

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, January 14, 2021, 4:00 p.m.

Town of Sheridan Municipal Building

2773 Route 20, Sheridan NY 14135

Chairman Purol called the meeting to order at 4:12 p.m.

The roll was called and a quorum was present.

Members Present: Dan Pacos, Richard Purol, John Walker, Jay Warren, Dave Hazelton

Members Absent: Brian Purol, Terry Niebel, Dan Schrantz, Art Miller

Others: Kathy Tampio, Tom Wik, Juan Pagan, Randy Woodbury, Jim Crowell, Seth Krull, Jacqueline Phelps

MOVED by Walker, SECONDED by Pacos, the minutes of 12-10-2020 were approved by unanimous vote.

Privilege of the Floor

Jacqueline Phelps – representing Congressman Tom Reed’s office – offer of assistance whenever requested.

Communications

None

Unfinished Business

1. **Fredonia Interconnections** Agreement update/*Agreement for Emergency Water Supply*: Now signed by all parties and input in county contract system. Executed copies will be provided to Town of Pomfret and Village of Fredonia.
2. **Property Transfers** - Transfer of Pump Station Town of Dunkirk property and Water Tank Town of Sheridan property for Phase II Capital Project: In final stage with county attorney Wright and towns attorney Passafaro. Maps and property descriptions provided by Seth Krull, CPL.

New Business

1. MOVED by Hazelton, SECONDED by Pacos to issue an RFP for Financial Services for grant administration functions for the Capital Project.
Unanimously Carried

2. MOVED by Warren, SECONDED by Walker to authorize payment of Municipal Solutions, Inc. invoice #14955 in the amount of \$2,769.00 for Financial Services in accordance with Contract #20-39-01.
3. Ethics Training and Financial Disclosure Statements – as required annually distributed to all NCCWD Board members.
4. MOVED by Pacos, SECONDED by Walker to authorize payment of CBI Water Works O&M invoices as follows;
 - a. Invoice 26-2020 in the amount of \$5,594.43 for electric & gas from June – November at the Portland Pump Station
 - b. Invoice 27-2020 in the amount of \$631.00 for chemicals for the Brocton Water Tank
 - c. Invoice 28-2020 in the amount of \$77.41 for electric from June-November for the Brocton Water Tank Filter Plant
 - d. Invoice 29-2020 in the amount of \$784.99 for property maintenance (lawn mowing) at the Portland Pump Station

Unanimously Carried

Reports

- Financial Report and Administrative Update – Kathy Tampio (see attached)
 1. 2020 accruals for appropriations and revenues have been processed
 2. 2020 budget wrap-up in process, 2021 budget in place
 3. Contract amendments to extend terms will be required for CPL and for Municipal Solutions – each expire 12/31/2021
 4. County Legislature to approve a resolution to extend the term of interim funding until 12/31/2021 – interest for the interim funding will be booked on an ongoing process – current interest to date estimated at \$160,000
 5. ESD Grant #1 project cost certification by Bonadio being coordinated in order to receive grant funds for initial project – Brocton and City of Dunkirk portions
 6. EFC grant administration proceeds with financial services provided by Municipal Solutions

- Capital Project Construction Update – Seth Krull
 - Application for state grant programs for sewer studies up to \$30,000 in funding being pursued.
 - **Town of Dunkirk Bennett Rd Watermain** – Close to completion of punch list. All watermains in service and working on connections. Restoration in spring.
 - **NCCWD Phase 2 water improvements** – Still waiting on State Department of Health to issue final approval or final comments. When NYDOH approval received bid process will begin. Anticipate construction start around May 2021 with majority of work done by end of 2021 and project completion in 2022.
 - **Portland WD 2** – Town pursuing receipt of required easements in the Van Buren Bay area. Approximately 100 easements are needed.
 - **Village of Brocton remaining DOCS reimbursement** – now in final internal review for issuance of \$1.4 million + for Brocton Water Project.

NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report

Prepared by Kathy Tampio

1/14/2021

CAPITAL PROJECT EXPENSE

VENDOR	Contract Amount	Expense to date	DESCRIPTION
CPL-3RD amended	\$ 1,372,902.00	\$ 1,179,242.00	Professional Services - Engineering
Chaut. County		\$ 21,627.45	Professional Services of Paul Snyder
CSX		\$ 6,850.00	Permit Fee
CSX - Engineer fee		\$ 25,130.84	Inspection Fees per Agreement
Norfolk Southern		\$ 12,500.00	Permit Fee
Norfolk Southern		\$ 11,431.84	Engineering/inspection fees
NYS DEC		\$ 580.55	Base permit fees
National Grid		\$ 3,800.00	Permit Fee
ESD GDA Fee		\$ 250.00	Grant application fee
Chaut. County		\$ 913.90	Map & Plan amendment printing
Chaut. County		\$ 5,797.73	Map & Plan amendment mailing postage
Observer/P-J		\$ 54.27	Legal Ads - Notice required by NYS DEC
Observer/P-J		\$ 117.90	Legal Ads- Map & Plan amendment
Observer/P-J		\$ 83.25	Legal Ads-RFP Tree Clearing
Brocton Village		\$ 63,560.25	Capital Project Overrun Reimbursement
Brocton Village	Removed - Capitalized expense		Capital Lease - EFC Loan Debt Service
Municipal Sol.		\$ 1,865.42	Financial Services - EFC Grant
Contract 8 - 716	\$ 1,367,675.00	\$ 1,359,161.00	Contract 8 - Sheridan Water Main const.
Contract 5 - DJM	\$ 531,000.00	\$ 528,600.00	Contract 5 - meter vaults const.
Contract - Legend		\$ 5,850.00	Tree clearing & culvert - tank property
Contract -			Contract - water main to new tank
Contract -			Contract - Water Storage Tank
Contract -			Contract - Pump Station
Dunkirk Upsizing	\$ 271,000.00	\$ 271,000.00	
ESD GDA Fee	\$ 10,384.19	\$ 10,384.19	
TOTAL CAPITAL EXPENSE TO DATE		\$ 3,508,800.59	

remaining contract expense
\$ 193,660.00

Paid in Full - Closed
Paid in full - closed

County Interim funding - Capital - CC RES 236-19 extended up to \$4mil to 12/31/2020

\$ 3,508,800.59 Total expense

\$ 491,199.41 Remaining

REVENUE REC'D \$ 100,000.00 DASNY SAM GRANT 6990

Discussions:

- Dave Hazelton: relayed information regarding water leak on properties fed by Brocton water mains.
- Kathy Tampio: Reminder to City of Dunkirk via Randy Woodbury of City of Dunkirk water budget audit to determine/amend water rates per the Water Purchase/Supply Agreement with NCCWD.

MOVED to Adjourn by Warren, SECONDED by Walker
Unanimously Carried

The meeting ended at 5:06 p.m.

Respectfully Submitted,
Kathy Tampio, Clerk, Chautauqua County Legislature/NCCWD Administrative Coordinator

- Next meeting – February 11, 2021, 4:00 pm, Location TBA

Approved 2/11/2021