

REGULAR MEETING MINUTES of the North Chautauqua County Water District Board held at 4:00 P.M. May 14, 2026, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

PRESENT: Rich Lewis
 Shari Miller
 Dan Pacos
 Craig Miller
 John Penhollow
 Richard Lascola
 Dave Hazelton

ABSENT: Steve Roach, Bob Scudder

OTHERS: Allison Vento, Loren Laurito, Natalie Whiteman

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

Privilege of the Floor

- Randy Woodbury addressed the board stating the City of Dunkirk is ready to sit down to discuss the water rate. He will connect with Administrative Director Vento on scheduling a time. He stated there will not be much of a change on the water rate for this year, or next year.
- A resident asked what is the correct location to pay his CBI water bill. Supervisor Pacos stated a letter was sent out to all residents serviced by CBI stating the location has changed to the Town of Pomfret, due to a resignation of the clerk in Town of Sheridan. The Town of Pomfret now hosts the billing and receiving clerk for CBI at 9 Day Street, Fredonia. He also questioned why the statements went from a letter size sheet of paper to post cards. Supervisor Pacos stated it saves time and money on the clerk to not have to fold and stuff each bill, it also saves money on the postage to mail all the bills. He was notified if he sends his whole postcard bill in for payment, his portion will be marked paid and returned to him as his receipt of payment.

New Business

- DULY MOVED by Bob Bankoski, SECONDED by Craig Miller to approve the April 9, 2026 Meeting Minutes. The motion carried unanimously.
- DULY MOVED by Rich Lewis, SECONDED by Brian Purol to approve the following invoices with two additions for Municipal Solutions. Invoice number 24421 in the amount of \$806.40 and invoice number 24422 in the amount of \$3,292.80. The motion Carried unanimously.

Vendor	Invoice #	Amount
Village of Brocton	2/28/26-3/30/26 Electric	\$29.38
Tabner Ryan & Keniry	18567	\$234.00
County Health Department	BP-26-001	\$180.00
County Health Department	NC-26-001	\$180.00
City of Dunkirk	1/15/26-4/27/26- Brigham	\$52.70
City of Dunkirk	1/15/26-4/27/26- Willow Rd.	\$163,770.52

City of Dunkirk	1/15/26-4/27/26- Vineyard	\$2,598.11
City of Dunkirk	1/15/26-4/27/26- Steg. Refresco	\$3,736.43
City of Dunkirk	1/15/26-4/27/26- Steg. Humane	\$10.54
City of Dunkirk	1/15/826-4/27/26- LSDE	\$35,978.29
City of Dunkirk	1/15/26-4/27/16-LSDW	\$71, 924.96
Village of Brocton	3/31/26-4/30/26 Electric	\$14.61
Spectrum	253328701050126	\$120.00
Municipal Solutions	24421	\$806.40
Municipal Solutions	24422	\$3,292.80

- DULY MOVED by Bob Bankoski, SECONDED by Rich Lewis to accept the proposal for water tank inspections from Advanced Tank & Infrastructure Solutions, LLC in an amount not to exceed \$4,800.00. The motion carried unanimously.
- DULY MOVED by John Penhollow, SECONDED by Bob Bankoski to accept the engineering proposal from CPL, partnering with Square Engineering, for the master meter project at a cost not to exceed \$112,590.00. The motion carried unanimously.
- Supervisor Lewis stated he would like a letter sent to CPL and Square Engineering outlining the expectations of the board for the master meter project. They would like the project to be put to bid by July 1, 2026 and weekly updates from the engineers. Administrative Director Vento will draft the letter, share with the board and send to the engineers outlining the expectations and requests of the board.
- DULY MOVED by Rich Lewis, SECONDED by John Penhollow to authorize Administrative Director Vento to apply for a SECURE grant for Cybersecurity Assessment and Implementation. The motion carried unanimously.

Chairman Reports

- Supervisor Pacos reviewed the financial statements with the board.
- An update was given on the Pomfret North End Water District Phase 2. They have received bids, but have not opened them due to delay in approval from the State Department of Health. They have received approval and are now hoping to open them on Tuesday, May 19th. The hope is to have construction started in the summer of 2026. An alternate site for the proposed water tank is being investigated. With the new site, there are property owners who wish to receive municipal water. The Town of Pomfret would need to expand the North End Water District to include these properties. The Town of Pomfret has received notice from Rural Development they have been awarded a loan to replace the water lines in their Chestnut and Berry Road Water Districts.

CBI Water Works

- CBI has approved the payment to the County for three additional past invoices totaling \$61,952.38.
- CBI has added another laborer to their team, totaling three laborers and one office assistant.

Brocton-Portland Water System

- The internet at the Filter Plant Rd. is not working correctly. After failed attempts to reach Spectrum, Administrative Director Vento will be looking at alternate options. She will confer with Mark Massa, Plant IQ, to determine if another provider can offer what is needed.

Administrative Director Report

- At last month's meeting, the question regarding village taxes and when they are made whole was asked. Todd Button, Deputy Director for Finance, stated the Village of Brocton was made whole on April 2, 2026 for the 2025 taxes. Mayor Miller will make sure the portion of relieved water bills will be turned over to CBI.
- Mary Chappel updated the district on the DOCCS reimbursement. The Department of Corrections would like to meet with officials from the Village of Brocton. It was suggested that a member of the county be involved with this meeting.
- The Chlorination Booster Improvement Project has received its approval from the Department of Health and the sample contract has been submitted to the Purchasing and Law Departments. The hope is to have this put to bid by the end of May.
- A response from Environmental Protection Agency was received stating the Administrative Order issued has been satisfied for the Emergency Response Plan.

DULY MOVED by Rich Lewis, SECONDED by Shari Miller to adjourn the meeting at 4:44 P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento
Administrative Director, North Chautauqua County Water & Sewer Districts