

**REGULAR MEETING MINUTES** of the North Chautauqua County Water District Board held at 4:00 P.M. May 8, 2025, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

**PRESENT:** Dan Pacos  
Priscilla Penfold  
John Penhollow  
Richard Lascola  
Craig Miller  
Brian Purol  
Bob Bankoski  
Terry Niebel  
David Hazelton  
Tom Wik

**ABSENT:** Richard Lewis

**OTHERS:** Allison Vento, Jean Crane, Loren Laurito, James Crowell  
Randy Woodbury, Jon Espersen

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 regarding the sink hole on Central Ave. in Dunkirk, stating the Dunkirk DPW and S. St. George Enterprises worked on fixing the issue. He stated he is pleased there was no disruption in service to North Chaut. County Water District users.

**Unfinished Business**

- DOCCS funds – A letter was received from Deputy Commissioner of DOCCS, Darren Ayotte, stating they received our correspondence and stated on August 7, 2024, DOCCS requested the accounting documentation for the Village of Brocton expenditure of \$10,541,750 and the final project accounting with change order amounts. To date, the DOCCS has not received this information. After discussion with the board, Dave Hazelton suggested having one person as point of contact, Attorney William Ryan. Chairman Pacos stated he believes Seth Krull, formally with CPL, had gathered this information and worked with the Village of Brocton. Erie Wies, CPL, is going to look into what he can find and report back to the board.
- Rural Water- Loren Laurito is working to have the lines within CBI done.

**New Business**

- DULY MOVED by Craig Miller, SECONDED by John Penhollow to approve the April 10, 2025 Meeting Minutes. The motion carried unanimously.
- DULY MOVED by Dave Hazelton, SECONDED by Brian Purol to approve the payment of the following invoices. The motion carried unanimously.

<b>Vendor</b>	<b>Invoice #</b>	<b>Amount</b>
City of Dunkirk	2964-25-11- Willow Rd.	\$141,810.43
City of Dunkirk	2965-25-12- Lake Shore Dr. W	\$54,913.40
City of Dunkirk	2975-25-13-Vineyard Dr.	\$1,802.34
City of Dunkirk	2972-25-14-Stegelski-Humane	\$5.27
City of Dunkirk	2971-25-15-Stegelski-Refresco	\$68.51
City of Dunkirk	2974-25-16-Brigham Rd.	\$73.78
City of Dunkirk	2973-25-17-Lake Shore Dr. E	\$29,290.66
Municipal Solutions	22568	\$1,391.20
Municipal Solutions	22567	\$606.80
Municipal Solutions	21983	\$251.60
Municipal Solutions	21982	\$207.20

- DULY MOVED by Terry Neibel, SECONDED by Tom Wik, to approve amendment to contracts with NCCWD/CBI and NCCWD/Brocton Portland Water System to include the clause, passed by resolution of the February meeting of the NCCWD, of 1.5% interest to invoices. The motion carried unanimously.
- DULY MOVED by Craig Miller, SECONDED by Dave Hazelton to approve the amendment to contract number 16-01-01, extending the terms of engineering services by CPL to December 31, 2027. The motion carried unanimously.
- Administrator Vento has been given access to City of Dunkirk’s Neptune 360 software to be able to read master meters to help coincide the with the NCCWD invoicing to CBI and Brocton/Portland Water Systems to be on the same as their billing cycles.
- The landscaping around the Miller Rd. tank is in need of service. Loren Laurito stated CBI does not have the equipment necessary to clean up the space. Tom Wik is going to talk with Sheridan Highway Superintendent Jeff Fienen to see if the work can be done by the Town of Sheridan. He will report back to the board for next month’s meeting.

**Chairman Reports**

- Supervisor Pacos shared the financial reports and were reviewed by the board.
- LaBella updated the board on the study being conducted on the Village of Fredonia Water System. Matt Higgins states they received the boundary condition information for hydraulic modeling and coordination purposes from CPL and are integrating the information into the Village’s model. They are advancing the preliminary engineering report and related attachments and opinions of probable construction costs. Finally, the Village has requested the report be shared with the trustees at its May 27<sup>th</sup> meeting. The NCCWD board has stated they would like to see the report prior to it being presented to the Village of Fredonia as it was the County who paid for the study out of its ARPA funds.

- Eric Wies, CPL, stated there have been discussions on the chlorination stations. They have a draft design to the County Health Department are awaiting their approval. CPL is also working on a strategy on how to bid the project. Phase 3 report is being 'brushed' up, with the cost staying the same.

**CBI Water Works**

- CBI hired Wesley Hanson as a laborer.
- The billing clerk position vacancy, created by resignation of Thomas Starks, has not yet been filled due to Civil Service requirements with the county.
- Dan Laurito, Bahgat Laurito and Bahgat, and Chairman Pacos are working on the close out of CBI books now that the Village of Brocton and Town of Portland have left the group.

**Brocton-Portland Water System**

- No report

DULY MOVED by Terry Niebel, SECONDED by Craig Miller to adjourn the meeting at 4:23 P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento  
Administrative Director  
North Chautauqua Water & Sewer Districts