

REGULAR MEETING MINUTES of the North Chautauqua County Water District Board held at 4:00 P.M. June 11, 2026, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

PRESENT:

Dan Pacos
Craig Miller
John Penhollow
Richard Lascola
Dave Hazelton
Brian Purol
Bob Bankoski

ABSENT: Steve Roach, Bob Scudder, Rich Lewis, Shari Miller

OTHERS: Allison Vento, Loren Laurito, Jean Crane (Deputy Dunkirk Supervisor)

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

Privilege of the Floor

- James Crowell, on behalf of Supervisor Steve Roach, inquired with the board who is responsible for the new lines being installed in Sheridan's Water District #4. Brian Purol stated that since they are distribution lines put in by the District, it would be the District responsibility. Supervisor Pacos also stated that CBI would be conducting the operations and maintenance for the lines put in by the District, anything outside of District lines, would be responsibility of the Sheridan Water District #4.

New Business

- DULY MOVED by Dave Hazelton, SECONDED by Bob Bankoski to approve the May 14, 2026 Meeting Minutes. The motion carried unanimously.
- DULY MOVED by Craig Miller, SECONDED by John Penhollow to approve the following invoices. The motion carried unanimously.

Vendor	Invoice #	Amount
Brocton Portland Water System	2026616	\$500.00
Brocton Portland Water System	2026615	\$940.00
Tabner Ryan & Keniry	18960	\$546.00
CPL	117907	\$1,785.00
Microbac	F26003271	\$432.50
City of Dunkirk	Roberts/Urban 2/11/26-5/29/26	\$80,720.59
Village of Brocton	May Electric	\$26.39
Microbac	F26003565	\$485.00
Spectrum	253328701060126	\$120.00
At&T	May and June	\$217.98

Chairman Reports

- Supervisor Pacos reviewed the financial statements with the board.
- Town of Pomfret's North End Water District Phase 2 construction bid has been awarded to Legend Excavating out of Cassadaga. The project was bid under budget. The goal is to begin the work in July or August of this year. The Town is still seeking a location for the water tank, to be possibly shared with the Village of Fredonia, for Phase 3 of the North End Water District.
- Supervisor Pacos spoke with Randy Woodbury, who stated they are looking to push out the water rate meeting with the District, due to a new comptroller being hired by the city. He feels it is best for the new comptroller to look at the information regarding water rates, before setting a meeting.

CBI Water Works

- CBI has not approved any additional payments this month on past due invoices from the District. The current amount owed is \$698,481.20.
- CBI has moved their office from the Town of Sheridan to the Town of Pomfret. While there is still space being rented by CBI from the Town of Sheridan for vehicles and equipment, CBI will continue to pay it's rent until they are completely moved out of Sheridan.

Brocton-Portland Water System

-None

Administrative Director Report

- Eric Wies, CPL, gave the board an update through email:

Chlorination Stations

- *The plans have been approved and the coordination with the County on the specifications is complete. We are reaching out to Becky today and proposing a bid opening date of July 9th, with a recommendation to award for the NCCWD Board meeting later that day.*

Master Meters

- We did a site visit yesterday with the Team to look at the locations of the proposed meters at:
 - *NYS Route 5 at the Dunkirk/Pomfret line – The right-of-way (ROW) is narrow, and we will need to obtain an easement for the construction of the vault. The options include properties owned by Robert Ball and William Narraway. It is always helpful to have someone local assist with the easements, so please advise if anyone knows Mr. Ball or Mr. Narraway, and if you feel they would be willing to grant an easement. It would be on the south side of Rt 5.*
 - *NYS Route 5 at the Dunkirk/Sheridan line - The right-of-way (ROW) is narrow, and we will need to obtain an easement for the construction of the vault. There are two options, with both properties owned by the Dunkirk Conference Center, Inc. Similar to above, would anyone be able to assist with this easement? It would be on the south side of Rt 5.*
 - *Roberts Road Ext. at the Dunkirk/Sheridan line – There is room available in the ROW, due to the location being on the expanded ROW for the S. Roberts Road Thruway overpass.*

- *We also spent some time reviewing the mapping and getting our eyes on the main related to the Industrial Water District. There is some confusion for sure, and we would like to sit down early next week with the people that have the most knowledge of the system. Can you please let us know who we can contact?*
- *The map of the Industrial Water District that we have on file seem to indicate that there are some residential customers in the district. Is there a list of all properties in the District that can be provided to us?*
- *We are targeting to get the plans to the CHD by June 24th, which should leave time for a review and getting the project out for bidding by July 10th. The goal would be to have a recommendation for award at the August 13th NCCWD meeting.*
- *Please advise who we should coordinate with at the County related to the easements, so we can provide the specific documents needed for the preparation of the easements. This is a critical path.*
- *Mary Chappell, Municipal Solutions, has drafted a letter on behalf of the Village of Brocton of the information requested by DOCCS. Mayor Miller will sign the letter and send according to Mary's directions.*
- *At the request of the board to send CPL and Square Engineering, a letter of the board's expectations of the master meter project was sent on May 28, 2026.*
- *The internet at Filter Plant Rd. is being restored. The account was disabled in April of 2024, which is why the plant has not been connected to the internet.*
- *The At&T bills have been caught up and will be sent to be sent to the District to the attention of the Administrative Director.*
- *The SCADA bid is almost complete to send to purchasing to advertise. The hope is to have the bid published the week of June 15th.*

DULY MOVED by John Penhollow, SECONDED by Craig Miller to adjourn the meeting at 4:32 P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento

Administrative Director, North Chautauqua County Water & Sewer Districts