

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

PRESENT

Karen Rine – Chair
William Chandler
William Ortman
Andrea McLean
Tom Walsh
Bryan Wilson

PRESENT VIA VIDEO CONFERENCE (ZOOM)

Thomas Erlandson
Pierre Chagnon (joined @ 12:18 pm)
Brad Bentley – DPF
Steve Abdella
Kristen Wright
Paul McGarvey – GHD

EXCUSED

Robert Yates

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

The meeting began with sewer extension easement and construction progress updates given by Paul McGarvey of GHD. Mr. McGarvey indicated that from the original easement list, we are down to just 2 more that we are waiting for. Bryan Wilson, Project Manager confirmed this. Additionally, it was noted that there are a couple more we are awaiting (that were not on the original easement list) and these arose out of relocation requests.

Next reported was that the Contractor has begun work in the Sunrise Cove area installing the force main from that existing pump station. Additionally, the main line installation is near complete in the Neits Crest area. They will continue working North installing main line sewer. As grinders become available, there will be a second crew installing grinders where the main line has been already installed. There was discussion related to what will transpire once the new customers are ready to be “hooked up” and Director Walsh and Bryan Wilson briefly explained the permit process and what it entails. Additionally, Mr. Wilson noted that the permit information is available online for public review anytime.

In light of this recent update, Chair Karen Rine suggested that the usual update meeting (already scheduled for Thursday, October 7, 2021) be canceled and rescheduled for 2 more weeks out. With

availability discussion following, it was decided to reconvene for another update meeting on Thursday, October 21, 2021 @ 10:30 am at the Wastewater Treatment Plant.

Next, **William Chandler moved to approve the Board Meeting Minutes of September 15, 2021 as written and distributed. Andrea McLean seconded the motion and the motion carried unanimously.**

ACTIONS BEFORE THE BOARD

Following conversation, **Mr. Ortman moved to approve the Districts' membership in the Chautauqua Lake & Watershed Management Alliance through 6/30/22 and to pay dues in the amount of \$1,000.00** **William Chandler seconded the motion and the motion carried unanimously.**

Director Walsh next explained the issue related to the larger than normal sewer bill (based on water usage) for the Village of Lakewood. It was associated with a faulty toilet and we have been told that the Jamestown BPU has offer relief on their water bill to them as such. Director Walsh was in favor of reducing their bill by 74% to arrive at the standard one unit charge of \$88.50. **William Ortman moved to approve the bill reduction of 74% for the Village of Lakewood. Their new bill would be in the amount of \$88.50 for the Quarter ending 7/31/21. Mr. Chandler seconded the motion and the motion carried unanimously.**

DIRECTOR'S REPORT

Mr. Walsh first made mention of the ground breaking of the long-awaited West Side Sewer Extension and included a picture (that was in the Post Journal) memorializing the accomplishment.

The Director advised that Cummins Engine Plant continues to achieve great performance, with no issues to report.

The Wastewater Treatment Plant Upgrade Project is now considered complete. The remaining certification (on the flow gages) has been performed and the warranty paperwork has been received.

Director Walsh remarked about the new billing module and informed the group that we are proceeding with an online bill paying system. Mr. Walsh stated he is hopeful we could be up and running with that in time for the next billing cycle.

COMMITTEE REPORTS

Finance Committee:

Mr. Chagnon reported that the Budget Status Report indicates that operations at the Plant are continuing to perform well within Budget constraints. He further made known the sludge pumping costs to BPU are rising. This is related to the ammonia effluent limits as set forth in the Districts new permit. Additional changes coming next year (with regards to how the primary tank is operated) should resolve the higher amount of sludge that we are pumping. Currently though, the extra costs associated with

this are being absorbed into the Budget and offset by other contractual costs that are coming in under budget.

At this juncture, Chair Karen Rine asked Mr. Walsh to give a brief statement pertaining to the upcoming RFP for the Map & Plan for Phase 2 of the Sewer Extension. He said Phase 2 will include those areas from the Hamlet of Stow to Prendergast Creek and this Board has already approved moving forward with the RFP.

Technical Committee:

Mr. Ortman stated he had nothing to report.

Personnel Committee:

Nothing further.

ATTORNEY'S REPORT

Attorney Abdella announced that he will be pre-filing a Resolution in October to establish the Sewer Agency, as it relates to the Phase 2 Extension. Mr. Chagnon (in response to an inquiry from Dr. Erlandson) explained that each Sewer Agency is established for a particular need. Once that project is complete the agency is disbanded. That is why the new Resolution is needed, in order to create a Sewer Agency specifically for the Phase 2 Extension.

CHAIRPERSON'S REPORT

Ms. Rine mentioned that the next scheduled Board Meeting is scheduled for Election Day on November 2, 2021. All agreed to keep that meeting as planned.

Mr. Chandler wanted to express concern and state the assumption that anyone attending Board Meetings in person, is healthy. Specifically, has no symptoms of COVID, noting the Zoom Meeting option that is available to anyone. This declaration was duly noted by Board Members and meeting attendees. Attorney Abdella added that County Policy dictates any person not vaccinated is required to be masked, and any person exhibiting actual symptoms would be asked to refrain from attending any in person meeting. He further added though that at this point, there is no requirement that anyone be vaccinated to attend County meetings.

With no further business to conduct for the good of the Districts, **William Ortman moved to adjourn the meeting at 12:45 pm. Mr. Chandler 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