

REGULAR MEETING MINUTES of the North Chautauqua County Water District Board held at 4:00 P.M. March 13, 2025, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

PRESENT: Dan Pacos
Priscilla Penfold
Rich Lewis
John Penhollow
Terry Niebel
Richard Lascola
Dave Hazelton
Craig Miller
Brian Purol

ABSENT:
Tom Wik
Bob Bankoski

OTHERS: Allison Vento, Jean Crane, Loren Laurito, James Crowell
Attorney, William Ryan (via phone), Randy Woodbury

Chairman Pacos called the meeting to order at 4:00P.M. and lead with the Pledge of Allegiance.

Privilege of the Floor

- Randy Woodbury addressed the board stating they are working on a rate adjustment for the North County Water District customers. He has asked Administrative Director Vento to coordinate a meeting with Dr. Reinelt and board members as soon as possible to discuss the adjustment.

Unfinished Business

- DOCCS funds – Attorney Ryan will write to the current Commissioner in regards to this matter. Mr. Ryan stated he expects to hear nothing back from the Commissioner, the board will have to determine how to move forward, which could include litigation. Chairman Pacos stated he is okay to move forward with litigation if that is what it comes to. Mr. Ryan will also make contact with Attorney Peter Clark to discuss.
- Leak Detection –Loren Laurito is currently in the process of locating the valves within each municipality in the North Chaut. Co. Water District. Once this is done, Rural Water will be contacted for the leak detection.

New Business

- DULY MOVED by Dave Hazelton, SECONDED by Richard Lascola to approve the February 20, 2025 Meeting Minutes. The motion carried unanimously.
- DULY MOVED by Rich Lewis, SECONDED by Terry Neibel to approve the Microbac Proposal for water testing at a cost not to exceed \$1,717.00. The motion carried unanimously.
- DULY MOVED by Priscilla Penfold, SECONDED by John Penhollow to approve the payment of the following invoices. The motion carried unanimously.

Vendor	Invoice #	Amount
LaBella	257520	\$6,962.94
City of Dunkirk (12/1/24-2/28/25)	Greenhurst & Franklin	\$41.28
City of Dunkirk (12/1/24-2/28/25)	Roberts Rd. & Urban	\$77,570.28
Tabner, Ryan, & Keniry	15248	\$1,443.00
Microbac	F25001400	\$412.00
CPL	106446	\$5,575.00

- Terry Neibel asked if the water rate the City of Dunkirk charges the district can be placed on the water bills. Randy Woodbury said he will work with the City to have this included on the future bills.
- DULY MOVED by Rich Lewis, SECONDED by Craig Miller to suspend Attorney Ryan attending the meetings via phone, unless needed. The motion was carried unanimously.
- The board would like CPL to resume giving reports on current projects each month, especially if not in attendance at the monthly meetings. Supervisor Pacos stated he will relay this information to CPL.
- Chairman Pacos gave an over view of the financial reports distributed by Administrative Director Vento.

CBI Water Works

- Priscilla Penfold stated the Town of Dunkirk will be issued a BAN by end of April to pay their share of the past billings.
- Chairman Pacos stated Loren and Thomas are continuing to work on finding and correcting issues.
- Chairman Pacos stated he would like the agreement with CBI and the North County Water District be updated. He will work on drafting changes for the agreement, share with Priscilla Penfold and Tom Wik, then turn over to Administrative Director Vento to share with Attorney Ryan.
- A discussion was had on reading master meters for CBI and Brocton/Portland Water System. It is the desire to have the meters read at the same time so bills are correctly reflecting the usage and amount owed.

Brocton-Portland Water System

-No report

Administrative Director

- Payment was received for invoice 2024-4 from CBI in the amount of \$287,456.40. This brings the remaining balance of what is owed to \$1,067,465.70
- A call was had with Randy Woodbury regarding the spectrum bill. It was stated the City of Dunkirk had previously sent the District a bill for past due balances with Spectrum for the SCADA system on Tenney St. This bill was not submitted to the county when originally received. A new invoice will be generated by City of Dunkirk for the current amount owed to the district. The District will pay the invoice from City of Dunkirk, the City will pay the bill on behalf of the District. Once this has been paid, the account will be switched to the North Chaut. County Water District name, with all future invoices coming to the county.
- LaBella Associates have provided the following update regarding the Village of Fredonia study via email:

“Our main focus currently is finalizing and calibrating the hydraulic model. This work is in-progress.

- We are awaiting from CPL the boundary condition information for the anticipated interconnections between the Village and NCCWD system. LaBella will continue to coordinate with CPL as project advances.
- We are finalizing the selection of hydrants to be tested and anticipate sending to Village this week, with hydrant testing to begin as soon as late this week (weather dependent).”
- The process to move the Brocton/Portland utility bills to the County District has begun.
- The changes to the Vulnerability Assessment has been sent to Natalie Whiteman for review before sending to the state. The work on bringing the Emergency Response Plan to acceptable standard by the state will continue and be distributed once final.
- The County District website page has been changed to list each year of minutes as links rather than individually listed.
- There will be a meeting on Wednesday, March 19, 2025 at 10:30 with Budget Director, Jennifer Swan, Financial Director, Kitty Crow, and Chad Marx to discuss the Corrective Action Plan from the Audit conducted, to make sure all items are being addressed.

DULY MOVED by Rich Lewis, SECONDED by Craig Miller to adjourn the meeting at 4:32 P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento
Administrative Director
North Chautauqua Water & Sewer Districts