

**BROCTON/PORTLAND WATER GROUP MEETING**  
**February 19, 2025**

Present:

Mayor Craig Miller  
Trustee Brandy Smith  
Trustee Kari Doino  
Councilmember Gary Travis  
Councilmember Rich Lewis  
Village Clerk/Treasurer Scott Jagoda

Rich Lewis opened the meeting with the pledge to the flag at 5:00 p.m.

A motion was made by Gary Travis seconded by Brandy Smith to approve the treasury report, voting was unanimous, motion carried.

A motion was made by Brandy Smith seconded by Gary Travis to approve the January 15, 2025 minutes as presented, voting was unanimous, motion carried.

Rich Lewis provided an update on the current billing noting Portland has been an issue due to several problems including incorrect coding from the transfer from CBI and update issues with the reader. We are hoping to get those bills out by the end of the month.

A motion was made by Gary Travis seconded by Brandy Smith to approve the agreements with the North Chautauqua County Water District exiting CBI and the new agreement for the Brocton-Portland Water System with the NCCWD, voting was unanimous, motion carried.

A motion was made by Brandy Smith seconded by Gary Travis to pay all bills, voting was unanimous, motion carried.

A motion was made by Gary Travis seconded by Brandy Smith to adjourn the meeting at 5:12, voting was unanimous, motion carried.