

Portland-Pomfret-Dunkirk Sewer District

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

June 17, 2025 2:55 P.M.

REGULAR MEETING of the Board of Directors for the Portland-Pomfret-Dunkirk Sewer District held at 2:55 P.M. June 17, 2025, at the Portland Town Hall, 87 West Main St., Brocton, N.Y. 14716

Board Members Present:

Don Burdick-Board Chair
Dan Larish
Donald Swingle
Marlene Webster
John Penhollow
Joseph Smith
Matt Oehlbeck

Other Present:

Allison Vento, Admin. Director
Pierre Chagnon, Legislature Chairman

Chairman Burdick called the meeting to order at 2:55 P.M.

Public Comments

-None

Chair Reports

- DULY MOVED by John Penhollow, SECONDED by Joseph Smith, to approve the minutes of the May 27, 2025 meeting. The motion carried unanimously.
- DULY MOVED by Dan Larish, SECONDED by Sally Kuzon, to terminate the agreement with Chautauqua County for Administration Services, contract #22-44-01. The motion carried unanimously.
- Oakdale:

The board discussed the engineering proposals received for the line replacement on Oakdale Dr. The board has directed Administrative Director Vento on finding out if Square Engineering is on the County list for Engineers, confirm with Square Engineering the work in the proposal, and ask that both Engineers include in their proposals the cost of replacing the entire line and proposal on replacing the upper portion of Oakdale and slip lining the lower. The board feels they can make a better decision on work to be completed with knowing costs of both.

- 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 to rent or use through shared services 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.

- I&I Project Update:

The coating of the five manholes and the meter vault have begun, taking approximately two to three weeks to complete. The work is being completed by Advanced Rehabilitation Technology. A resident has some damage to their driveway from the equipment. They are requesting the board pay to have that portion sealed. Matt Oehlbeck will work with Nick Pezzino, to have this addressed and report back to the board.

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Administrative Director Report

- The following invoices were submitted for payment:

Vendor	Invoice #	Amount
Ecostrategies	S25-064	\$3,150.00
Barton & Loguidice	152525	\$4,900.00
DFT		\$98.52
JMI	130928	\$215.00
Tabner Ryan Keniry, LLP	16023	\$195.00

- A follow up email was sent to Mayor Ferguson on June 10, 2025 stating the term of the current contract amendment is 30 years, do to EFC wanting the contract to coincide with the term of the loan. No response has been received from the Village of Fredonia.
- The next meeting will be held July 15, 2025 at 3:00P.M. at Portland Town Hall, 87 W. Main St., Brocton, N.Y. 14716

DULY MOVED by Sally Kuzon to adjourn the meeting at 3:52 P.M., SECONDED by John Penhollow. The motion carried unanimously.

Respectfully Submitted,

Allison Vento
Administrative Director
North County Water & Sewer Districts