

MINUTES  
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS  
ADMINISTRATIVE BOARD MEETING  
SEPTEMBER 15, 2021

PRESENT

Karen Rine – Chair  
Pierre Chagnon  
William Chandler  
Tom Erlandson  
William Ortman  
Robert Yates  
Andrea McLean  
Steve Abdella  
Thomas Walsh  
Bryan Wilson

PRESENT VIA TELECONFERENCE

Paul McGarvey – GHD  
Brad Bentley – DPF

Karen Rine called the meeting to order @ 12 noon.

To start the meeting out, Mr. Paul McGarvey of GHD gave updates pertaining to the Sewer Extension Phase 1 Project.

He said that currently we have 96% of the required executed easements in hand. Overall, they expect the rest to come in with the exception of 1 or 2 holdouts. Bryan Wilson agreed with Mr. McGarvey's assessment stating that of these 2, they have not been able to make contact with one of them and it is anticipated that the other party does not intend to sign the easement.

Regarding Contractor and construction status, Mr. McGarvey reported that deliveries of pipe have arrived to the Contractor's "staging area" near Hadley Bay. While waiting for fittings for the piping, the Contractor has decided to put off mobilizing field work for one week and they are now scheduled to be on-site Monday, September 27, 2021. Door hangers will be placed on doors of the homes (of the people in the area where work will commence) to let them know work is about to begin. Mr. McGarvey reiterated that the starting point will be Sunrise Cove Development area and mentioned that the next update meeting will be held on September 23, 2021.

**Mr. Chagnon moved to approve the Board Meeting Minutes of August 17, 2021 as written and distributed. William Ortman seconded the motion and the motion carried unanimously.**

Next was a short discussion about the State Legislation (that brought about the extension of allowing Zoom sessions) in consideration of the pandemic. This is in effect through January 15, 2022. Attorney Abdella stated that if a Zoom meeting is held, it must be made available to the Public and we would additionally be required to record the meeting (which we always do) and further “create a transcript of that meeting at a later date.” Mr. Abdella clarified that this has been interpreted to mean that we don’t necessarily have to “create a transcript” at all, but if one is requested, we should prepare one. He emphasized that there is a need to retain the recording of the meetings, permanently.

### **ACTIONS BEFORE THE BOARD**

There was a brief discussion pertaining to the adjustment of the SCCLSD Contingency line item in the 2022 Budget, from \$214,500 to \$250,000.

**Mr. William Chandler moved to recommend that the Legislature approve the South & Center Sewer Districts’ proposed 2022 Budget, as revised, with the increase in the Contingency account line item to \$250,000. Robert Yates seconded the motion and the motion carried unanimously.**

Mr. Chagnon outlined how this change will come about as it relates to the Legislature.

Mr. Abdella next spoke about the proposed Board Resolution regarding Phase 2 of the Sewer Extension (copy attached) and explained the particulars. Mr. Chagnon also elaborated on the many steps necessary to get the process started for Phase 2 and we have applied for a CFA Grant for 10 million dollars. Additionally, he talked about other funding opportunities that may present themselves as time moves on.

**Mr. Chagnon moved that the Board approve the Resolution as it was presented by Mr. Abdella, to proceed with the undertaking of the Phase 2 portion of the West Side Extension of the SCCLSD, with the Districts’ paying the cost for the Map and Plan. Mr. Ortman seconded the motion which carried by unanimous roll call.**

**Mr. Chagnon moved to request the Chautauqua County Purchasing Department prepare (with Districts’ assistance) and issue an RFP (Request for Proposal) for a Map and Plan report for Phase 2 of the West Side Sewer Extension. Mr. Ortman seconded the motion and the motion carried unanimously.**

**Mr. Ortman moved to go into Executive Session at 12:37 pm for the purpose of discussing a particular person. Mr. Chagnon seconded the motion and the motion carried unanimously.**

**William Ortman moved to come out of Executive Session @ 12:45, Mr. Chandler seconded the motion and the motion carried unanimously.**

As per discussion in Executive Session, **William Chandler moved to accept the SCCLSD Director's Evaluation as prepared by the Personnel Committee and its finding that the Director exceeded expectations related to his Job Performance. Mr. Ortman seconded the motion and the motion carried unanimously.**

With no further business to conduct for the good of the Districts, **Pierre Chagnon moved to adjourn the meeting @ 1:10 pm. Mr. Yates 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