

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, July 6, 2023, 4:00 p.m.

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

Vice-Chairman Pacos called the meeting to order at 4:00 p.m.

Pledge of Allegiance

A moment of silence was observed in memory of John Walker III

The roll was called and a quorum was present.

Members Present: Dave Hazelton, Rich Lewis, Dan Pacos, Craig Miller, Juan Pagan, Richard Lascola

Members Absent: Terry Niebel, Brian Purol

Others: Randy Woodbury, Priscila Penfold, Natalie Whiteman, Alex Zentz, Kathy Tampio, Tom Wik, Kate Wdowiasz, Mitch Magierski, Richard Feinen

MOVED by Miller, SECONDED by Pagan, the minutes of 6/8/2023 were approved as presented by unanimous vote.

Privilege of the Floor

Dave Hazelton – Received hydrant flushing notice from CBI Water Works. He has received an offer from Portland Fire Department to assist in hydrant flushing activities.

Bill Jacoboski (?) – Question to Supervisor Pagan – request from his neighbor who wants water hook-up (Hosington?), residence in Willow/Temple area.

Communications –

1. CBI Water Works – email from Supervisor Pacos re: CBI Water Works financial statement
2. Municipal Solutions – email from Jeff Smith – re: EFC Grant MWBE paperwork

Unfinished Business

- CBI Water Works Assessment & Emergency Response Plans – still in process.

New Business

1. Election of Chairman and Vice-Chairman

- a. Dan Pacos was nominated for Chairman by Hazelton, Seconded by Pagan and elected by unanimous vote.
 - b. Richard Lewis was nominated for Vice-Chairman by Pagan, Seconded by Hazelton and elected by unanimous vote.
2. MOVED by Miller, SECONDED by Lascola, to approve payment of CPL Invoice 91600 in the amount of \$3,082.50 for Professional Services pursuant to Contract #16-01-01.
Unanimously Adopted
3. MOTION by Hazelton, SECONDED by Lewis to approve the 2024 NCCWD operating budget to be based on an annual water consumption of 240,000,000 gallons. Final Tentative Budget approval will be considered after presentation and review.
Unanimously Adopted
4. MOTION by Miller, SECONDED by Pagan in support of Chautauqua County Legislature action to amend the NCCWD Administrative Board membership by appointing 2 additional Legislators that will increase total board membership from 9 to 11.
Unanimously Adopted
5. MOTION by Hazelton, SECONDED by Miller to direct CBI Water Works to begin the flushing of Portland and Brocton hydrants and provide a written hydrant flushing plan with schedule to NCCWD.
Unanimously Adopted

Reports

- **Chairman's Report & CBI Water Works Update** – Dan Pacos – Transition plan for CBI Water Works in development. There will be an effort to hire a working supervisor for CBI WW activities. Employees will be moved to Town of Pomfret. Staff will continue to work out of Sheridan offices. An effort is ongoing for a new agreement for the CBI WW working group.
- **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 #13 submitted to EFC in the amount of \$347,229.75
- **Capital Project Update** – by Seth Krull – see attached

Discussion/Other

- Supervisor Pagan – re: status of new Sheridan Water District related to new NCCWD water main to new water tank.

NCCWD CAPITAL PROJECT UPDATE

PROJECT: VARIOUS PROJECTS

DATE: JULY 6, 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:
 - i. Watermain – remaining work is directional drill under thruway and disinfection testing.
 1. Drill location to be changed as easement cannot be obtained from property owner. CPL to revise site plans and coordinate with Thruway Authority for approval. Main will now cut across Swamp Road and along shoulder of South Roberts Road.
 2. **Thruway Authority issued additional comments recently although design approval was issued April 2022. CPL revising plans to incorporate comments.**
 3. **Drill work date in near future once approval from Thruway Authority obtained.**
 - ii. Storage Tank – remaining work of site restoration, lighting, secondary electrical service is underway.
 - iii. Pump Station – pump station delivered and installed on concrete foundation in May 2023. Contractor to perform startup and testing. **Electric and gas companies to hook up utilities in near future.**
 - 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 \$2,628,021.05 has been requested (71%).
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. 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. CPL sent email to Pomfret, Portland, Brocton & Sheridan for individual municipalities applying by 7/28/23. CPL awaiting direction.**

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. County DOH approved plans.

e. Bid start 6/29/23 with bid open 7/20/23 at 2 pm at County Office.

8. Brocton Central Ave Watermain
 - a. To replace 3,300 feet of watermain.
 - b. NYS & County DOH review comments received. CPL revising documents for resubmission in June. Anticipate bid July/August.

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.
 - b. Intent is to have Change Order with St. George under Pump Station contract to install stations. Once design docs further along, CPL to obtain preliminary quote from St. George.**

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.

MOVED to Adjourn by Lewis, SECONDED by Pagan and Unanimously Carried, the meeting ended at 5:18 p.m.

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

- Next meeting – August 10, 2023, 4:00 pm, Dunkirk Town Hall

Approved 8/10/2023