

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, May 11, 2023, 4:00 p.m.

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

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Chairman Walker called the meeting to order at 4:00 p.m.

Pledge of Allegiance

The roll was called and a quorum was present.

**Members Present:** Dave Hazelton, Rich Lewis, Dan Pacos, John Walker, Brian Purol, Craig Miller, Juan Pagan, Richard Lascola

**Members Absent:** Terry Niebel

**Others:** Seth Krull, Randy Woodbury, Jim Crowell, Mitchell Magierski, Priscila Penfold, Chuck Civiletto, Harold Smith, Natalie Whiteman, Kathy Tampio

MOVED by Lewis, SECONDED by Purol, the minutes of 4/13/2023 were approved as presented by unanimous vote.

**Privilege of the Floor**

Harold Smith (Brocton) – Re: Concerns with unauthorized use of private access road to Brocton Water Storage Tank and potential to result in damage to water distribution main.

**Communications**

1. Emailed proposal from Municipal Solutions, Inc. re: term extension and increased hourly rate.

**Unfinished Business**

- CBI Water Works Assessment & Emergency Response Plans –Walker– current Status – nearing completion of final draft.

**New Business**

1. MOVED by Pacos, SECONDED by Lewis, to amend Contract 21-39-02, Fiscal Services for ESD Grants Administration with Municipal Solutions, Inc. to increase the hourly billable rate to \$153.00, effective 7/1/2023.

***Unanimously Adopted***

2. MOVED by Lewis, SECONDED by Pagan, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
  - 2964-23-11 Willow Road Master Meter in the amount of \$92,746.83
  - 2965-23-12 Lake Shore Dr W Master Meter in the amount of \$37,928.55

- 2971-23-13 181 Stegelski Ave Master Meter in the amount of \$45.72
- 2972-23-14 Stegelski Ave Master Meter in the amount of \$0.00
- 2973-23-15 Lake Shore Dr E Master Meter in the amount of \$20,048.22
- 2974-23-16 Brigham Rd Master Meter in the amount of \$41.91
- 2975-23-17 Vineyard Dr Master Meter in the amount of \$948.69

*Unanimously Adopted*

**Reports**

- **Chairman's Report** – CBI Water Works has hired new part-time employees.
- **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.
    - ESD – 1<sup>st</sup> grant disbursement in process
    - EFC – draw #12 submitted to EFC in the amount of \$175,223.27
- **Capital Project Update** – by Seth Krull – see attached

**Discussion/Other**

- Water Purchase/Supply agreement – County Attorney Wright will be asked to attend the June meeting to discuss.

MOVED to Adjourn by Lewis, SECONDED by Pagan and Unanimously Carried, the meeting ended at 4:58 p.m.

Respectfully Submitted,

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

- **Next meeting – June 8, 2023, 4:00 pm, Dunkirk Town Hall**

*Approved 6-8-2023*

## **NCCWD CAPITAL PROJECT UPDATE**

PROJECT: VARIOUS PROJECTS

DATE: MAY 11, 2023 4:00 PM

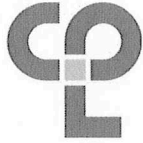
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Below is update on various projects that CPL is involved with. Updates in bold text.

1. NCCWD Phase 2 Improvements
  - a. Construction schedule:
    - i. Watermain – remaining work is directional drill under thruway and disinfection testing. **Drill anticipated in near future.**
    - ii. Storage Tank – **remaining work of site restoration, lighting, secondary electrical service is underway.**
    - iii. Pump Station – site work started August 2022. Watermain connection to South Roberts road and concrete foundation completed. Pump station delivery anticipated **end of June.**
  - b. Change order
    - i. Watermain – will be budget surplus, recommend process once all work done in near future.
    - ii. Water Tank – Change Order 2 processed.
    - iii. Pump Station – Change 2 processed.
  - c. Total construction contract amount \$3,693,218.55 of which **\$2,357,394.55** has been requested (**64%**).
  
2. Town of Portland Water District 2 Van Buren Point
  - a. Preliminary design complete and submitted to review agencies.
  - b. Town meeting with residents 7/21/22 and 9/1/22.
  - c. Bids opened 3/27. **Town securing additional funds. Low bidder is S. St. George.**
  
3. Town of Pomfret Van Buren Bay Water Improvements
  - a. Preliminary design documents completed and submitted to review agencies February 2022.
  - b. Easements sent to Town. Town to prepare agreement and coordinated with property owners. Additional easements needed for roadways. CPL working with Town and their attorney.
  - c. **Anticipate final design and easements during 2023 and bid 2023.**



4. Town of Dunkirk Shorewood Water Improvements
  - a. Preliminary design documents submitted to regulatory agencies 9/7/22.
  - b. Easements sent to Town. Town to prepare agreement and coordinated with property owners. Additional easements needed for roadways. CPL working with Town and their attorney.
  - c. Anticipate final design and easements during 2023 and bid 2023.**
  
5. Village of Brocton DOCCS
  - a. Per 4/7/23 email CPL provided group with letter for DOCCS. Group is acceptable with letter and Village of Brocton to prepare cover letter and send both letters to DOCCS.**
  
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 NCCWD, Portland 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. Other municipalities to decide.**
  
7. Industrial Tank
  - a. CPL submitted funding application to EFC WIIA program. Program offers subsidized loans plus possibility of grant award.
  - b. Anticipate EFC announce funding awards late 2022.
  - c. NYS EFC announced awards 11/14/22 and application was not approved.
  - d. Design plans submitted to County DOH 4/4/23. Awaiting review.**
  
8. Brocton Central Ave Watermain
  - a. To replace 3,300 feet of watermain.
  - b. CPL submitted preliminary design documents to DOH 3/9/23. Awaiting review.**



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. **CPL preparing design documents for booster station at Phase 2 pump station and at Industrial Tank. To be liquid chlorine systems.**
  
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.**
  - c. Town of Pomfret was awarded \$5.6 million grant from EFC WIIA program for North End Water project.