

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, October 12, 2023, 4:00 p.m.

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

Chairman Pacos called the meeting to order at 4:02 p.m.

Pledge of Allegiance

The roll was called and a quorum was present.

Members Present: Rich Lewis, Dan Pacos, Juan Pagan, Richard Lascola, Tom Wik, Brian Purol, Craig Miller, Bob Bankoski, John Penhollow

Members Absent: Terry Niebel, Dave Hazelton

Others: Randy Woodbury, Priscila Penfold, Kathy Tampio, Natalie Whiteman, Jim Crowell, Chuck Civiletto, Melanie Mann and others

MOVED by Miller, SECONDED by Pagan, the minutes of 9/14/2023 were approved as presented by unanimous vote.

Privilege of the Floor –

Jim Crowell – presented certificate of compliance for Pump Station, notified board of hydrant on Route 20 east, Sheridan that was installed in wrong orientation and must be corrected.

Randy Woodbury – Village of Fredonia engineers toured the City of Dunkirk water treatment facility – it’s water quality and system capacity.

Communications

1. CPL Capital Project Update
2. City of Dunkirk – thank you letter sent to Mayor and City Council

Unfinished Business

- CBI Water Works Assessment & Emergency Response Plans – Preliminary assessment prepared and ready for review by member municipalities. Emergency Response Plan still in process to develop draft copy.

New Business

1. MOVED by Miller, SECONDED by Lewis, to approve payment of City of Dunkirk Water Bill listed pursuant to Contract #18-39-04;
 - a. Invoice #0006423-23-30 – Arrowhead Drive Master Meter in the amount of \$8,843.52.

Unanimously Adopted

2. MOVED by Pagan, SECONDED by Wik, to approve payment of CPL Invoice #93990 in the amount of \$3,600.00 for Professional Services pursuant to Contract #16-01-01.
Unanimously Adopted
3. MOVED by Lewis, SECONDED by Purol, to approve payment of Municipal Solutions, Inc. Invoice #19711 in the amount of \$2,594.90 for ESD Grant fiscal administration pursuant to contract #21-39-02.
Unanimously Adopted
4. MOVED by Lewis, SECONDED by Wik, to approve payment of Municipal Solutions, Inc. Invoice #19712 in the amount of \$843.60 for EFC Grant fiscal administration pursuant to contract #20-39-01.
Unanimously Adopted
5. MOVED by Wik, SECONDED by Lewis, to approve CBI Water Works Invoices for Operation and Maintenance costs pursuant to contract #19-39-02 as listed:
 - a. Invoice 13-23 – National Grid July-September electric in the amount of \$3,804.19
 - b. Invoice 14-23 – Enviroteknix Jan, Feb, July, Aug, Sept. in the amount of \$4,533.00
 - c. Invoice 15-23 – Chaut. Metal Sept. in the amount of \$877.00
 - d. Invoice 16-23 – Brocton Electric July-Sept. in the amount of \$21.75
 - e. Invoice 17-23 – Lakeside Lawn mowing – July-Sept. in the amount of \$605.00*Unanimously Adopted*
6. MOVED by Miller, SECONDED by Lascola, to authorize Chairman Pacos to execute the Memorandum of Understanding (MOU) with NCIWD #1 to install a chlorination station at the site of the NCIWD water tower on Progress Drive in Dunkirk, New Yor
Adopted – Purol Abstained as Chairman of NCIWD board

Reports

- **Chairman’s Report** – Dan Pacos – National Grid Meter installed at new Pump Station. 2024 Budget reviewed by Chautauqua County Public Facilities Committee with no changes to be made to Tentative Budget.
- **CBI Water Works Update** – Dan Pacos
Weekly financial updates are distributed to all member municipalities. Efforts ongoing to appoint a working supervisor. Waiting for financial update from accounting firm.
- **Financial Report and Administrative Update** –Financial Report prepared by Kathy Tampoio (Hard copy Capital Report and 2023 Budget to date provided to Board members and placed on file) Current Balance due from CBI WW = \$1,241,950.59
 - **Grants Update** –
 - DOCCS –letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response.
 - ESD – 1st grant disbursement still in process pending MWBE waiver approval
 - EFC – draw #16 submitted to EFC in the amount of \$\$159,828.80
- **Capital Project Update** – Seth Krull, see attached report

NCCWD CAPITAL PROJECT UPDATE

PROJECT: VARIOUS PROJECTS

DATE: OCTOBER 12, 2023 4:00 PM

Below is update on various projects that CPL is involved with. Updates in bold text.

1. NCCWD Phase 2 Improvements
 - a. Construction schedule: **goal is to have facilities operational by end of year. Site meeting held 10/5/23 with contractors and City Engineer to discuss testing & startup.**
 - i. Watermain
 1. **All pipe installed. Waiting on pump station startup for filling/flushing/testing.**
 - ii. Storage Tank
 1. **Contractor to do final restoration around tank in near future.**
 2. **Fill & test tank once watermain has passed testing.**
 - iii. Pump Station
 1. **Electric meter to be installed 10/12/23.**
 2. **Wood fence installed towards neighboring house.**
 3. **Currently testing watermain outside and inside station.**
 - b. Change Orders
 - i. **None this month.**
 - c. Pay Applications
 - i. **None this month.**
 - d. Total construction contract amount \$3,693,218.55 of which \$2,785,531.88 has been requested (75%). **No change from last month.**
2. Town of Portland Water District 2 Van Buren Point
 - a. **Preconstruction meeting held 9/25/23.**
 - b. **Construction to start in next week or two.**
 - c. Majority of construction to be in 2023.
3. Town of Pomfret Van Buren Bay Water Improvements
 - a. Town obtaining remaining easements.
 - b. Anticipate bid fall 2023 with construction start spring 2024.
4. Town of Dunkirk Shorewood Water Improvements
 - a. Town obtaining easements.
 - b. Anticipate bidding late 2023 with construction starting spring 2024.



5. Village of Brocton DOCCS
 - a. CPL provided Village letter with recent water consumption data and revised reimbursement request of \$1,459,643.95.
 - b. Village request to DOCCS in May 2023. Awaiting DOCCS response.

6. Water Meter Grant (GIGP)
 - a. NYS program has limited funding and focus in on awarding funds to communities that currently have no meters. On behalf of involved municipalities, Pomfret submitted application in 2022 and was not awarded.
 - b. Group has met with Neptune and Badger representatives. Standardized on Badger meter with AMI/AMR capabilities. This meter can then be incorporated into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk) by passing a materials resolution.
 - c. Portland & Brocton to use Badger meters. Dunkirk, Pomfret and Sheridan to use Neptune Meters.
 - d. No applications made in 2023 funding round.

7. Industrial Tank
 - a. Removal of existing paint and application of new paint almost complete.**
 - b. Testing to occur in near future. Then tank to be brought online.**

8. Brocton Central Ave Watermain
 - a. Preliminary review comments received. Coordinating with DOT for Route 20 construction method. Once resolved, resubmit final design documents. Anticipate bid late 2023.

9. SCADA
 - a. NCCWD phase 2 improvements include control data from new storage tank and pump station that will be connected to CBI office, CBI staff and City of Dunkirk. As part of phase 2 work, control data from NCCWD phase 1 storage tank and pump station will also be connected to the same facilities. This work is to be done under Phase 2 Pump Station contract.



10. Chlorination Booster Stations.
 - a. Two stations to be located at Phase 2 pump station and at Industrial Tank.
 - b. CPL to submit preliminary design plans to DOH in near future.
 - c. To be change order to Pump Station General and Electrical contracts. Waiting on preliminary pricing from contractors.

11. Future Projects
 - a. Sheridan is moving forward with forming water district around Phase 2 watermain so they can connect with service lines. District formation takes 3-5 months. Enough residents now seem interested. Town meeting to be scheduled for discussing process.
 - b. Contemplate future Phase 3 capital improvements. NYS EFC has yearly submission deadline at end of July.

Discussion/Other

- Tampio – MOU with NCIWD in process with county for chlorination station at NCIWD tank site
- Lewis – investigate sharing of insurance liability between Town of Portland (pump station), Village of Brocton (water storage tank) with County
- Tampio/Purol – NCIWD water tank capital project – reimburse CBI WW for water needed to refill the water tank after project completion
- Tampio/Purol – water meter at Purina has not been replaced yet. Water readings currently based on estimated historical usage.
- SCADA system being installed
- Miller – maintenance needed at Brocton water storage tank site – brush removal etc. to be an expense for CBI WW to be reimbursed by NCCWD.

MOVED to Adjourn by Bankoski, SECONDED by Lewis and Unanimously Carried, the meeting ended at 4:55 p.m.

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

- Next meeting – November 9, 2023, 4:00 pm, Dunkirk Town Hall

Approved 11/9/2023