

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

Held on the 19th day of November 2025

PRESENT:

Commissioner Mark C. Crocker, Chairman
Commissioner Matthew Foe
Commissioner Joel M. Maerten
Commissioner Sylvia Virtuoso

EXCUSED:

Commissioner Don MacSwan, Vice Chairman
Commissioner Steve Broderick

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
Anthony J. Nemi, Liaison, Niagara County Legislature

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 Matthew Foe and seconded by Sylvia Virtuoso, it was resolved that the minutes of the October 22, 2025 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel M. Maerten 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>
Frontier	Mapleton Rd PS	63.03
National Fuel	Plant	302.70
National Fuel	Shawnee Rd PS	34.73
National Fuel	Townline Rd PS	22.99
National Grid	East Canal Rd PS	781.97

National Grid	Mapleton Rd PS	199.30
National Grid	Moyer Lift PS	62.86
National Grid	Plant	10,633.22
National Grid	Shawnee Rd PS	134.59
National Grid	Tonawanda Creek Rd PS	1,015.03
National Grid	Townline Rd PS	608.18
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (Sept. & Oct. 2025)	615.35
Niagara County Public Works	Elec Supply - Mapleton PS (October 2025)	109.64
Niagara County Public Works	Elec Supply - East Canal PS (October 2025)	558.29
Niagara County Public Works	Elec Supply - Moyer Lift (October 2025)	29.10
Niagara County Public Works	Elec Supply - Shawnee Rd (October 2025)	74.54
Niagara County Public Works	Elec Supply - Townline Rd (October 2025)	508.65
Niagara County Public Works	Elec Supply - Plant (October 2025)	22,105.33
Niagara County Public Works	Elec Supply - Rapids Rd PS (October 2025)	198.51
NYSDEC	Waste Transporter Permit Fee	500.00
NYSEG	Rapids Rd PS	505.19
Town of Pendleton Water	East Canal Rd PS	24.00
Town of Pendleton Water	Tonawanda Creek Rd PS	24.00
UDIG-NY	Digging Notifications	99.98
Verizon	East Canal	41.01
Verizon	Plant	221.60
Verizon	Tonawanda Creek Rd PS	45.55
Buffalo Lift Trucks	Preventative Maintenance	213.71
Clark, Devon	2A Wastewater Exam Fee	112.00
Cummins Sales & Service	Generator Inspections at E. Canal, Rapids Rd, Shawnee Rd, Ton. Creek Rd PS	2,800.00
Empire Safety Council	Drivers Safety - Continuing Education Class	595.00
Evoqua	Lab Grade Water & lab supplies	940.77
Ferguson Enterprises	Exp. Joints for piping - Tonawanda Creek Rd P.S.	2,581.75
Fisher Scientific	Laboratory Supplies	1,811.31
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	12,007.45
GHD	2025 O&M Project #12660951	1,200.00
GHD	Monthly Retainer	750.00
GHD	NCSD SWMM Update Project #12656907	8,371.50
Greater Niagara Gazette (CNHI)	Sodium Hypochlorite Bid Advertising	131.80
Greater Niagara Mechanical	Motor Sheave on Lab RTU Replacement & Inducer Replacement - Admin Bldg.	1,754.00

Kemira	Ferrous Chloride	6,783.60
Koester	Maintenance Supplies	959.00
Mielcarek, Joshua	2025 Clothing Allowance	400.00
Modern Corporation	Sludge/Dumpsters	78,311.92
North Central Laboratories	Laboratory Supplies	368.07
Pace Analytical Services	Laboratory Analyses	570.70
Reeds Auto Truck	Undercoating on Ford F250 & Chevy Silverado	400.00
Riverside Chemical Company	Rock Salt	536.85
Sharp Printing	Postcards	60.00
Staples	Office Supplies	149.25
United States Postal Service	Stamps (postcard, forever, ten cent)	425.00
WW Grainger	Maintenance Supplies	524.16
Wilson, Peter	2A Wastewater Exam Fee	112.00
TOTAL		\$ 162,389.18

TO BE PAID

VENDOR	DESCRIPTION	AMOUNT
Cintas	Floor Carpet Protection	119.89
Cummins Sales & Service	PM Tonawanda Creek Rd PS / Repair at East Canal	2,136.72
Fisher Scientific	Laboratory Supplies	315.03
Gui's Lumber	Maintenance Supplies	43.35
IRR Supply Centers	Maintenance Supplies	173.96
Lyons, Eric	2025 Clothing Allowance	397.74
Masterman's	Laboratory Supplies	998.09
North Central Laboratories	Laboratory Supplies	92.97
Pace	Laboratory Analyses	326.00
Rexel	Electrical Supplies	1,071.80
Verizon	Rapids Rd PS	40.42
Verizon	Shawnee Rd PS	40.40
Verizon Wireless	Cellular/Data Service	292.13
Vona, P. Andrew	Legal Retainer - November 2025	2,500.00
TOTAL		\$ 8,548.50

TOTAL FORWARDED	\$ 162,389.18
TOTAL APPROVED O&M	\$ 8,548.50
GRAND TOTAL APPROVED	\$ 170,937.68

This motion was carried.

Review of the October 2025 Financial Report showed an Operation and Maintenance balance of \$14,209,837.27.

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

Communications:

Mr. Blodgett reminded commissioners there is only one more meeting to submit 2025 I/I project requests for approval. Commissioner Maerten stated the Town of Pendleton was still working on the encumbrance proposal from 2024 and Commissioner Virtuoso stated the Town of Niagara would have theirs submitted for the December meeting.

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. 2026 Budget and Final Tax Computation Schedule - Mr. Blodgett reported that the County Legislature will have the final 2026 Budget vote on Tuesday, December 9, 2025. He stated there were very few changes between the preliminary budget numbers presented last month and the final numbers as presented. He also reported that the final 2026 Tax Computation schedule is complete and was previously distributed to the Board for their information.

b. Public Hearing Regarding Sewer District Assessment – Mr. Blodgett reported that the public hearing regarding the Budget and Sewer District Assessment for 2026 will be held at the Niagara County Legislature meeting on December 2, 2025.

c. December Meeting – December 17, 2025 -- Mr. Blodgett reminded the Administrative Board that due to the Christmas holiday, the next board meeting will be held on December 17, 2025.

d. Sodium Hypochlorite Bids – Mr. Blodgett reported Bison Laboratories and JCI Jones Chemicals submitted bids for a one-year contract period for Sodium Hypochlorite Solution (Bid #NCSD25-03) and noted the current supplier is JCI Jones Chemicals, Inc. and the current price is \$1.68/gallon. JCI Jones Chemicals, Inc. submitted the lowest bid in the amount of \$1.59/gallon. Mr. Blodgett is requesting Board approval to award said contract to the lowest bidder, JCI Jones Chemicals, Inc., in the amount of \$1.59/gallon for a one-year contract period.

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 accepts the bid of JCI Jones Chemicals, Inc., for Sodium Hypochlorite Solution (Bid #NCSD25-03), in the amount of \$1.59/gallon for a one-year contract period (January 1, 2026 – December 31, 2026). This motion was carried.

e. Fee and Surcharge Rate Schedule – Mr. Blodgett presented a proposed fee schedule and requested Board authorization to adopt the revised fees effective January 1, 2026. Mr. Blodgett mentioned the rates have not been increased since initially established in 2020 and the Board briefly discussed the proposed rates.

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 for Board authorization to adopt the revised fees effective January 1, 2026. This motion was carried.

e. Teamsters Negotiations – Mr. Blodgett said contract negotiations between the County and the Teamsters union are continuing and the next meeting is scheduled for November 25, 2025. He said progress continues and he hopes the process will conclude soon.

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 by December 2025.
- Board Action Requested: None

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

- General Contractor (GC) owes O&M manuals.
- Board Action Requested: None

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

- GC owes administrative closeout tasks and punch list.
- Board Action Requested: None

5. SWMM Update (GHD Project No. 12656907)

- Engineering report to be submitted by end of 2025.
- Board Action Requested: None

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

- Contracts 1G and 1E submitted to low bidders for execution.
- Board Action Requested: None.

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

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

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 Matthew Foe, the meeting adjourned at 4:17 p.m.