

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

Held on the 17th day of December 2025

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner Don MacSwan, Vice Chairman
Commissioner Steve Broderick
Commissioner Matthew Foe
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner Joel M. Maerten
Aaron Earsing, Chief Operator, NCSO #1

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSO #1
Donna Cody, NCSO #1
Joanne M. Teixeira, NCSO #1
P. Andrew Vona, NCSO #1 Attorney
Robert P. Lannon, GHD Consulting Services
Katelyn Reepmeyer, GHD Consulting Services

Chairman Crocker called the meeting to order at 6:19 p.m.

Roll call was taken by Donna Cody.

The Pledge of Allegiance was recited.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved that the minutes of the November 19, 2025 meeting be approved as presented. This motion was carried.

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

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet Service	771.73
Frontier	Mapleton Rd PS	63.03
National Fuel	Plant	2,017.26
National Fuel	Shawnee Rd PS	69.78

National Fuel	Townline Rd PS	33.80
National Grid	East Canal Rd PS	2,417.26
National Grid	Mapleton Rd PS	263.96
National Grid	Moyer Lift PS	118.19
National Grid	Plant	11,520.49
National Grid	Shawnee Rd PS	152.70
National Grid	Townline Rd PS	1,137.15
NYSEG	Rapids Rd PS	375.59
QLT	Tonawanda Creek Rd PS	14.42
UDIG-NY	Digging Notifications	71.18
Verizon	East Canal	40.38
Verizon	Moyer Lift PS	40.34
Verizon	Plant	227.91
Verizon	Tonawanda Creek Rd PS	44.92
Verizon	Townline Rd PS	40.41
Becken, Bradley	2025 Clothing Allowance	400.00
Control Systems Lab	Electrical Supplies	225.00
Corrpro	Water Tank Services	1,125.00
Crocker, Mark	2025 Board Meeting Travel Mileage	223.02
Empire Scale Corporation	Service of Spectrophotometer	895.31
Fisher Scientific	Laboratory Supplies	1,104.30
Foe, Matthew	2025 Board Meeting Travel Mileage	56.28
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	5,931.25
GHD	2025 O&M Project #12660951	1,701.92
GHD	Monthly Retainer	750.00
GHD	NCSD SWMM Update Project #12656907	23,045.00
Godlewski, Jeffrey	2025 Clothing Allowance (pro rated)	187.17
Greater Niagara Mechanical	Sludge Building HVAC Repair	538.00
Gui's Lumber	Maintenance Supplies	5.59
Haskell, Jacob	2025 Clothing Allowance (pro rated)	360.76
Herc Rentals	Equipment Rental	805.30
JCI Jones Chemical	Sodium Hypochlorite	7,983.36
Kemira	Ferrous Chloride	2,817.85
Koester	Maintenance Supplies	42.01
Kwiatkowski, Ronald	2025 Clothing Allowance	400.00
Linde Gas & Equipment	Maintenance Supplies	247.14
Maerten, Joel	2025 Board Meeting Travel Mileage	126.42

Miller, Kevin	2025 Clothing Allowance	400.00
Modern Corporation	Sludge/Dumpsters	43,632.23
Napa Auto Parts	Vehicle Supplies	55.33
Niagara Fire Extinguisher	Annual Inspection & dry chemical recharge of fire extinguishers	1,016.00
Pace Analytical Services	Laboratory Analyses	6,155.40
Petroleum Service	Maintenance Supplies	311.34
Rexel	Electrical Supplies	475.75
Safety Kleen	Oil	210.50
Scive, Matthew	2025 Clothing Allowance	400.00
Staples	Office Supplies	78.03
Southworth Milton Inc.	Generator Repair - Replace Engine Electronic Control System Panel	24,082.44
Thompson, Brandon	2A Wastewater Exam Fee Reimbursement	112.00
Virtuoso, Sylvia	2025 Board Meeting Travel Mileage	79.52
Vona, Andrew P.	2025 Board Meeting Travel Mileage	259.00
WB Mason	Water	17.96
WW Grainger	Maintenance Supplies	1,084.02
TOTAL		\$ 146,760.70

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Applied Industrial Technologies	Maintenance Supplies	201.60
Cintas	Floor Protection - Mats	119.89
Fisher Scientific	Laboratory Supplies	966.94
Gui's Lumber	Maintenance Supplies	40.99
Home Depot	Mini Fridge for Laboratory	229.00
Kemira	Ferrous Chloride	3,065.66
Pace Analytical Services	Laboratory Analyses	244.60
Riverside Chemical Company	Rock Salt	536.85
Scive, Michael	2025 Clothing Allowance	400.00
Staples	Office Supplies	102.73
Town of Wheatfield Water	Plant	1,336.70
Verizon	Moyer Lift	40.33
Verizon	Rapids Rd PS	40.38
Verizon	Shawnee Rd PS	40.37
Vona, Andrew P	Monthly Retainer - December	2,500.00
Wilson, Peter	2025 Clothing Allowance	400.00
TOTAL		\$ 10,266.04

TOTAL FORWARDED	\$ 146,760.70
TOTAL APPROVED O&M	\$ <u>10,266.04</u>
GRAND TOTAL APPROVED	\$ 136,494.66

This motion was carried.

Review of the November 2025 Financial Report showed an Operation and Maintenance balance of \$13,895,540.51.

Upon a motion duly made by Mark C. Crocker and seconded by Don MacSwan, it was resolved that the Sewer District’s November 2025 Financial Report be approved as presented. This motion was carried.

Communications:

There is nothing new to report this month.

Old Business:

There is nothing new to report this month.

Chief Operator’s Report:

There is nothing new to report this month.

Administrative Director’s Report:

a. Resolution for Signatory Authority to Execute NYSDOT Paperwork (Mapleton Pump Station Easement) – Mr. Blodgett presented a resolution outline from the NYSDOT and explained the NYSDOT requires the Board to authorize the Chairman, Vice-Chairman and/or Administrative Director signatory authority to execute the agreement between the NYSDOT and the District to relinquish a portion of the property along Mapleton and accept advance payment for said property. The State of New York has taken or is in the process of taking a portion of the land owned by Niagara County Sewer District No. 1 through the process of eminent domain for the purposes of improving infrastructure near Mapleton Pump Station. The State has offered to pay Niagara County Sewer District No. 1 the sum of

\$1,090.00 for a portion of Niagara County Sewer District No. 1's property along Mapleton as depicted on Map(s) 23, as Parcel(s) 30. The Board of Commissioners is the governing body of the Niagara County Sewer District No. 1, along with the Administrative Director where and when authorized to complete said documents and administrative matters for the District. The Board of Commissioners wishes to ratify the Agreement for Advance Payment and to appoint and authorize the Chairman, Mark C. Crocker; the Vice-Chairman, Don MacSwan; and/or the Administrative Director, Thomas W. Blodgett the persons to execute closing papers on behalf of the Niagara County Sewer District No. 1.

Upon a motion duly made by Matthew Foe and seconded by Don MacSwan, it was resolved that the Board of Niagara County Sewer District #1 authorizes and designates the Chairman, Mark C. Crocker; Vice-Chairman, Don MacSwan; and/or Administrative Director, Thomas W. Blodgett as signatory authority to execute the agreement between the NYSDOT and the Niagara County Sewer District No. 1 to relinquish a portion of the property along Mapleton and accept advance payment for said property. This motion was carried.

b. 2026 Emergency Repair Contract – Mr. Blodgett stated GHD has reached out to the three non-exclusive service providers for emergency repairs the District has contracted with previously. Mr. Lannon stated the providers were requested to submit 2026 rates by January 9th for discussion at the January Administrative Board meeting.

c. 2025 SPDES Assistance Proposal – Mr. Blodgett presented a proposal from GHD and requested Board approval for GHD to prepare the District's Management, Operation, and Maintenance (MOM) Plan and Mercury Minimization Plan (MMP) updates for annual compliance as required by NYSDEC for our SPDES Permit for the lump sum fee of \$16,700.00.

Upon motion duly made by Steve Broderick and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for GHD to prepare the District's Management, Operation, and Maintenance (MOM) Plan and Mercury

Minimization Plan (MMP) updates for annual compliance required by our SPDES Permit for the lump sum fee of \$16,700.00. This motion was carried.

d. Teamsters Contract Negotiations – Mr. Blodgett stated the County provided the Union with information that they had previously requested and are waiting on a response/request for another meeting. He stated he would provide another update at the January meeting.

Engineer’s Report:

1. General Retainer (GHD Project No. 12640903)

- Miscellaneous requests/reviews/assistance continues under Phase 40.
- SCADA support services.
- Board Action Requested: None

2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)

- Map, Plan and Report to be submitted for Director review in January 2026.
- Board Action Requested: None

3. 2022 O&M Project (GHD Project No. 630191)

- GC owes replacement parts for 36” gate at East Canal Road Pump Station.
- Final spare parts delivery expected 12/12/2025.
- Board Action Requested: None

4. 2024 O&M Project GHD Project No. 12629537)

- GC received NTP to repair Screw Pump No. 3 under remaining contingency allowance.
- GC owes O&M manuals and record drawings from original project scope.
- Board Action Requested: None

5. SWMM Update (GHD Project No. 12656907)

- Model is calibrated.
- Report is forthcoming.
- Board Action Requested: None

6. 2025 O&M Project (GHD Project No. 12660951)

- NTP issued December 2nd.
- Contractor submittals in progress.
- Construction schedules to be submitted this month.
- Board Action Requested: None.

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

- Dryer pilot scheduled for first week of January.
- Board Action Requested: None

Commissioner Foe asked what date the trial program would begin and Mr. Lannon stated January 12th. Mr. Blodgett said if any commissioners were interested in observing the unit to contact him to make arrangements.

8. 2025 SPDES Annual Compliance Updates (GHD Project No. 12686989)

- Scope includes preparing and submitting the Management Operations and Maintenance Plan (MOM) and Mercury Minimization Plan (MMP) annual update reports for the NCSO to the NYSDEC.
- Proposal is included for review.
- Board Action Requested: Addressed previously in meeting.

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Cambria 2025 I/I Request – Mr. Blodgett presented a request from the Town of Cambria for their 2025 I/I project of installing a generator at the Fairview Drive west pump station for the purpose of keeping the station operational during high flow storm events and power outages. Total cost for the project was \$47,941.00.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Cambria's

2025 I/I project of installing a generator at the Fairview Drive West pump station for a total reimbursement not to exceed \$25,000.00. This motion was carried.

b. Town of Lewiston 2025 I/I Request – Mr. Blodgett presented a request from the Town of Lewiston for their 2025 I/I project of lining several manholes in the Sanborn area leading to the Sewer District’s main plant for a total reimbursement not to exceed \$25,000.00.

Upon motion duly made by Don MacSwan and seconded by Matthew Foe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Lewiston’s 2025 I/I project for a total reimbursement not to exceed \$25,000.00. This motion was carried.

c. Town of Niagara 2025 I/I Request – Mr. Blodgett presented a request from the Town of Niagara for their 2025 I/I project of purchasing an online GIS platform similar to the system used by the District, for a total cost of \$70,000.00.

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Niagara’s 2025 I/I project for a total reimbursement not to exceed \$25,000.00. This motion was carried.

Chairman Crocker expressed appreciation for the District’s I/I funds reimbursement program. Mr. Blodgett stated the program is beneficial for both the Towns and the District and Mr. Vona noted the DEC highly endorses the District I/I program. Vice Chairman MacSwan expressed appreciation for the District staff and District Board.

Adjournment:

Upon motion duly made by Mark C. Crocker and seconded by Matthew Foe, the meeting adjourned at 6:32 p.m.