

REGULAR MEETING MINUTES of the North Chautauqua County Water District Board held at 4:00 P.M. September 11, 2025, Town of Dunkirk Town Hall, 4737 Willow Road, Dunkirk, N.Y. 14048

PRESENT: Dan Pacos
Richard Lewis
Craig Miller
Brian Purol
Bob Bankoski
Priscilla Penfold- entered at 4:13P.M.

ABSENT:
David Hazelton
Tom Wik
John Penhollow
Terry Neibel
Richard Lascola

OTHERS: Allison Vento, Loren Laurito, Juan Pagan, Natalie Whiteman, Randy Woodbury

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

With no quorum present at the beginning of the meeting, the board discussed items on the agenda with no action taken. At 4:13 P.M. a quorum was present and the board conducted business.

Privilege of the Floor

- Supervisor Lewis addressed the board in regards to the Village of Fredonia joining the District, if they will be able to have representation on the board. Administrative Director Vento stated that the County Legislature would amend their resolution to have the Village of Fredonia included in the make-up of the board. Adding the seat to the board would make the board comprised of an even number. The board would like to see two seats added to make the board an odd number. Director Vento will speak with Chairman Chagnon regarding the make-up of the board.

New Business

- DULY MOVED by Richard Lewis, SECONDED by Craig Miller to approve the August 14, 2025 Meeting Minutes. The motion carried unanimously.

- DULY MOVED by Bob Bankoski, SECONDED by Brian Purol to approve the following invoices. The motion carried unanimously.

Vendor	Invoice #	Amount
Tabner Ryan & Keniry	16417	\$ 1,151.90
Brocton Portland WS	2025605	\$ 309.00
Brocton Portland WS	2025606	\$782.48
Brocton Portland WS	2025604	\$358.67
Microbac	F250062045	\$824.00
Microbac	F25006244	\$350.00
Microbac	F25006421	\$280.00
Village of Brocton	Electric	\$5.32
Spectrum	253328701090125	\$120.00
Microbac	F25006533	\$70.00

Chairman Reports

- The Financial reports were distributed and reviewed by the board.
- The 2026 budget was provided. Chairman Pacos and Administrative Director Vento will go before the County Legislature on October 1, 2025.
- DULY MOVED by Rich Lewis, SECONDED by Craig Miller to authorize Loren Laurito to use expandable foam with diamond plating to cover the holes in the floor at the South Roberts Road pump station. The motion carried unanimously.
- The board has received a letter from Knoer Group on behalf of the Van Buren Point Association in regards to litigation with the Town of Portland. The board is unsure why the district received this letter as it was a town project and not a district project.
- The Emergency Water Supply Agreement with the Village of Fredonia and Town of Pomfret is due to expire on 12/31/25. The board is in favor of renewing this contract.
- The Village of Fredonia held a meeting on September 10, 2025 to discuss their water options. The Village of Fredonia met to pass resolutions authorizing them to apply for grant funding and also bonding, should they not receive any grants.

CBI Water Works

- The Town of Pomfret has a new deputy clerk and she is working on correcting accounts that have not been read, have shown zero usage, or have been charged only the minimum. There has also been work with El Dorado (billing software) and Neptune (meter reading) to ensure accuracy on reads on the meters. They are preparing a billing and will hope to pay down some of the invoices outstanding with the district.

Brocton-Portland Water System

-None

Administrative Director Report

- Eric Wies, CPL Engineering, provided an update via email in regards to district projects.

SCADA

1. *In regard to the communication between the Miller Rd Tank and the Roberts Rd Pump Station.*
 - a. *The cellular device has been replaced at the Mille Rd Tank and have been told by Loren that the system is functioning. The supplier concluded that it was damaged by a lightning strike, but the device was still covered under warranty.*
 - b. *The record drawings and programming were sent to Loren this afternoon.*
 - c. *Loren was provided with a log-in and password this afternoon, as Loren was not involved with the system at initial start-up. The supplier indicated they would connect with Loren if he needed help. This should give Loren access to the alarming and view of the system over his mobile device.*
2. *In regard to the communication with the City.*
 - a. *My understanding this really needs to be handled by the City's SCADA integrator, but the Spectrum account is operational and ready.*

Chlorine Booster

1. *Koester Associates is working on the quote for the work needed to bring the system back on-line at the Industrial tank site. This will either involve the repair of the system or replacement in-kind. The Chautauqua County Health Department is OK with this approach.*
2. *We are waiting to hear from the County on the "emergency" designation for the work, so the project can be expedited without going through the public bidding process.*

Phase 3

1. *Municipal Solutions has indicated that they have a draft of the WIIA grant application ready and will have a formal submission made by the end of the week. We will likely hear around November in regard to a project award.*

Roberts Road Pump Station

1. *We have had multiple communications regarding the floor penetrations at the pump station that were left open. My understanding was that Loren discussed 2 options with a Board recently and is just look for direction from the Board.*
- *The American Power and Gas has been canceled to the pump station in Portland. This charge will no longer be on the National Grid bills moving forward.*

DULY MOVED by Rich Lewis, SECONDED by Bob Bankoski to adjourn the meeting at 4:32P.M. The motion carried unanimously.

Respectfully Submitted,

Allison Vento

Administrative Director, North Chautauqua County Water & Sewer Districts