

REGULAR MEETING MINUTES of the North Chautauqua County Water District Board held at 4:00 P.M. January 8, 2026, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

PRESENT: Rich Lewis
Shari Miller
Steve Roach
John Penhollow
Craig Miller
Bob Scudder

ABSENT: Dan Pacos, Bob Bankoski, Dave Hazelton, Brian Purol, Richard Lascola

OTHERS: Allison Vento, Loren Laurito, Natalie Whiteman

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

Privilege of the Floor

-None

New Business

- Vice Chairman Lewis welcomed two new Supervisors to the board. The Town of Sheridan will be represented by Steve Roach and the Town of Dunkirk will be represented by Shari Miller.
- DULY MOVED by John Penhollow, SECONDED by Craig Miller to approve the December 11, 2025 Meeting Minutes. The motion carried unanimously, with Shari Miller abstaining.
- Nominations for Chair and Vice Chair were accepted for the year 2026. Craig Miller nominated John Penhollow for Chair, which was declined respectfully. For 2026 the Chair and Vice Chair will remain the same, with Dan Pacos and Rich Lewis serving as Chair and Vice Chair.
- DULY MOVED by John Penhollow, SECONDED by Craig Miller to appoint Legislator, Bob Scudder, to the NCCWD Board by a vacancy created by Terry Neibel. The motion was carried unanimously with Shari Miller abstaining.
- The Microbac contract was tabled to the February meeting due to the quote not having the correct amount of samples reported. Administrative Director Vento will contact Microbac to obtain an updated proposal for the 2026 testing year.

- DULY MOVED by Craig Miler, SECONDED by John Penhollow to approve the following invoices. The motion carried unanimously with Shari Miller abstaining.

Vendor	Invoice #	Amount
BPWS	2025607	\$2,100.00
BPWS	2025608	\$157.00
CBI	2025-10	\$4,987.63
CBI	2025-11	\$386.24
Municipal Solutions	23842	\$4,771.20
City of Dunkirk	9/15/25-12/11/25 (Arrowhead Dr.)	\$7,891.35

Chairman Reports

-None

CBI Water Works

-None

Brocton-Portland Water System

-The Brocton Portland Water System has a new water operator who is in training. John Penhollow inquired about the status of the group, after leaving CBI in 2025. Supervisor Lewis stated the group is running efficiently. They continue to correct billing issues from CBI and replacing meters which need immediate attention.

Administrative Director Report

- Director Vento is working on 2025 year end projections for the year.
- The financial reports were distributed. The District is operating within their budget and no major amendments will be needed.
- CBI submitted three payments from 2025. To date, CBI owes \$607,252.66 for 2025 invoices and \$198,218.92 for invoices sent this week for the fourth quarter of 2025.
- Eric Wies, CPL, is ready to submit plans for the chlorination stations to Natalie Whiteman, County Health Department. He is planning on submitting within the next week.
- The District was informed they were not selected for a WIIA grant for Phase 3. The board discussed that the master meters need to be installed, with the Industrial master meter being priority. Director Vento will schedule a meeting with Kitty Crow, Finance Director, on options for financing.
- The contract with Town of Sheridan for mowing and plowing the Miller Rd. site has been submitted to the Purchasing Department for processing.

DULY MOVED by Craig Miller, SECONDED by John Penhollow to adjourn the meeting at 4:22P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento

Administrative Director, North Chautauqua County Water & Sewer Districts