

# Portland-Pomfret-Dunkirk Sewer District

P.O. Box 167, Mayville, New York 14757-0167, Phone: (716) 672-8778, Fax (716) 753-7796

August 26 2025

3:00P.M.

**REGULAR MEETING** of the Board of Directors for the Portland-Pomfret-Dunkirk Sewer District held at 3:00 P.M. August 26, 2025, at the Portland Town Hall, 87 W. Main St., Brocton, N.Y. 14716

## **Board Members Present:**

Don Burdick-Board Chair  
Dan Larish- Vice Chair  
Donald Swingle  
Marlene Webster  
John Penhollow  
Sally Kuzon  
Joseph Smith

## **Other Present:**

Allison Vento, Admin. Director  
Nick Pezzino, Barton & Loguidice (phone)  
Matt Oehlbeck, Director  
Michaela Ragner- Barton & Loguidice  
Pierre Chagon, Legislature Chairman

## **Public Comments:**

-None

## **I&I Construction Project Update:**

Michaela Ragner provided an update to the board regarding the construction progress. The project is about 75% complete and will resume after Labor Day of the construction on the pump stations and man holes. There was discussion on the remaining manholes needing rehabilitation. The board would like to move forward with full lining of the nine man holes remaining at an additional cost of \$5,000.00.

## **Chair Reports**

- DULY MOVED by Donald Swingle , SECONDED by Marlene Webster, to approve the minutes of the July 15, 2025 meeting. The motion CARRIED unanimously.
- DULY MOVED by Sally Kuzon, SECONDED by Marlene Webster to approve the \$5,000.00 to complete the manhole rehabilitation on the remaining nine manholes, on recommendation of Barton & Loguidice. The motion carried unanimously.
- DULY MOVED by Dan Larish, SECONDED by Sally Kuzon to approve Alternative 1- *Route through Existing Easements*; approximately 400 LF of conventional open-cut sewer replacement, installation of four new precast concrete manholes, replacement/reconnection of five existing sewer laterals and restoration of grass/paved areas within the Oakdale Avenue service area. The motion was carried unanimously.
- The work on the pump station roofs will commence in September.
- DULY MOVED by Dan Larish, SECONDED by Joseph Smith, to approve the sewer bill adjustment for Roxane Hubbard, 5072 West Shorewood Drive, account P01169, pending final proof received, to reduce her sewer bill for the following quarter by 13,500 gallons for the filling of her pool. The motion was carried unanimously.
- DULY MOVED by Dan Larish, SECONDED by Donald Swingle, to approve the sewer bill adjustment request from Charles Holser, 10340 Orchard Ave., account P03262, to

# Portland-Pomfret-Dunkirk Sewer District

P.O. Box 167, Mayville, New York 14757-0167, Phone: (716) 672-8778, Fax (716) 753-7796

August 26 2025

3:00P.M.

usage of 3,000 gallons for the fourth quarter, due to a water leak detected and corrected.  
The motion carried unanimously.

- Director Oehlbeck stated he was contacted by the New York State Parks Department about potentially tying into the PPD district system. The board is open to this discussion with the State Parks Department.

## **Administrative Director Report:**

- The financial reports were distributed to the board.

The next meeting will be held October 21, 2025 at 3:00P.M. at Portland Town Hall,  
87 W. Main St., Brocton, N.Y. 14716

DULY MOVED by Sally Kuzon to adjourn the meeting at 4:27 P.M., SECONDED by John Penhollow, the motion CARRIED unanimously.

Respectfully Submitted,

Allison Vento  
Administrative Director  
North County Water & Sewer Districts