

Portland-Pomfret-Dunkirk Sewer District

P.O. Box 167, Mayville, New York 14757-0167, Phone: (716) 753-4546, Fax (716) 753-7796

January 27, 2026

3:00P.M.

REGULAR MEETING of the Board of Directors for the Portland-Pomfret-Dunkirk Sewer District held at 3:00 P.M. January 27, 2026, 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-Absent
Joseph Smith- Absent

Other Present:

Allison Vento, Admin. Director
Nick Pezzino, Barton & Loguidice
Matt Oehlbeck, Director
Michaela Ragner, Barton & Loguidice

Public Comments:

-None

I&I Construction Project Update:

- The work on the I&I project has been completed by New Frontier. Any restoration will be done in the spring. There is currently around \$45,000 in retainage for any work to be done in the spring.
- The Oakdale project is currently waiting for the contract to finalize the bid documents to submit to the County Purchasing Department. Advertising for bids is potentially set for February 10, 2026, with a bid opening date of March 10, 2026. The goal is to have the work to be done by end of May. Matt Oehlbeck has offered to conduct the inspections to save the district money.

Chair Reports

- DULY MOVED by John Penhollow, SECONDED by Marlene Webster, to approve the minutes of the October 21, 2025 meeting. The motion carried unanimously.
- DULY MOVED by Dan Larish, SECONDED by Don Swingle to approve the request from Shorewood Country Club to adjust their previous quarter usage to 302716. The motion carried unanimously.
- DULY MOVED by Marlene Webster, SECONDED by John Penhollow to approve the final pay application, Pay Application #5, in the amount of \$65,920.05. The motion carried unanimously.
- DULY MOVED by John Penhollow, SECONDED by Don Swingle to accept the Certificate of Substantial Completion. The motion carried unanimously.
- DULY MOVED by Dan Larish, SECONDED by John Penhollow to approve Change Order #2, the final contract price from \$905,403.00 to \$883,666.26. The motion carried unanimously.

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- DULY MOVED by Marlene Webster, SECONDED by Don Swingle to approve the following invoices submitted for payment. The motion carried unanimously.

Vendor	Invoice #	Amount
DFT		\$ 99.06
Municipal Solutions	23582	\$ 1,360.00
Cummins	W2-251155112	\$1,038.57
Udig	3934	\$34.00
Village of Mayville	4 th Quarter Fuel	\$615.49
Doyle Security	Pump Stations 3,4,5	\$492.12
Doyle Security	Pump Stations 1,2	\$1005.60
Stohl Environment	34220, 64221, 34222 (asbestos monitoring for roof removal project)	\$1,138.50

- DULY MOVED by John Penhollow, SECONDED by Dan Larish to move the April meeting from April 21, 2026 to April 28, 2026 due to a conflict with Administrative Director Vento. The motion was carried unanimously.
- DULY MOVED by Dan Larish, SECONDED by John Penhollow to authorize Chairman Burdick to obtain quotes on the replacement of a generator at Pump Station #5, for both placements of the generator inside the pump station and outside. The motion was carried unanimously.
- The Village of Fredonia has passed a resolution authorizing Lake Erie State Park to connect a line to the Village of Fredonia Waste Water Treatment Plant through the Portland Pomfret Dunkirk Sewer District. The board agrees when the meetings commence, to be a part of the conversation and give input on line placement.

Administrative Director Report:

- The financial reports were distributed to the board.
- The easements for the Oakdale project have been filed and recorded with the County Clerk's Office.

DULY MOVED by John Penhollow to adjourn the meeting at 4:18 P.M., SECONDED by Dan Larish, the motion carried unanimously.

Respectfully Submitted,

Allison Vento
Administrative Director
North County Water & Sewer Districts