

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, September 14, 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: Dave Hazelton, Rich Lewis, Dan Pacos, Juan Pagan, Richard Lascola, Tom Wik, Brian Puro

Members Absent: Terry Niebel, Craig Miller, Bob Bankoski, John Penhollow

Others: Randy Woodbury, Priscila Penfold, Kathy Tampio, Kate Wdowiasz, Mitch Magierski, Michelle Twitchell, Natalie Whiteman, Seth Krull, John Ramos

MOVED by Lewis, SECONDED by Lascola, the minutes of 8/10/2023 were approved as presented by unanimous vote.

Privilege of the Floor –

John Ramos – re: request for water and sewer hook-ups to develop property in Town of Dunkirk. Supervisor Pagan will review with Mr. Ramos for access to Town lines.

Communications

1. CBI Water Works P&L statements copies received by email and put on file.

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 Hazelton, SECONDED by Lewis, to approve the Tentative 2024 NCCWD Budget as presented and reviewed, with exceptions and amendments to be presented by Chairman Pacos to the Chautauqua County Legislature during the Legislature’s Tentative Budget Review prior to final adoption.

Unanimously Adopted

2. MOVED by Pagan, SECONDED by Puro, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;

- a. Invoice #0002432-23-28 – Greenhurst & Franklin Ave. Master Meter in the amount of \$5,214.72.
- b. Invoice #0002433-23-29 – Roberts Rd. & Urban Rd Master Meter in the amount of \$59,385.60.

Unanimously Adopted

3. MOVED by Lewis, SECONDED by Wik, to approve payment of CPL Invoice 93092 in the amount of \$2,677.50 for Professional Services pursuant to Contract #16-01-01.

Unanimously Adopted

4. MOVED by Lewis SECONDED by Pagan, to approve Change Orders listed below to extend contract Final Completion dates to May 31, 2024
 - Contract #21-39-04 – H&K Services, Inc. – Water Storage Tank Improvements
 - Contract #21-39-05 – BECC Electric – Pump Station Electrical
 - Contract #21-39-03 – S. St. George Enterprises – Pump Station
 - Contract #21-39-06 – S. St. George Enterprises - Watermain

Unanimously Adopted

5. MOVED by Lewis, SECONDED by Wik, to approve payment of S. St. George Enterprises Pay App #6 in the amount of \$41,008.50 less 5% retainage of \$2050.42 pursuant to contract #21-39-06 pending contract term extension approval to May 31, 2024.

Unanimously Adopted

6. MOVED by Hazelton, SECONDED by Pagan, to approve payment of H&K Services Pay App #8 in the amount of \$118,552.72 less 5% retainage of \$5,927.60 pursuant to contract #21-39-04 pending contract term extension approval to May 31, 2024.

Unanimously Adopted

Reports

- **Chairman's Report** – Dan Pacos – Clarification with Village of Fredonia re: emergency water connections status – west side connected and active, east side connected – not active until new pump station and Sheridan Water Tank in service.
- **CBI Water Works Update** – Dan Pacos
Weekly financial updates are distributed to all member municipalities. Efforts ongoing to appoint a working supervisor.
- **Financial Report and Administrative Update** –Financial Report prepared by Kathy Tampio (Hard copy Capital Report and 2023 Budget to date provided to Board members and placed on file)
 - **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 #15 submitted to EFC in the amount of \$3,438.50
- **Capital Project Update** – Seth Krull, see attached report

NCCWD CAPITAL PROJECT UPDATE

PROJECT: VARIOUS PROJECTS

DATE: SEPTEMBER 14, 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 in next several months. Meeting to be held with contractor and City for testing and startup process.**
 - i. Watermain
 1. **Drill under thruway and main along Swamp Road / South Roberts have been installed.**
 - ii. Storage Tank
 1. **Remaining site fill and fence installed.**
 - iii. Pump Station
 1. **Gas service complete.**
 2. **Waiting on National Grid to install electric service.**
 - b. Change order
 - i. **Change Orders are requested for all four contracts to April/May 2024.**
 - c. Pay Applications
 - i. **Watermain pay app 6 of \$38,958.08 is requested.**
 - ii. **Storage Tank pay app 8 of \$112,625.12 is requested.**
 - d. Total construction contract amount \$3,693,218.55 of which **\$2,785,531.88** has been requested (**75%**).
2. Town of Portland Water District 2 Van Buren Point
 - a. **Awaiting go ahead from funding agency for preconstruction meeting.**
 - b. **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 start 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 to use Badger meters. Dunkirk, Pomfret and Sheridan to use Neptune Meters.
 - d. No applications made in 2023 funding round.**

7. Industrial Tank
 - a. Under construction with completion by end of November 2023.**

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

- K. Tampio – Chautauqua County Legislature passed Resolution 219-23 to increase NCCWD Board membership by two legislators (District 2-Bankoski, District 7-Penhollow).
- K. Tampio – revised board member contact list distributed to all members – no corrections submitted.
- K. Tampio – the MOU for the new Chlorine Station to be constructed and located at the NCIWD water storage tank site has been approved by the NCIWD board and will be submitted to NCCWD board for approval and processing.
- R. Woodbury – relayed that the City of Dunkirk provided the water needed for the Bore under the Thruway at no cost to the NCCWD Capital Project. The NCCWD Board directed Admin. Coordinator K. Tampio to develop a letter on behalf of the District to thank City of Dunkirk Mayor Rosas and the City Council for their assistance in this matter.
- D. Pacos and B. Purol – discussion of the CBI WW water rate charged to the NCIWD and the incorporation of an annual water loss formula into their agreement.

MOVED to Adjourn by Lewis, SECONDED by Wik and Unanimously Carried, the meeting ended at 5:55 p.m.

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

- Next meeting – October 12, 2023, 4:00 pm, Dunkirk Town Hall

Approved 10-12-2023