

**REGULAR MEETING MINUTES** of the North Chautauqua County Water District Board held at 4:00 P.M. August 14, 2025, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

**PRESENT:** Dan Pacos  
 Richard Lewis  
 Craig Miller  
 Brian Purol  
 Bob Bankoski  
 David Hazelton  
 Tom Wik  
 Terry Neibel  
 Priscilla Penfold

**ABSENT:** John Penhollow

**OTHERS:** Allison Vento, Loren Laurito, Juan Pagan, Jean Crane, Natalie Whiteman, Randy Woodbury

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

**Privilege of the Floor**

-None

**New Business**

- DULY MOVED by Craig Miller, SECONDED by Bob Bankoski to approve the July 10, 2025 Meeting Minutes. The motion carried unanimously.
- DULY MOVED by Dave Hazelton, SECONDED by Craig Miller to approve the following invoices. The motion carried unanimously.

<b>Vendor</b>	<b>Invoice #</b>	<b>Amount</b>
City of Dunkirk	Arrowhead Dr.	\$ 10,308.12
Village of Brocton	5/31-6/30 Electric	\$ 5.06
LaBella	269939	\$34,562.50
National Grid	4300 Lake Ave.	\$23.22
Tabner Ryan & Keniry	16266	\$1,1001.00
Microbac	F25004278	\$211.00
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City of Dunkirk	181 Stegelski	\$73.78
City of Dunkirk	Brigham Rd.	\$36.89
City of Dunkirk	Vineyard Dr.	\$2,218.67
City of Dunkirk	Lake Shore Dr. East	\$35,604.12
City of Dunkirk	Willow Rd.	\$160,186.92
City of Dunkirk	Lake Shore Dr. West	\$63,983.07
Village of Brocton	7/1-7/31	\$5.32
Chaut. County Health Dept.	NC-25-002	\$200.00
Chaut. County Health Dept.	BP-25-002	\$120.00
LaBella	274214	\$6,990.00
Spectrum	253328701080125	\$476.00

- DULY MOVED by Rich Lewis, SECONDED by Bob Bankoski to rescind the motion of proxy voting made on June 12, 2025 “DULY MOVED by Dan Pacos, SECONDED by Rich Lewis to authorize elected officials and the Industrial Water and Sewer District members of the North Chautauqua County Water District board to allow representation of an alternate individual to attend a meeting in the event of an absence, with full voting rights. The motion carried unanimously”. The motion carried unanimously.
- DULY MOVED by Rich Lewis, SECONDED by Terry Neibel to amend the contract with Municipal Solutions with terms extending to December 31, 2025 at a rate of \$168.00 per hour. The motion carried unanimously.

### **Chairman Reports**

- Chairman Pacos stated there will be a meeting with members of the North Chaut. County Water District board, Village of Fredonia Trustees, and LaBella. The Village of Fredonia also has a Special Meeting scheduled for September 10, 2025 for their path forward with water supply.
- The Financial reports were distributed and reviewed by the board.
- Chairman Pacos and Administrative Director Vento attended a meeting with Municipal Solutions, Kitty Crow, Eric Weis, and Bond Counsel regarding the WIIA grant for Phase Three. Administrative Director Vento will get the resolution from Bond Counsel and submitted to the agenda to be pass by the County Legislature for their August 27 meeting, to ensure we meet the grant application deadline of September 12, 2025.

### **CBI Water Works**

-No report

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

-Supervisor Lewis has turned in invoices for reimbursement for maintenance and supplies within the Brocton Portland Water System.

### **Administrative Director Report**

- The documents needed for the DOCCS reimbursement have been received and sent to the state for their review.
- After reviewing electric accounts within the district for the 2026 budget, it was discovered that one pump station within the Town of Portland is being charged by National Grid and American Power and Gas. After research and calls, the service with American Power and Gas will be terminated due to the excess amount being paid each month for electric service to this pump station. This will help with decreasing the amount paid for utilities for the district in 2026.
- The notices and certification for the Service Line Inventory per the Administrative Order have been completed on August 13, 2025. The Town of Portland and Village of Brocton are still working to complete their inventory.

DULY MOVED by Terry Neibel, SECONDED by Rich Lewis to adjourn the meeting at 4:39P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento

Administrative Director, North Chautauqua County Water & Sewer Districts