

# Portland-Pomfret-Dunkirk Sewer District

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

January 21, 2025

3:00P.M.

**REGULAR MEETING** of the Board of Directors for the Portland-Pomfret-Dunkirk Sewer District held at 3:00P.M. January 21, 2025, at the Portland Town Hall, 87 W. Main Street, Brocton, N.Y. 14716

## **Board Members Present:**

Don Burdick-Board Chair  
Dan Larish- Vice Chair  
Donald Swingle  
Sally Kuzon  
John Penhollow  
Joseph Smith

## **Other Present:**

Allison Vento, Admin. Director  
Pierre Chagnon, Legislature Chair  
Matt Oehlbeck – Director NCLSD  
(via phone) Nick Pezzino- Barton & Loguidice

**Absent:** Marlene Webster

Chairman, Don Burdick called the meeting to order at 3:00P.M.

DULY MOVED by John Penhollow, seconded by Dan Larish to approve the minutes of the October 22, 2024 Meeting Minutes. The motion carried unanimously.

DULY MOVED by Dan Larish, seconded by Sally Kuzon, to approve the Observer as the official newspaper of the Portland, Pomfret, Dunkirk Sewer District. The motion carried unanimously.

Newly appointed Administrative Director, Allison Vento, introduced herself, answering questions from the board.

## **Public Comments**

-None

## **Chair Reports**

- Nick Pezzino addressed the board with an update on the I&I project. There is an increase of \$7,400.00 to the original contract amount due to the timing of the bid and work beginning. The final bonds and insurance have been submitted to the County. A pre-construction meeting will take place in the near future to sign the contract and issue the Notice to Proceed. Nick will be updating the board on the breakdown of engineering costs and status of the loan closure. The start date of construction will hopefully be early spring.
- Matt Oehlbeck stated the contract has been extended for root control with the County.
- Bids were read on the roof replacements on pump stations 2, 3, 4, & 5.
- DULY MOVED by John Penhollow, seconded by Sally Kuzon, to accept the bid from Jamestown Roofing at a cost not to exceed \$24,900.00 each for pump stations 2, 3, 4, & 5. The motion carried unanimously.

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- Dan Larish made a motion to appropriate fund balance from the PPD District for the Jamestown Roofing contract at a total cost of \$99,600.00. The motion was seconded by John Penhollow and carried unanimously.
- Discussion had on future projects the board must be prepared for. Matt stated the power generators and transfer switches will need to be replaced as they are forty years old and parts are unavailable for fixing. These can be replaced all at once or spread out over a few years. The board wishes to gain specs for this project and go to bid with individual bids and total cost to replace all at once. Chairman Burdick will reach out to his contact to see if any help can be given on specs for the project. These will have to be included in the 2026 budget. Preparations for the budget begin in June of each year.
- Dan Larish made a motion to authorize the PPD to adjust Mark Maytum's quarterly bill for 30,000 gallons of water used. The motion was seconded by Don Swingle and carried unanimously.

The next regular meeting will be held on April 22, 2025 at the Town of Portland Town Hall located at 87 West Main St. Brocton at 3:00P.M.

DULY MOVED by Don Swingle to adjourn the meeting at 4:23 P.M., seconded by Dan Larish. The motion carried unanimously.

Respectfully Submitted,

Allison Vento  
Administrative Director  
North County Water & Sewer Boards