

Portland-Pomfret-Dunkirk Sewer District

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

July 15, 2025 3:00P.M.

REGULAR MEETING of the Board of Directors for the Portland-Pomfret-Dunkirk Sewer District held at 3:00 P.M. July 15, 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
Mike Holloran-New Frontier
Matt Oehlbeck, Director
Michaela Ragner- Barton & Loguidice

Public Comments:

- Lisa Speer, Van Buren Point resident, addressed the board with some sewer line issues happening due to the result of the water line project installed by the Town of Portland last year. Matt Oehlbeck stated any other residents having issues to contact the Sewer District to first determine if it is a district issue we can fix or if the contractor who completed the new water line installations should be involved.

I&I Construction Project Update:

Michaela Ragner, Barton & Loguidice was present to update the board on the I&I project. The man hole lining will resume on Monday, July 21st with completion to be done by July 25th. The pump stations will be completed after Labor Day.

Chair Reports

- DULY MOVED by John Penhollow, SECONDED by Joseph Smith, to approve the minutes of the June 17, 2025 meeting with the following amendment. The motion CARRIED unanimously.

6/17/25 Minutes* Generators/Transfer Switches:

More information needs to be collected on why each plug would have to be different. The board would like all the plugs to be the same, so if a backup generator is needed for *rent or used through shared services purchased*, it can be plugged into any pump station which may need it. Also, they were informed by a contractor it is NYS code there must be a backup generator, to the backup generator. The current generators are in good shape with less than 1,000 hours. Their thought is to start replacing the transfer switches, which have parts that are obsolete and unable to obtain.

- DULY MOVED by John Penhollow, SECONDED by Joseph Smith, to approve the engineering proposal, dated June 24, 2025 with Barton & Loguidice, for the Oakdale Sanitary Sewer Rehabilitation Project using option one in the proposal: Approximately 575 LF of conventional open-cut sewer replacement; installation of approximately two (2) existing sewer laterals; and restoration of grass/paved areas within the Oakdale-Central service area, at a cost not to exceed \$16,000.00. The motion carried unanimously.

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- Chairman Burdick discussed the generators and transfer switches on the pump stations within the sewer district. The board has decided they will contact the engineers who submitted proposals for this project stating the assessment is not needed at this time.
- DULY MOVED by Daniel Larish, SECONDED by Sally Kuzon to approve BECC Electric to replace the transfer switch at Pump Station #4, on condition that BECC Electric is on the County Purchasing list for allowable electricians. The motion carried unanimously.
- DULY MOVED by John Penhollow, SECONDED by Daniel Larish, to approve the removal of the late fee in the amount of \$71.07 for customer Gregory Vergotz, account number P04095. The motion carried unanimously.

Administrative Director Report:

- The financial reports were distributed to the board.
- A budget meeting was held July 15th with another scheduled for July 24th. A draft 2026 budget will be presented to the board at the September Meeting.

The next meeting will be held September 16, 2025 at 3:00P.M. at Portland Town Hall, 87 W. Main St., Brocton, N.Y. 14716

DULY MOVED by John Penhollow to adjourn the meeting at 4:06 P.M., SECONDED by Sally Kuzon. The motion CARRIED unanimously.

Respectfully Submitted,

Allison Vento
Administrative Director
North County Water & Sewer Districts