

Portland-Pomfret-Dunkirk Sewer District

P.O. Box 167, Mayville, New York 14757-0167, Phone: (716) 753-4546, Fax (716) 753-7796

October 21 2025

3:00P.M.

REGULAR MEETING of the Board of Directors for the Portland-Pomfret-Dunkirk Sewer District held at 3:00 P.M. October 21, 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- Absent

Other Present:

Allison Vento, Admin. Director
Nick Pezzino, Barton & Loguidice
Matt Oehlbeck, Director
Pierre Chanson, Legislature Chairman

Public Comments:

-None

I&I Construction Project Update:

- Nick Pezzino, Barton & Loguidice, was present to give the board an update on the I&I project. New Frontier has completed the pump station rehabilitation work and the work under the original contract is substantially completed. They are in the process of processing Pay App #4 which will include the reimbursement to Mark Maytum for the driveway sealing. The EFC is holding financing until the AIS certification for a plug valve is addressed. Within the month, a complete final project walkthrough will be completed and process the project closeout documentation. The contractor submitted pricing for an OBIC lining on Pump Station #4 at a cost of \$27,702.60. B&L recommends processing the last pay app to see where the financials are at, then have the board approve the lining.
- The Oakdale Ave. DEC technical review has been completed and approved. A letter was received October 21, 2025. EFC has also approved this work can be incorporated under the current I&I project with required updates.

Chair Reports

- DULY MOVED by John Penhollow, SECONDED by Donald Swingle, to approve the minutes of the August 26, 2025 meeting. The motion carried unanimously.
- DULY MOVED by Sally Kuzon, SECONDED by Marlene Webster, to approve the 2026 District Budget. The motion carried unanimously.
- DULY MOVED by Daniel Larish, SECONDED by John Penhollow to authorize the amendment with Jamestown Roofing changing the completion date to 10/31/25. The motion carried unanimously.
- DULY MOVED by Daniel Larish, SECONDED by John Penhollow to reappoint Sally Kuzon and Donald Swingle to the Portland Pomfret Dunkirk Sewer District board with a term expiring 12/31/31. The motion carried unanimously.

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- DULY MOVED by Daniel Larish, SECONDED by Sally Kuzon to approve the following fee schedule for Local Law #2 of 25:

Section 602 – Sewer Lateral Permits

Description	Fee
New Connection - Residential	\$ 50
New Connection - Commercial/Institutional	\$ 100
New Connection - Industrial	\$ 150
Repair/Cap	\$ 0

Section 702 – Inflow Inspections and Charges

Description	Fee
Inflow Inspection	\$ 175
No Show/Incomplete Inspection	\$ 100

Section 904 – Grease, Oil, Sand, and Other Interceptors

Description	Fee
Grease Interceptor Permit	\$ 0

Section 1204 – Measurement of Flow

Description	Fee
Water Meter Permit	\$ 0

- DULY MOVED by John Penhollow, SECONDED by Marlene Webster to approve the 2026 meeting dates as January 20; April 21; July 21; October 20. The motion carried unanimously.
- The board discussed the proposed contract from the Village of Fredonia

Administrative Director Report:

- The financial reports were distributed to the board.
- The following invoices have been submitted for payment:

Vendor	Invoice #	Amount
DFT		\$ 98.25
LaBella	254077	\$ 1,553.63
LaBella	245372	\$4,468.86
Village of Mayville	3934	\$780.28

DULY MOVED by Daniel Larish to adjourn the meeting at 4:03 P.M., SECONDED by Donald Swingle, the motion carried unanimously.

Respectfully Submitted,

Allison Vento
 Administrative Director
 North County Water & Sewer Districts