

MINUTES
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS
ADMINISTRATIVE BOARD MEETING
March 7, 2023

PRESENT

Thomas Erlandson – Acting Chairman
Andrea McLean
William Ortman
Elizabeth Slagle – SCCLSD Lab Technician
Thomas Walsh
Bryan Wilson

PRESENT VIA VIDEO CONFERENCE

Karen Rine
William Chandler
Kristen Wright
Paul McGarvey – GHD

Acting Chairman Dr. Erlandson called the meeting to order @ 12:00 noon.

Three past sets of Board Meeting Minutes were not able to be approved by the Board as there was not a quorum of Board Members present in person. This will be addressed at the April 6, 2023 meeting.

Next Mr. Paul McGarvey of GHD gave a brief update pertaining to the status of the Phase 1 Sewer Extension. First, he reported that the Contractor continues work north of I-86 and has installed a number of additional grinders, with only a “handful” of grinders left to be installed in that location. The Contractor will next be working on grinders on Trolley Stop Road, which will complete the installation of all grinders for the Phase 1 project. Some additional clean outs have been installed too, along with an air-relief valve.

The Contractor has completed the “process mechanical work” at the BOCES Pump Station and Hadley Bay Pump Station sites. They are 95% complete at this time with a couple little tasks left to do at each of them. The Contractor’s electrical sub-contractor is now beginning work at these two locations to install the electrical power to the pumps and controls.

Over the next couple of weeks, the contractor will continue working on these two stations and wrap the grinder work, too. It is hoped that they will be able to complete the main-line installation on the bridges, as well during this timeframe.

An equipment supplier (sub-contractor) is expected on-site next week to perform the first start-up and testing of the grinders. As part of the Contract, the Contractor is required to have the grinder manufacturer come on-site to inspect the installation and run a standard test to ensure everything in the grinder is performing as it should. This will be completed on each grinder installed on the project.

Work is ongoing with the contractor regarding the powering of the duplex pump stations. This has been a continuing challenge and none of the feasible solutions considered have worked out to date. The contractor is currently trying to obtain equipment lead times on some of the electrical (disconnect) equipment. In discussions that GHD has had with Director Walsh, Project Manager Wilson and the contractor, they feel that (with the exception of the powering of the duplex pump stations) they will be able to start connecting individual homes about the first of June, 2023. GHD is continuing to work with the contractor in regards to this scheduling, and they are trying to get more information from the vendors in this regard. A “work around” for the duplexes is being looked at currently and they are seeking to come up with a “game plan.”

Mr. McGarvey stated that he was encouraged to see that this project is only about one month behind schedule; considering the timetable was set 4 years ago, before the advent of Covid-19, they all felt this was a win. While we still have issues to work through, Mr. McGarvey expressed his satisfaction overall.

There were questions raised pertaining to the process of how property owners were going to move through the steps from septic to sewer hook-up. Both Mr. McGarvey and Director Walsh spoke about how that procedure will work once residents are able to connect to the sewer and answered many questions.

Concerning the Phase 2 Project, Mr. McGarvey mentioned that GHD is currently working with the aerial survey company and are creating the “initial base maps.” Additionally, they are occupied with the basis of design document which will lay out how many grinders and pump stations will be needed along with the initial alignment of the sewers. This document will eventually be submitted to the Environmental Facilities Corporation (EFC) and Department of Environmental Conservation (DEC) for their approval. GHD expects to have this report to the Districts for review by the end of April, 2023.

After discussion, the next bi-weekly update meeting was scheduled for Tuesday, March 28, 2023 @ 9:30 am.

Next, Laboratory Technician Elizabeth Slagle reviewed highlights of the plant year-end report. All Board members were supplied a complete copy of this report (in their Meeting Packets) and Board Members thanked Ms. Slagle, noting the successful year experienced by the Plant in 2022.

DIRECTOR’S REPORT

Director Walsh mentioned the exceptional work done by both Southern Tier Brewery and Cummins Engine Plant regarding their pretreatment efforts. He further stated there has been no communication with Viitoria Cheese at this time.

LaBella Engineering is currently designing a plan to remove the 10,000 gallon underground diesel fuel tank to be replaced with a 2,500 gallon (above ground) diesel fuel tank. After going out to bid, a single bid was received that came in much higher than the anticipated cost. It was decided to reject the bid and advertise the Project again.

Barton & Loguidice Engineering, Inc submitted a request for a high flow primary bypass line to the Department of Environmental Conservation (DEC). The DEC reviewed the report and approved. Board Members were provided a cost estimate and project outline for the engineering and construction estimates in their packets.

The Maple Grove High School Superintendent contacted the Districts to discuss a sewer extension that would provide sewer service to the high school located out of the Districts' service area. A Maple Grove School capital-building project anticipated for 2026 will review the cost to decommission and rebuild an on-site wastewater treatment facility or, the alternative to pump the wastewater to SCCLSD. The Districts' collection system does have the capacity to accept the flows anticipated with this project should they decide to move forward.

The Districts are currently recruiting an Engineer Aide to assist with the workload in the Districts' Engineering Department.

The Districts' Administrative Office Staff are currently working with Key Bank and Creative Technologies to set up a Lock Box Payment System that would receive and process sewer payments and deposit funds directly. Such a system will save Districts' Staff a substantial amount of time and the projected start date for the new bill processing system is May, 2023.

COMMITTEE REPORTS

Finance Committee:

Nothing to report for the Committee, but Director Walsh made mention that both the Committee (Finance) and himself will need to meet to discuss the quarterly bill costs to the new customers associated with the Phase 1 extension.

Technical Committee:

Nothing to report.

Personnel:

Nothing to report.

ATTORNEY'S REPORT

Attorney Kristen Wright reported that the packet for Phase 2 has been submitted to the Office of the NYS Comptroller and acknowledgement of same has been received. A review will be performed and we will wait to hear back from them. Ms. Wright thanked Project Manager Bryan Wilson for his help related to that submission.

CHAIRPERSON'S REPORT

Nothing further to report.

With no further business to conduct for the good of the Districts, **Andrea McLean moved to adjourn the meeting @ 12:53 pm. Mr. Ortman seconded and the motion carried unanimously.**

Respectfully submitted,

Lou Ann Peterson
Recording Secretary

c: Thomas Walsh, Director, SCCLSD
Patrick Slagle, Chautauqua County and Districts' Attorney
Board
File