

REGULAR MEETING MINUTES of the North Chautauqua County Water District Board held at 4:00 P.M. April 9, 2026, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

PRESENT: Rich Lewis
Shari Miller
Dan Pacos
Craig Miller
Bob Scudder
Richard Lascola
Dave Hazelton

ABSENT: John Penhollow, Steve Roach, Bob Bankoski, Brian Purol

OTHERS: Allison Vento, Loren Laurito, Natalie Whiteman

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

Privilege of the Floor

- Board Member, Shari Miller, stated she has a conflict beginning in June for four months and will not be able to attend the meetings. A discussion took place on whether the board would be willing, during this time frame, to move their monthly meetings. It was decided the meetings will continue on the second Thursday of each month and Supervisor Miller can have her deputy attend the meetings, with no voting privileges.

New Business

- DULY MOVED by Bob Scudder, SECONDED by Dave Hazelton to approve the March 12, 2026 Meeting Minutes. The motion carried unanimously.
- DULY MOVED by Dave Hazelton, SECONDED by Rich Lewis to approve the following invoices with one addition for Spectrum, invoice # 253328701040126 in the amount of \$120.00. The motion Carried unanimously.

Vendor	Invoice #	Amount
Chaut. Co. Dept. of Health	NC-25-004	\$180.00
Chaut. Co. Dept. of Health	BP-25-004	\$180.00
BPWS	2026612	\$500.00
BPWS	2026613	\$998.00
Tabner Ryan & Keniry	18305	\$611.00
BPWS	2026614	\$85.20
CBI	32174	\$61.81
City of Dunkirk	12/11/25-3/23/26 Arrowhead	\$434.30
Spectrum	253328701040126	\$120.00

Chairman Reports

- Supervisor Pacos reviewed the financial statements with the board. It was discovered the Budget Performance Report was dated for 1/1/2025- 3/31/26, rather than 1/1/2026- 3/31/2026. Director Vento will get the updated report and send out to the board as soon as possible.
- Supervisor Pacos reached out to Randy Woodbury for an update on the meeting which was supposed to be held the second Tuesday of February, per contract, to review the water rate. Mr. Woodbury stated he has a meeting with Dr. Peter Reinelt and will reach out to the board once a rate is established. The board discussed amending the contract with the City of Dunkirk for the purchase of water, to moving the meeting each year for discussion of the water rate from February to May of each year. Director Vento will be contacting the District's attorney and City of Dunkirk for their review of this request.

CBI Water Works

- Supervisor Pacos met with Pomfret Highway Superintendent, Jude Gardner and Loren Laurito to discuss the town moving their water source from the Village of Fredonia to the North Chaut. County Water District. He stated they have things to work out including staffing, vehicles, etc. The Town is negotiating the sale of property for their site for the new water tank to be installed and potentially shared with the Village of Fredonia. Their Phase 2 of the North End Water District has been put out to bid.

Brocton-Portland Water System

-None

Administrative Director Report

- The RFP for engineering services for the master meter installations was advertised on March 27, 2026, with final proposals due on April 30, 2026. The board will have the bid award on next month's agenda.
- The water tank inspections were opened by the County and the bid was awarded to Advanced Tank Solutions (Ti-Sales). The contract is working though the approval process within the county.
- At last month's meeting, Board Member Hazelton inquired about monies being released to the municipalities that is collected in unpaid water and sewer rents also known as "releives". Director Vento inquired with First Deputy Director, Todd Button, he stated the county does not 'release' the monies back to the municipalities. The releives are a part of the municipalities tax warrant. The tax collector receives the payments for taxes and they then retain their portion for unpaid water and sewer. The municipalities have already collected the money when their tax bills are paid. The question of when the County makes the Villages whole on their taxes was asked and Director Vento stated she will reach out to Deputy Director of Finance,. Supervisor Pacos said he will work to obtain the monies collected in releives from Sheridan, Pomfret, and Dunkirk.
- Mary Chapel, Municipal Solutions, has sent the Village of Brocton a draft letter which is to certify the total cost of the water transmission project, which has been requested by the DOCCS. The draft letter was received by the Village of Brocton and being reviewed by their attorney.
- The chlorination booster improvements will be going to bid within the next couple week.

- Director Vento attending a webinar on April 2, 2026 on the new cyber security mandates for water and waste water districts. These new requirements are being built into the SCADA specs for when those are ready to be advertised. There are templates the state has distributed which can be used for the information they are now requiring.

DULY MOVED by Rich Lewis, SECONDED by Dave Hazelton to adjourn the meeting at 4:25P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento

Administrative Director, North Chautauqua County Water & Sewer Districts