierre Chagnon moved to approve the Board Meeting Minutes of November 10, 2020 as written and distributed. Andrea McLean seconded the motion. At the call for any discussion, Dr. Erlandson mentioned that Mr. Wehrfritz did not approve of the November 10, 2020 minutes and had recommended his changes. Chair Karen Rine advised that any changes at this point would need to be identified and voted on now. No one voiced any changes that they would like to see made to the minutes. **The vote resulted in the motion being carried unanimously, approving the November 10, 2020 Board Meeting Minutes as written and distributed.**

Mr. Erlandson moved to approve the December 1, 2020 Board meeting Minutes as written and distributed. William Ortman seconded the motion and the motion carried unanimously.

Next on the Agenda, Project Manager Bryan Wilson gave a brief update concerning the Easement collection progress. He stated that we have 25 easements that are signed and ready to be taken to the Clerk's office for recording. He has about 10 more currently in his possession that are ready for Chair Karen Rine to sign; bringing to (about) 35 the total that are completed thus far. We received 8 easements back that were improperly notarized by the Public Notaries. Those 8 easements were mailed back about 2 weeks ago with some additional instructions for proper notarization. We have now received 3 more of those back, as well. Additionally, on December 22, 2020, GHD re-mailed about 100 of the documents (that were mailed out previously). Those were mailed again for varying reasons including errors on some of the documents, as well as failure to receive any response from the addressee. He stated this is where we are at right now regarding the Easements and further updates are expected from Paul McGarvey on Thursday, January 7, 2021 (9:30 am) at the scheduled status update meeting.

Bryan also stated that another post was put up on the Facebook Page today, just reminding people of the importance of getting the easements executed and turned in. Facebook Group members were encouraged to contact either Project Manager Wilson or Director Walsh with any questions or concerns. He reported a number of phone calls daily and in person meetings with residents, too. Moreover, Mr. Wilson said they have sent 50 to 60 revisions and changes to easements (at resident's request) to GHD and they are working on getting through those. Generally, the process is moving along and conversations have been "very positive" as recounted by Mr. Wilson.

Director Walsh reiterated Mr. Wilson's remarks related to the positive comments and good questions coming from the involved residents. He further made mention acknowledging Nancy Thomas, Town of North Harmony Clerk and her willingness to assist in all situations. He stated that she has been very accommodating and has gone "above and beyond" to help in any way she can. Her support has been much appreciated said Mr. Walsh.

Mr. Bentley advised the group that he and Mr. Chagnon had discussed having a "pre-bid" conference with some of the potential bidders for the construction side of the extension project. The purpose would be to give them early awareness. He further added they'd like to make a general announcement in the newspaper as well as BID NET and put together a small package to "put it out there" for those who may be interested. There was a discussion that followed related to how this will work and how to avoid any pitfalls or "perceived pinpointing towards any certain contractors" said Mr. Bentley. Once published, the information is available to all and the more bids we get, the better for us according to Mr. Bentley.

Next up for discussion was Committee assignments for 2021. Chair Karen Rine proposed the following: FINANCE COMMITTEE will include Mr. Chagnon and Dr. Erlandson; TECHNICAL COMMITTEE will be led by William Ortman and include Robert Yates; PERSONNEL COMMITTEE will consist of Mr. Chandler and Ms. McLean. By virtue of being Board Chair, Karen Rine will sit on all three Committees, as well.

Dialogue followed concerning the need for Board By-Laws and more structure in procedures. Ms. Rine voiced her opinion that since taking over the Chairperson role, she felt some guidance would have been extremely helpful and would like that to “pass on” to the next person sitting in the Chair position. She assigned each Committee to get together within the next month and decide the purpose and function of your Committees and be prepared to report back to the full Board during the February 2, 2021 meeting. She felt this could be a “starting point” for each Committee as we work through these concerns.

In other business, Chair Karen Rine made mention that there is still a need for an Administrative Board Vice Chairman to be appointed. It was decided that the Board would appoint that person at the February 2, 2021 Board Meeting.

Prior to adjournment, Mr. Bentley mentioned the upcoming Thursday progress meeting with GHD and invited anyone who could make it, to be there. He stated that easements are the “number one” priority right now and stated that we mustn’t lose sight of the regulatory approvals, either. Mr. Chandler asked Director Walsh (citing the long amount of time he has been working with GHD) if he had noticed any “weaknesses in their organization”. Director Walsh acknowledged some issues concerning quality control with the easements. He stated that they never should have gone out without GHD checking each one first. He further explained that while GHD did make a mistake, they have recognized it and are working as quickly as possible to rectify the situation.

With no further business to discuss for the good of the Districts, **Mr. Ortman moved to adjourn the meeting @ 12:42 pm. Mr. Chagnon 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