

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

Held on the 30th day of July 2025

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner, Don MacSwan, Vice Chairman
Commissioner Jon MacSwan
Commissioner Joel M. Maerten
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner Steve Broderick

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Aaron Earsing, Chief Operator NCSD #1
P. Andrew Vona, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services

Chairman Crocker called the meeting to order at 4:03 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 Joel M. Maerten, it was resolved that the minutes of the June 25, 2025 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, 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	63.86
National Fuel	Plant	108.66
National Grid	East Canal Rd PS	783.31
National Grid	Mapleton Rd PS	169.78
National Grid	Moyer Lift PS	66.92

National Grid	Plant	10,581.63
National Grid	Shawnee Rd PS	148.80
National Grid	Tonawanda Creek Rd PS	778.32
National Grid	Townline Rd PS	813.78
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (May 2025)	367.64
Niagara County Public Works	Elec Supply - Mapleton PS (June 2025)	91.05
Niagara County Public Works	Elec Supply - East Canal PS (June 2025)	689.13
Niagara County Public Works	Elec Supply - Moyer Lift (June 2025)	28.48
Niagara County Public Works	Elec Supply - Shawnee Rd (June 2025)	64.89
Niagara County Public Works	Elec Supply - Townline Rd (June 2025)	563.23
Niagara County Public Works	Elec Supply - Plant (June 2025)	18,064.92
Niagara County Public Works	Elec Supply - Rapids Rd PS (May & June 2025)	439.37
NYSEG	Rapids Rd PS	2,152.81
QLT	Tonawanda Creek Rd PS	14.42
Town of Pendleton Water	East Canal Rd PS	31.80
Town of Pendleton Water	Tonawanda Creek Rd PS	24.00
Town of Wheatfield Water	Mapleton Rd PS	20.30
Town of Wheatfield Water	Moyer Lift PS	20.30
Town of Wheatfield Water	Shawnee Rd PS	20.30
Town of Wheatfield Water	Townline Rd PS	196.50
UDIG-NY	Digging Notifications	82.00
Verizon	East Canal	39.44
Verizon	Moyer Lift PS (2)	35.31
Verizon	Plant	175.61
Verizon	Rapids Rd PS	35.58
Verizon	Shawnee Rd PS	35.35
Verizon	Tonawanda Creek Rd PS	43.82
Verizon	Townline Rd PS	38.83
Verizon Wireless	Cellular Phones	292.06
Amazon	Gate Remote (2) / Thermal Imaging Camera / Lab Supplies	744.09
American Contracting & Environ.	2024 O&M Project #12629537	447,784.78
Bearing Distributors Inc (BDI)	Maintenance Supplies	721.14
Cintas	Carpet Floor Protection	116.73
Clever Solutions (Safety Videos.com)	Work Place Compliance Safety Videos	1,025.95
Core & Main	Maintenance Supplies	1,435.17
Dival	Tyvek coveralls	981.00
EPA Sales	Maintenance Supplies	696.49
Evoqua	Lab Grade Water	960.07
Fisher Scientific	Laboratory Supplies	1,506.39

GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	28,215.30
GHD	NSCD SWMM Update Project #12656907	27,328.50
GHD	2025 O&M Project #12660951	49,907.95
Gui's Lumber	Maintenance Supplies	73.89
JCI Jones Chemicals	Sodium Hypochlorite	8,213.52
John's Motor & Transmission Shop	2016 For Explorer Inspection	21.00
Kemira	Ferrous Chloride	7,101.95
Kwik Kleen of Wheatfield	Pre-treat, power scrub and deep steam carpets	704.64
Linde Gas & Equipment	Maintenance Supplies	240.48
Masterman's	Laboratory Supplies	3,132.12
Modern Corporation	Sludge/Dumpsters	68,697.76
Napa Auto Parts	Vehicle Supplies	25.98
Niagara Lock & Key	Master Pro Padlocks/Keys	175.30
North Central Laboratories	Laboratory Supplies	278.91
Pace Analytical Services	Laboratory Analyses	1,018.90
Pentair	Laboratory Supplies	174.50
Pesaresi, Peter	2025 Clothing Allowance	400.00
Power-Flo Technologies, Inc.	Motor Repair	5,100.00
RAM Industrial Services, LLC	Eurodrive Gear Box	3,401.00
R.M. Headlee	Combination Valve	2,737.78
Town of Wheatfield	2025 I/I Reimbursement	25,000.00
Town of Wheatfield	Fuel for County Vehicles - 2nd Qtr. 2025	1,742.70
Service Lighting & Electrical Supplies (d/b/a 1000Bulbs.com)	Lighting Supplies	1,413.48
WW Grainger	Maintenance Supplies	2,909.33
Wendt's Propane & Oil	Propane	69.50
Wolf Creek Portable Piping Products	Maintenance Supplies	918.56

TOTAL

\$ 733,578.79

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bearing Distributors (BDI)	Maintenance Supplies	289.34
Buffalo State	Basic Op, Basic Lab & Act. Sludge classes for: D. Clark, J. Hutchinson, P. Wilson	6,225.00
Chudy Paper Co.	Toilet Tissue / Paper Towels	503.44
Elwood Safety Co., Inc.	Electrical Glove Testing	94.50
Evoqua	Laboratory Supplies	252.99

Fisher Scientific	Laboratory Supplies	416.70
Home Depot	Maintenance Supplies (Mini Fridge for Plant Sampling)	199.00
John W. Danforth	Annual Fume Hood Certification	450.00
Kemira	Ferrous Chloride	3,537.70
National Fuel	Shawnee Rd PS	26.44
National Fuel	Townline Rd PS	22.46
NYSEG	Rapids Rd PS	373.84
NYWEA	2A Operator Exam Fee - B. Thompson	195.00
Pace Analytical	Laboratory Analyses	919.50
Staples	Office Supplies	30.09
Supply House	Maintenance Supplies	1,026.85
Vona, P. Andrew	Legal Retainer - July 2025	2,500.00
Voss Manufacturing	Repairs & Maintenance (Bearing House re-work)	1,350.00
WellNow	New Hire pre-employment physical	85.00
WW Grainger	Maintenance Supplies	4,137.41
TOTAL		\$ 22,635.26

TOTAL FORWARDED	\$ 733,578.79
TOTAL APPROVED	\$ <u>22,635.26</u>
GRAND TOTAL APPROVED	\$ 756,214.05

This motion was carried.

Review of the June 2025 Financial Report showed an Operation and Maintenance balance of \$16,140,688.31.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Sewer District's June 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:

- a. NYSDEC Annual Inspection – Mr. Earsing mentioned he was recently notified the

NYSDEC will be conducting a routine inspection at the Plant on August 26th. He stated he would update the Board at the August meeting.

b. Plant and Pump Station Driveway Sealing – Mr. Earsing stated an attempt was made to obtain three quotes for driveway sealing and requested authorization to accept the lowest quote from Buffalo Road Marking, Inc. at the cost of \$23,500.00.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Earsing to accept the lowest quote from Buffalo Road Marking, Inc. at the cost of \$23,500.00 to seal the plant and pump stations driveways. This motion carried.

Administrative Director's Report:

a. 2026 Draft Budget – Mr. Blodgett stated he and Joanne Teixeira would continue to work on the 2026 Budget over the next few weeks and present a draft to the Board for review before the August Administrative Board Meeting and the final budget will need to be approved at the meeting so that it can be submitted to the County Budget Office by September 18th.

b. County IDA Project – Mr. Blodgett stated there is nothing new to report from the District regarding this project. Commissioner Jon MacSwan stated he had sent a letter of support on behalf of the Town of Cambria.

c. NFTA Agreement 2026-2028 – Mr. Blodgett presented the three-year NFTA contract he has been updating for the Niagara Falls International Airport Site. Mr. Blodgett mentioned traditionally NFTA has negotiated annual rate increases of a small percentage making their current rate \$4.56/thousand, however, he pointed out that the District's current rate for other industrial users is \$5.11/thousand. He suggested the renewed contract should be changed to an annual increase of 4% to bring their rate closer to the current District rate by the end of their contract. The Board recommended

starting the new contract at the current rate of \$5.11/thousand with an annual increase of two and a half percent (2.5%) per year for the subsequent years of the contract.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District recommends renewing the NFTA contract at the current rate of \$5.11/thousand with an annual increase of two and a half percent (2.5%) per year for the subsequent years of the contract. This motion was carried.

d. Comprehensive Facility Evaluation – Mr. Blodgett stated the last facility evaluation and capital planning study was conducted in 2014 by CRA. He noted most of the goals outlined in that plan were completed, with three remaining to be reached. He stated he would begin working with GHD to formulate another 10-year comprehensive plan, this time including a focus on linear infrastructure and interceptors, as well as the Tonawanda Creek station force main. He stated the District's current fund balance is healthy and noted this is by design given the age of the District's infrastructure, and the future capital investments that are required.

e. Manhole Lining Project Approval & Easement Access – Mr. Blodgett presented the District I/I project of lining 4 manhole structures and a quote from Advanced Rehabilitation Technologies, a sole source installer of a three-part manhole liner system. Mr. Blodgett requested Board authorization to accept the sole source proposal from Advanced Rehabilitation Technology for lining of 4 District manhole structures at a total cost of \$28,372.00.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the sole source proposal from Advanced Rehabilitation Technology for lining of 4 District manhole structures at a total cost of \$28,372.00. This motion was carried.

c. Executive Session – Mr. Blodgett requested the Board adjourn to executive session to discuss staffing and consultation with the District's Attorney.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Board adjourn to executive session to discuss personnel matters and consultation with the District's Attorney. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

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 authorizes Mr. Blodgett and Mr. Lannon of GHD to work with Mr. Vona to compose a written response regarding an invoice from Pioneer Pumps. 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. Meeting held on June 30 to discuss solids handling, preparing proposal for August meeting
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Finalizing list of projects. Need to schedule a meeting with NCSD
 - BOARD ACTION REQUESTED – None
3. 2022 O&M Project (GHD Project No. 630191)
 - Construction contract being closed out; 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 underway
 - BOARD ACTION REQUESTED – None

Mr. Lannon requested Board approval to advertise for bids contingent upon review and approval by Mr. Blodgett and Mr. Earsing.

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 authorizes GHD to advertise for bids contingent upon review and approval by Mr. Blodgett and Mr. Earsing. This motion carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Joel M. Maerten and seconded by Sylvia Virtuoso, the meeting adjourned at 5:00 p.m.