

**REGULAR MEETING MINUTES** of the North Chautauqua County Water District Board held at 4:00 P.M. April 10, 2025, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

**PRESENT:** Dan Pacos  
Priscilla Penfold  
Rich Lewis  
John Penhollow  
Richard Lascola  
Craig Miller  
Brian Purol, entered at 4:13P.M.

**ABSENT:**  
Tom Wik  
Bob Bankoski  
Terry Neibel  
Dave Hazelton

**OTHERS:** Allison Vento, Jean Crane, Loren Laurito, James Crowell  
Randy Woodbury, Jon Espersen

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

**Privilege of the Floor**

-none

**Unfinished Business**

- DOCCS funds – Attorney Ryan has sent a letter to the Department of Corrections Commissioner.
- Rural Water- Loren Laurito will reach out to Rural Water on the status of them conducting the survey.

**New Business**

- DULY MOVED by Craig Miller, SECONDED by Rich Lewis to approve the March 18, 2025 meeting minutes. The motion carried unanimously.
- DULY MOVED by Rich Lewis, SECONDED by Craig Miller to approve the payment of the following invoices. The motion carried unanimously.

Vendor	Invoice #	Amount
Tabner Ryan & Keniry	154374	\$1,976.00
	15524	\$3,497.00
CBI Reimbursement	2025-1 thru 6	\$12,760.87
City of Dunkirk-Water usage	12/10-24-3/14/25-Arrowhead	\$7,726.60
City of Dunkirk-Spectrum Bill	Inv. #2025/21/0017669	\$646.91

- DULY MOVED by Dan Pacos, SECONDED by Rich Lewis, to approve the rate increase from the City of Dunkirk, effective April 1, 2025 to \$5.27 per 1,000 gallons metered of water per contract number 18-39-04. The motion carried unanimously.
- DULY MOVED by Dan Pacos, SECONDED by Rich Lewis to set the rate charged to customers of the North Chaut. County Water District to \$6.50 per 1,000 gallons of metered water. The motion carried unanimously.

Calculation based on the following:

City of Dunkirk rate	\$5.27
Debt Service for NCCWD	\$1.00
O&M for NCCWD	<u>\$0.23</u>
Total	\$6.50

- A discussion took place regarding the quote obtained by CBI from Ti-Sales for a Neptune FirstNet Cellular Wall Endpoint W/6" of Wire for the Brocton/Portland meter in the amount of \$239.00. A Quote was also obtained from Ti-Sales for SCADAMetrics Universal Duplexer for AMI Systems (wall mount), Neptune Firstnet Cellular Wall Endpoint in the amount of 6,066.00. Randy Woodbury said the Dunkirk master meters already have this capability and will look into adding CBI to also read the master meters. Currently, only the City of Dunkirk can read the meters. This will be researched and has been tabled for the May meeting.
- Chairman Pacos asked Randy Woodbury to coordinate having the City of Dunkirk Water Bills to coincide with the billing of the meters. Randy will talk to the right department to get this coordinate to have bills sent at the end of each quarter.
- CPL Engineers are working on re submitting grant applications for the master meter project. The Sheridan and Industrial Tank Chlorination stations will be separated. The Industrial station can be completed with the contingency funds remaining and the Sheridan Tank will be included in the WIIA grant application with the master meters.
- The financial reports were distributed to the board. Chairman Pacos while there is a profit of about \$7,000.00, the districts depreciation costs have not yet been calculated.

### **CBI Water Works**

- The billing clerk, Thomas Starks, has resigned. CBI has advertised for the position and will be conducting interviews within the next week. They will also canvas the civil service applicants within the County.

### **Brocton-Portland Water System**

- The Brocton Portland Water System has put in a bid to the NCCWD for the mowing and plowing at the Route 5 pump station and the storage tank on Filter Plant Rd. The proposal is for \$500.00 per year to mow the Rt. 5 pump station, \$500.00 to plow the Rt. 5 pump station and \$1,000.00 a year to plow Filter Plant Rd. up to the storage tank.
- DULY MOVED by John Penhollow, SECONDED by Brian Purol to approve Brocton-Portland Water System to mow and plow the Route 5 pump station and storage tank on Filter Plant Rd. at a cost not to exceed \$2,000.00 per year. The motion carried unanimously.

**Administrative Director**

- Brocton/Portland Utility bills have been changed to include the NCCWD name and updated mailing address for the bills to be paid by the District.
- The invoice from the City of Dunkirk for the Spectrum bill for the Tenney St. pump station has been received. It has been submitted to the county for payment. Once paid to the City of Dunkirk, the pump station will be re activated and put in the District's name.
- Director Vento attended a meeting with Kitty Crow, County Finance Director, Chad Marx, Deputy Director of Finance, Todd Button, Deputy Finance Director, and Jennifer Swan, Budget Director, regarding the implementation of the Corrective Action Plan from the audit conducted by the State Comptroller's Office.
- Eric Weis provided the following update via email.

First, related to the current project.

1. I think the SCADA is still outstanding, but was reliant on the Spectrum account. Do you know is this was set-up yet?
2. Conclusion based on the financing that is left, is to focus on the chlorine system at the Sheridan Tank. Hoping to wrap up the design in 30 days.

We still owe LaBella some information related to how the North End project will relate to the Village, just ironing out some internal design decisions.

Sheridan Water 4 – The project has been permitted. Working on getting the project out to bid.

- Matthew Higgins, LaBella Associates, provided the following up date on the study being conducted on the Village of Fredonia water system.

I pasted our original schedule below and want to pass along an honest update that we are behind what our original schedule states below. In our original schedule below, we highlighted the two rows in yellow that are somewhat outside of our control. Row 6 notes that we'd hoped to collaborate with CPL about boundary conditions for modeling purposes and have that work complete in mid-February to stay on track. We are very appreciative of CPL's efforts and coordination thus far and we've enjoyed collaborating with Eric and the CPL team, but CPL/NCCWD is still making changes to its project, thus CPL is anticipating being able to provide us with boundary condition information sometime this week (the week of April 7). We have had to hold off on some of our work until we receive and review that information. Please note that we have completed hydrant-testing work noted in Row 8, so we have been able to proceed with some model calibration.

ID	Task Mode	Task Name	Duration	Start	Finish
1		<b>Village of Fredonia - NCCWD Interconnection Evaluation</b>			
2		County & Village Issue NTP to LaBella	1 day	Mon 2/3/25	Mon 2/3/25
3		Project Management	60 days	Mon 2/3/25	Fri 4/25/25
4		<b>Task 1: Distribution System Hydraulic Modeling</b>	<b>26 days</b>	<b>Tue 2/4/25</b>	<b>Tue 3/11/25</b>
5		Model proposed infrastructure (Alternatives 1, 2, & 3)	8 days	Tue 2/4/25	Thu 2/13/25
6		Define boundary conditions (collaborate with City & NCCWD)	10 days	Tue 2/4/25	Mon 2/17/25
7		Finalize hydrant test locations	1 day	Tue 2/18/25	Tue 2/18/25
8		Complete hydrant testing (coordinate with Village; weather-dependent)	10 days	Wed 2/19/25	Tue 3/4/25
9		Model calibration	5 days	Wed 3/5/25	Tue 3/11/25
10		<b>Task 2: Engineering Evaluation of Interconnection with NCCWD</b>	<b>10 days</b>	<b>Wed 3/12/25</b>	<b>Tue 3/25/25</b>
11		<b>Task 3: Update Preliminary Engineering Report</b>	<b>20 days</b>	<b>Wed 3/12/25</b>	<b>Tue 4/8/25</b>
12		PER Internal Quality Control Review	8 days	Wed 4/9/25	Fri 4/18/25
13		Review Draft PER Recommendations with Village	1 day	Mon 4/21/25	Mon 4/21/25
14		Incorporate Village Feedback	3 days	Tue 4/22/25	Thu 4/24/25
15		Submit PER to Village, NYSDOH, CCDOH	1 day	Fri 4/25/25	Fri 4/25/25
16		Project Completion	1 day	Fri 4/25/25	Fri 4/25/25

DULY MOVED by Rich Lewis, SECONDED by John Penollow to adjourn the meeting at 4:29 P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento  
Administrative Director  
North Chautauqua Water & Sewer Districts