

**REGULAR MEETING MINUTES** of the North Chautauqua County Water District Board held at 4:00 P.M. February 12, 2026, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

**PRESENT:** Rich Lewis  
 Shari Miller  
 Steve Roach  
 Dan Pacos  
 John Penhollow  
 Craig Miller  
 Bob Scudder  
 Brian Purol  
 Richard Lascola  
 Dave Hazelton

**ABSENT:** Bob Bankoski

**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**

-Mark Massa, Plant IQ, gave a presentation to the board regarding their SCADA system. Mr. Massa explained their services and the importance to have the current system upgraded and implement the SCADA system at additional towers. The completion time is estimated to take six to eight weeks.

**New Business**

- DULY MOVED by Rich Lewis, SECONDED by Craig Miller to approve the January 8, 2026 Meeting Minutes. The motion carried unanimously.
- DULY MOVED by Rich Lewis, SECONDED by John Penhollow to approve the Mircobac 2026 proposal for water analytic testing in an amount not to exceed \$3,907.50. The motion carried unanimously.
- DULY MOVED by Rich Lewis, SECONDED by Craig Miller to approve the following invoices.

<b>Vendor</b>	<b>Invoice #</b>	<b>Amount</b>
BPWS	20266610	\$278.53
BPWS	2026611	\$791.00
Village of Brocton	11/27/25-12/31/25	\$19.20
Spectrum		\$120.00
City of Dunkirk	Brigham Rd.	\$36.89
City of Dunkirk	Willow Rd.	\$145,394.03
City of Dunkirk	LSDW	\$60,209.75
City of Dunkirk	Steg. Refresco	\$274.04
City of Dunkirk	LSDE	\$30,186.56
City of Dunkirk	Vineyard Dr.	\$1,617.89
Spectrum		\$120.00

Village of Brocton	January Electric	\$34.30
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- DULY MOVED by Dave Hazelton, SECONDED by Shari Miller, to amend the contracts with NCCWD and Brocton Portland Water System and CBI to reflect an interest rate of .5% per each 30 days of unpaid balances. The motion was carried unanimously with John Penhollow and Rich Lewis opposed.
- DULY MOVED by Dave Hazelton, SECONDED by Rich Lewis to approve Administrative Director Vento to solicit request for proposals for Engineering Services to install master meters between the municipalities within the NCCWD. The motion carried unanimously.
- DULY MOVED by Rich Lewis, SECONDED by Dave Hazelton to approve Administrative Director Vento to work with the Purchasing Department to advertise for bids for a SCADA system for the district. The motion carried unanimously.
- Board member Hazelton has requested there be consistent representation from engineering firm, CPL, at the monthly meetings. The board requests updates regarding current and future projects happening in the district by email or having representation by phone or in person at each monthly meeting.
- Randy Woodbury, City of Dunkirk, stated there will be a meeting set with City officials and NCCWD on the rate for water in the near future.

**Chairman Reports**

- Supervisor Pacos reviewed the financial statements with the board.
- The Town of Pomfret North End Water District Phase 2 is still waiting on completed easements to be returned. The town has discussed with CPL they are willing to increase the cost of the project and drill under the culverts, to avoid waiting on the outstanding easements to avoid pushing the project out further.

**CBI Water Works**

-None

**Brocton-Portland Water System**

-None

**Administrative Director Report**

- Administrative Director Vento attended a meeting with members of the County Finance Department and Legislators on January 29, 2026, regarding the outstanding balance owed by CBI to NCCWD. Mrs. Vento provided spreadsheets for each customer within the district (CBI and the Brocton–Portland Water System), data received from the customers detailing water usage, amounts billed, and amounts collected. According to the data, approximately 8.7 million gallons are not being billed by CBI outside of the Industrial District. CBI continues to assert that the North County Industrial Water District is responsible for their cash flow deficit.

Following the November 4, 2025 meeting between CBI and County officials, the Industrial District agreed to replace all individual meters for its 16 customers, and NCCWD agreed to begin implementing master meters at municipal boundaries to better identify how much water each municipality is using. The individual meters in the Industrial District were put out to bid, and the contract was awarded in January. This will help accurately track water usage within the district.

Because the master meter serves both the Industrial District and residents in the Town of Sheridan and the Town of Dunkirk, obtaining accurate consumption readings for the 16 Industrial District customers will allow CBI to determine how much water is being used by the Town of Sheridan and the Town of Dunkirk.

The issue of how CBI employees are being paid was also raised. Under the Intermunicipal Contract, it states that there shall be no employees of CBI. Chairman Pacos stated that salaries are built into the water rate to its customers.

- The Industrial Water Meter Replacement project has gone to bid, and the Industrial Board approved the bid to Ti-Sales.
- The 2026 County Ethics training was distributed by email to board members.
- The 2026 Financial Disclosure statements have been emailed by the County Ethics Board to the members of this board.

DULY MOVED by Rich Lewis, SECONDED by Shari Miller to adjourn the meeting at

P.M. 5:21P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento

Administrative Director, North Chautauqua County Water & Sewer Districts