

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 27th day of August 2025

PRESENT: Commissioner Don MacSwan, Vice Chairman  
Commissioner Steve Broderick  
Commissioner Jon MacSwan  
Commissioner Joel M. Maerten  
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner Mark C. Crocker, Chairman

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
Donna Cody, NCSD #1  
Aaron Earsing, Chief Operator, NCSD #1  
Joanne M. Teixeira, NCSD #1  
P. Andrew Vona, NCSD #1 Attorney  
Robert P. Lannon, GHD Consulting Services  
Katelyn Reepmeyer, GHD Consulting Services  
Matthew Foe, Town of Cambria

Vice Chairman Don MacSwan called the meeting to order at 4:02 p.m.

Roll call was taken by Donna Cody.

The pledge of allegiance was recited.

Upon motion duly made by Joel M. Maerten and seconded by Jon MacSwan, it was resolved that the minutes of the July 30, 2025 meeting be approved as presented. This motion was carried.

Upon motion duly made by Jon MacSwan and seconded by Steve Broderick, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|---------------|--------------------|---------------|
| Frontier      | Mapleton Rd PS     | 62.83         |
| National Fuel | Plant              | 57.56         |
| National Grid | East Canal Rd PS   | 670.47        |
| National Grid | Mapleton Rd PS     | 156.31        |
| National Grid | Moyer Lift PS      | 71.26         |

|                                  |                                                              |           |
|----------------------------------|--------------------------------------------------------------|-----------|
| National Grid                    | Plant                                                        | 9,087.37  |
| National Grid                    | Shawnee Rd PS                                                | 141.04    |
| National Grid                    | Tonawanda Creek Rd PS                                        | 703.22    |
| National Grid                    | Townline Rd PS                                               | 561.22    |
| Niagara County Public Works      | Elec Supply - Tonawanda Creek Rd (June 2025)                 | 314.82    |
| Niagara County Public Works      | Elec Supply - Mapleton PS (July 2025)                        | 149.27    |
| Niagara County Public Works      | Elec Supply - East Canal PS (July 2025)                      | 912.82    |
| Niagara County Public Works      | Elec Supply - Moyer Lift (July 2025)                         | 55.08     |
| Niagara County Public Works      | Elec Supply - Shawnee Rd (July 2025)                         | 97.42     |
| Niagara County Public Works      | Elec Supply - Townline Rd (July 2025)                        | 750.31    |
| Niagara County Public Works      | Elec Supply - Plant (July 2025)                              | 26,550.04 |
| Niagara County Public Works      | Elec Supply - Rapids Rd PS (July 2025)                       | 272.77    |
| UDIG-NY                          | Digging Notifications                                        | 118.78    |
| Verizon                          | East Canal                                                   | 38.82     |
| Verizon                          | Moyer Lift PS                                                | 38.89     |
| Verizon                          | Plant                                                        | 195.58    |
| Verizon                          | Rapids Rd PS                                                 | 35.45     |
| Verizon                          | Shawnee Rd PS                                                | 38.89     |
| Verizon                          | Tonawanda Creek Rd PS                                        | 43.25     |
| Verizon                          | Townline Rd PS                                               | 38.92     |
| Verizon Wireless                 | Cellular Phones                                              | 292.06    |
| Amazon                           | Maintenance Supplies                                         | 134.50    |
| Bearing Distributors Inc (BDI)   | Maintenance Supplies                                         | 1,120.36  |
| Clark, Devon                     | Travel Expenses for Basic Op. at Buff State                  | 200.00    |
| Cooper Electric                  | Electrical Supplies                                          | 491.54    |
| Core & Main                      | Maintenance Supplies                                         | 370.54    |
| Dival                            | Tyvek coveralls / Calibration Gas                            | 589.00    |
| Empire Scale Corporation         | Inspection & service of autoclave/door gasket                | 486.45    |
| Evoqua                           | Lab Grade Water                                              | 891.77    |
| Falls Auto Spring                | VAC Truck Inspection                                         | 20.00     |
| Fisher Scientific                | Laboratory Supplies                                          | 736.51    |
| GHD                              | Misc. Project Assistance & SCADA Support (Project #12640903) | 16,970.08 |
| GHD                              | NSCD SWMM Update Project #12656907                           | 37,485.00 |
| GHD                              | 2025 O&M Project #12660951                                   | 45,792.05 |
| Greater Niagara Mechanical       | HVAC Repair - Lab                                            | 696.03    |
| Home Depot                       | Maintenance Supplies                                         | 74.65     |
| Hutchinson, John                 | Travel Expenses for Basic Op. Classes at Buff State          | 200.00    |
| Industrial Appraisal             | Appraisal Services                                           | 13,950.00 |
| John's Motor & Transmission Shop | 2013 F-350 Inspection                                        | 26.00     |

|                                                              |                                                     |           |
|--------------------------------------------------------------|-----------------------------------------------------|-----------|
| Kemira                                                       | Ferrous Chloride                                    | 3,456.31  |
| Masterman's                                                  | Laboratory Supplies                                 | 287.06    |
| Modern Corporation                                           | Sludge/Dumpsters                                    | 78,921.28 |
| Motion Industries                                            | Maintenance Supplies                                | 134.18    |
| North Central Laboratories                                   | Laboratory Supplies                                 | 284.77    |
| NYWEA                                                        | 3A Wastewater Certification Renewal - M. Scive      | 205.00    |
| Pace Analytical Services                                     | Laboratory Analyses                                 | 3,927.90  |
| Rexel                                                        | Electrical Supplies                                 | 674.66    |
| Sampson Cleaning Service                                     | Cleaning Services (June 28, July 5, July 12, 2025)  | 210.00    |
| Scive, Matthew                                               | Continuing Education Reimbursement                  | 200.00    |
| Service Lighting & Electrical Supplies (d/b/a 1000Bulbs.com) | Lighting Supplies                                   | 649.90    |
| Southworth Milton Inc                                        | Generator Repair                                    | 2,690.66  |
| Superior Lubricants                                          | Grease/Oil                                          | 508.00    |
| Teixeira, Joanne                                             | Travel Mileage                                      | 25.20     |
| WB Mason                                                     | Water Cooler for Plant                              | 210.98    |
| WW Grainger                                                  | Maintenance Supplies                                | 2,003.08  |
| Wilson, Peter                                                | Travel Expenses for Basic Op. classes at Buff State | 200.00    |

**TOTAL**

**\$ 256,277.91**

**TO BE PAID**

| <b><u>VENDOR</u></b>       | <b><u>DESCRIPTION</u></b>                              | <b><u>AMOUNT</u></b> |
|----------------------------|--------------------------------------------------------|----------------------|
| Buffalo Lift Trucks, Inc.  | Lift Truck Operator Training (7 employees)             | 720.00               |
| Buffalo Road Marking, Inc. | Crack Fill & Seal Parking Lot at Plant & Pump Stations | 23,500.00            |
| Charter Communications     | Internet Service                                       | 771.73               |
| Clark, Devon               | Travel Expenses for Basic Lab classes @ Buff State     | 87.82                |
| Fisher Scientific          | Laboratory Supplies                                    | 1,885.42             |
| Hutchinson, John           | Travel Expenses for Basic Lab classes @ Buff State     | 69.98                |
| Kemira                     | Ferrous Chloride                                       | 3,197.80             |
| Lennox, David              | 2025 Clothing Allowance                                | 400.00               |
| Linde Gas & Equipment      | Maintenance Supplies                                   | 247.14               |
| National Fuel              | Shawnee Rd PS                                          | 26.88                |
| National Fuel              | Townline Rd PS                                         | 22.46                |
| Niagara Gazette (CNHI)     | 2025 O&M Project Advertisement                         | 374.80               |
| NYSEG                      | Rapids Rd PS                                           | 250.34               |
| NYWEA                      | Continuing Education Credits - Edward Guido            | 20.00                |
| Pace Analytical            | Laboratory Analyses                                    | 4,198.20             |

|                                                              |                                                    |          |
|--------------------------------------------------------------|----------------------------------------------------|----------|
| QLT                                                          | Townline Rd PS                                     | 14.42    |
| Rexel                                                        | Electrical Supplies                                | 52.43    |
| Service Lighting & Electrical Supplies (d/b/a/1000Bulbs.com) | Lighting Supplies                                  | 1,603.16 |
| Staples                                                      | Office Supplies                                    | 126.25   |
| Superior Lubricants                                          | Oil                                                | 540.00   |
| Supply House                                                 | Electrical Supplies                                | 23.91    |
| Vona, P. Andrew                                              | Legal Retainer - August 2025                       | 2,500.00 |
| Wendt's Propane & Oil                                        | Propane                                            | 69.50    |
| W.B. Mason                                                   | Office Supplies                                    | 12.00    |
| WW Grainger                                                  | Maintenance Supplies                               | 1,189.82 |
| Wilson, Peter                                                | Travel Expenses for Basic Lab classes @ Buff State | 73.46    |

**TOTAL** **\$ 41,977.52**

|                      |                     |
|----------------------|---------------------|
| TOTAL FORWARDED      | \$ 256,277.91       |
| TOTAL APPROVED O&M   | <u>\$ 41,977.52</u> |
| GRAND TOTAL APPROVED | \$ 298,255.43       |

This motion was carried.

Review of the July 2025 Financial Report showed an Operation and Maintenance balance of \$15,256,416.39.

Upon motion duly made by Joel M. Maerten and seconded by Sylvia Virtuoso, it was resolved that the Sewer District's July 2025 Financial Report be approved as presented. This motion was carried.

**Communications:**

NYS DOT Correspondence – Easement Acquisition Agreement Shawnee Road – Mr. Blodgett presented correspondence received from the NYS DOT regarding a small culvert project the State is doing on District property located on Shawnee Road. He stated the property the State requires easement acquisition for has no impact on District operations as there is no infrastructure located in this area. He requested Board authorization for the chairman and legal counsel to execute the agreement.

Upon motion duly made by Joel M. Maerten and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to authorize the chairman and legal counsel to execute the agreement between the New York State Department of Transportation and Niagara County Sewer District #1 appropriating a permanent easement of a small parcel of land on Shawnee Road at the Mapleton Road Pump Station site.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. NYSDEC Annual Inspection – Mr. Earsing stated the District was inspected yesterday by the NYSDEC and everything went well, as expected.

**Administrative Directors Report:**

a. 2026 Draft Budget – Mr. Blodgett distributed a copy of the tentative 2026 Budget to the Board for review and discussion. He stated that the tentative budget currently contains a 2.10% increase in appropriations from the 2025 budget. Mr. Blodgett explained final numbers for budgeting are still being updated from the County which may require some minor adjustments, but would still keep the overall increase percentage at 2.50% or less. Mr. Blodgett requested Board authorization to submit the Niagara County Sewer District #1 2026 Tentative Budget to the County Budget Office for approval.

Upon motion duly made by Sylvia Virtuoso and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to submit the Niagara County Sewer District #1 2026 Tentative Budget to the County Budget Office for approval at a not to exceed increase of 2.50%. This motion was carried.

b. Pioneer Pumps Correspondence – Mr. Blodgett reminded commissioners that last month the Board authorized him to send a letter to Pioneer pumps regarding past invoices the District keeps receiving. He stated a certified letter was sent, but to date the District has not received any response from

Pioneer Pumps. Mr. Vona recommended sending another copy of the letter via first class mail, email and fax if possible.

Upon motion duly made by Sylvia Virtuoso and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to continue to reach out to Pioneer Pumps via first class mail, email and fax if possible. This motion was carried.

c. County IDA Project – Cambria – Mr. Blodgett stated there wasn't much new to report regarding this project. Commissioner Jon MacSwan stated there was an email from the IDA to the attorney seeking agreement between all parties. Mr. Blodgett stated that the downstream capacity analysis has already been completed and approved for the project, and he anticipated approvals allowing access to connection to the District's existing interceptor on Comstock Road with the stipulation that the District is not liable for upkeep or maintenance in the future for the service infrastructure.

d. Capital Plan – Mr. Blodgett stated Mr. Earsing and Mr. Becken had identified three high priority projects including the return sludge screw pumps, major electrical upgrades and sludge thickener and storage tank repairs. Mr. Blodgett requested Board approval for GHD to prepare the comprehensive map, plan and report as well as authorize Mr. Vona to initiate obtaining bonds for the planned work.

Upon motion duly made by Steve Broderick and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes GHD to prepare the comprehensive capital map, plan and report as well as authorize Mr. Vona to initiate and coordinate obtaining bonds for the planned work. This motion was carried.

e. Niacet Agreement – Mr. Blodgett distributed a tentative Niacet agreement and stated the District proposal was essentially the same as last year's and included a 2% rate increase. He requested Board authorization to forward the tentative agreement to Niacet for execution.

Upon motion duly made by Jon MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to forward the tentative agreement to Niacet. This motion was carried.

**Engineers Report:**

1. General Retainer (GHD Project No. 12640903)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
  - Finalized list of projects. Revising Map, Plan & Report
  - BOARD ACTION REQUESTED – None
3. 2022 O&M Project (GHD Project No. 630191)
  - Awaiting on O&M manuals from contractor.
  - BOARD ACTION REQUESTED – None
4. 2024 O&M Project (GHD Project No. 12629537)
  - Minor punch list items remain.
  - BOARD ACTION REQUESTED – None
5. SWMM Update (GHD Project No. 12656907)
  - Project underway.
  - BOARD ACTION REQUESTED – None
6. 2025 O&M Project (GHD Project No. 12660951)
  - Project advertised for bids; bid opening scheduled for September 19, 2025
  - BOARD ACTION REQUESTED – None

7. Future Biosolids Handling Evaluation (GHD Project No. 12671983)

- Proposal submitted for review
- BOARD ACTION REQUESTED – TBD

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

a. Town of Lockport 2025 I/I Request – Mr. Blodgett presented a request from the Town of Lockport for their 2025 I/I project to repair of 4 service lateral taps and repairs at the wet well of their Tonawanda Creek pump station. The Town is requesting reimbursement of the maximum \$25,000.00 for the project.

Upon motion duly made by Joel M. Maerten and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Lockport's 2025 I/I project of repairing 4 service lateral taps and repairs at the wet well of their Tonawanda Creek pump station for a total reimbursement of \$25,000.00. This motion was carried.

b. Town of Lockport – Connection Request for Mulvey Storage – Mr. Blodgett reported that the Town of Lockport requests Board approval to connect into the Niagara County Sewer District #1 eight (8) inch stub just west of manhole #42 in order to provide gravity sewer service for a proposed storage and rental unit project.

Upon motion duly made by Sylvia Virtuoso and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Lockport's request to connect into the Niagara County Sewer District #1's existing eight (8) inch stub just west of manhole #42 in order to provide gravity sewer service for a proposed storage and rental unit project contingent upon technical review by the District. This motion was carried.



**Adjournment:**

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:33 p.m.