

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

Held on the 28th day of January 2026

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

EXCUSED: Commissioner Sylvia Virtuoso
Commissioner Joel M. Maerten

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, Attorney for District
Katelyn Reepmeyer, GHD Consulting Services
Anthony J. Nemi, Liaison, Niagara County Legislature

Pursuant to written notice in accordance with New York State Law, the meeting was called to order by holdover Chairman, Mark C. Crocker, at 4:00 p.m.

Roll call was taken by Donna Cody.

The Pledge of Allegiance was recited.

Chairman Crocker called for nominations for District Chairman. It was moved by Don MacSwan and seconded by Steve Broderick that Mark C. Crocker be nominated for Chairman.

Mark C. Crocker was duly re-elected as Chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2028.

Chairman Crocker nominated Don MacSwan for Vice-chairman. It was moved by Mark C. Crocker and seconded by Matthew Foe that Don MacSwan be nominated for Vice-chairman.

Don MacSwan was duly elected as Vice-chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2028.

It was moved by Mark C. Crocker and seconded by Don MacSwan that P. Andrew Vona be retained as Attorney for Niagara County Sewer District #1 for a two-year period commencing January 1, 2026 and ending with said District's re-organizational meeting in January 2028. This motion was carried.

It was moved by Don MacSwan and seconded by Matthew Foe that GHD Consulting Services be retained as engineering consultant for Niagara County Sewer District #1 for a two-year period commencing January 1, 2026 and ending with said District's re-organizational meeting in January 2028. This motion was carried.

It was moved by Don MacSwan and seconded by Steve Broderick that the Administrative Board of Niagara County Sewer District #1 shall meet on the fourth Wednesday of the month at 4:00 p.m. at the Water Pollution Control Center. This motion was carried.

The meeting continued with the Board's regular session.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the minutes of the December 17, 2025 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Matthew Foe, 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 | 1,546.50 |
| Frontier | Mapleton Rd PS | 63.03 |
| National Fuel | Plant | 6,870.77 |
| National Fuel | Shawnee Rd PS | 122.06 |
| National Fuel | Townline Rd PS | 102.89 |
| National Grid | East Canal Rd PS | 873.74 |
| National Grid | Mapleton Rd PS | 256.12 |
| National Grid | Moyer Lift PS | 154.12 |
| National Grid | Plant | 13,157.51 |

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| National Grid | Shawnee Rd PS | 180.12 |
| National Grid | Townline Rd PS | 672.93 |
| Niagara County Public Works | Elec Supply - Mapleton PS (Nov & Dec 2025) | 575.03 |
| Niagara County Public Works | Elec Supply - East Canal PS (Nov & Dec 2025) | 2,672.55 |
| Niagara County Public Works | Elec Supply - Moyer Lift (Nov & Dec 2025) | 217.61 |
| Niagara County Public Works | Elec Supply - Shawnee Rd (Nov & Dec 2025) | 293.30 |
| Niagara County Public Works | Elec Supply - Townline Rd (Nov & Dec 2025) | 2,649.63 |
| Niagara County Public Works | Elec Supply - Plant (Nov & Dec 2025) | 63,221.65 |
| Niagara County Public Works | Elec Supply - Rapids Rd PS (Nov & Dec 2025) | 734.96 |
| NYSEG | Rapids Rd PS | 371.90 |
| QLT | Tonawanda Creek Rd PS | 14.42 |
| Town of Wheatfield Water | Mapleton Rd PS | 21.35 |
| Town of Wheatfield Water | Moyer Lift PS | 21.35 |
| Town of Wheatfield Water | Shawnee Rd PS | 21.35 |
| Town of Wheatfield Water | Townline Rd PS | 158.55 |
| UDIG-NY | Digging Notifications | 118.28 |
| Verizon | East Canal | 40.51 |
| Verizon | Moyer Lift PS | 40.24 |
| Verizon | Plant | 171.00 |
| Verizon | Rapids Rd PS | 40.29 |
| Verizon | Shawnee Rd PS | 40.29 |
| Verizon | Tonawanda Creek Rd PS | 44.99 |
| Verizon | Townline Rd PS | 40.44 |
| Verizon Wireless | Cellular Phone / Data | 694.90 |
| American Contracting & Environmental Services Inc. | 2024 O&M Project #12629537 | 2,377.73 |
| Bearing Distributors Inc. (BDI) | Maintenance Supplies | 1,327.68 |
| Broderick, David S, Jr. | 2025 Board Meeting Travel Mileage | 131.32 |
| Buffalo State University | Basic Op., Basic Lab, Act. Sludge & Grade 3 Supervision Classes for Jacob Haskell | 3,000.00 |
| Cintas | Carpet Floor Protection | 119.89 |
| Cummins Sales & Service | Shawnee Rd PS Radiator Repairs | 7,041.99 |
| Draeger Inc. | O2 Sensors (2) | 1,806.12 |
| Earsing, Aaron | Travel Mileage | 50.40 |
| Eldwood Safety Company | Electrical Glove Testing | 94.50 |
| Empire Scale Corporation | Inspection, cleaning & calibration of balances | 1,391.50 |
| Evoqua | Laboratory Supplies | 1,862.72 |
| Fisher Scientific | Laboratory Supplies | 3,414.97 |
| GHD | Misc. Project Assistance & SCADA Support (Project #12640903) | 5,657.25 |

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| GHD | 2025 O&M Project #12660951 | 2,832.00 |
| GHD | Monthly Retainer - December 2025 | 750.00 |
| GHD | NCSD SWMM Update Project #12656907 | 6,302.00 |
| Haskell, Jacob | Travel Expenses reimbursement - Basic Lab Classes @ Buffalo State University | 84.67 |
| Home Depot | Maintenance Supplies | 800.99 |
| JCI Jones Chemical | Sodium Hypochlorite | 15,616.56 |
| Kemira | Ferrous Chloride | 10,412.69 |
| LaRock, Craig | 2025 Clothing Allowance | 366.63 |
| Linde Gas & Equipment | Maintenance Supplies | 514.22 |
| MacSwan, Donald | 2025 Board Meeting Travel Mileage | 47.04 |
| Masterman's | Laboratory Supplies | 2,087.25 |
| Modern Corporation | Sludge/Dumpsters | 52,808.47 |
| Niagara Fire Extinguisher | Co2 Recharge | 290.00 |
| Noco Energy Corp | Diesel Fuel for East Canal PS | 975.42 |
| North Central Laboratories | Laboratory Supplies | 141.91 |
| Pace Analytical Services | Laboratory Analyses | 1,208.80 |
| Petty Cash | Postage | 51.44 |
| Rexel | Electrical Supplies | 4,395.00 |
| Sentrimax | Centrifuge & Installation, testing, on-site freight | 128,395.00 |
| SPEX CertiPrep LLC | Laboratory Supplies | 376.71 |
| Southworth Milton Inc. | Generator Scheduled Maintenance - Townline, Mapleton, Plant (2) | 7,982.30 |
| Staples | Office Supplies | 932.45 |
| Superior Lubricants | Grease/Oil | 704.00 |
| The Pump Doctor | Cathodic Testing @ Ton. Creek, Mapleton, Townline | 731.25 |
| Town of Lewiston | 2025 I/I Reimbursement | 25,000.00 |
| Town of Lockport | 2025 I/I Reimbursement | 25,000.00 |
| Town of Pendleton | 2025 I/I Reimbursement | 25,000.00 |
| Town of Wheatfield | 4th Qtr. Fuel for Sewer District Vehicles | 1,825.83 |
| University of Texas at Dallas | Online Federal Chemical Reporting Systems | 100.00 |
| WB Mason | Water | 23.96 |
| WW Grainger | Maintenance Supplies | 373.65 |
| TOTAL | | \$ 440,610.69 |

TO BE PAID

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------------|---------------------------|----------------------|
| Fisher Scientific | Laboratory Supplies | 760.29 |
| Napa Auto Parts | Maintenance Supplies | 120.07 |

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| National Fuel | Shawnee Rd PS | 139.14 |
| National Fuel | Townline Rd PS | 139.86 |
| Pace Analytical Services | Laboratory Analyses | 151.40 |
| RAM Industrial Service Solutions | Oil | 89.08 |
| Riverside Chemical Company | Rock Salt | 536.85 |
| Staples | Office Supplies | 46.54 |
| Superior Lubricants | Grease/Oil | 1,063.72 |
| Upstate Equipment | Oil Filter | 32.03 |
| Verizon | Townline Rd PS | 40.35 |
| WW Grainger | Maintenance Supplies | 1,360.65 |
| TOTAL | | \$ 4,479.98 |

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| TOTAL FORWARDED | \$ 440,610.69 |
| TOTAL APPROVED O&M | 4,479.98 |
| GRAND TOTAL APPROVED | \$ 445,090.67 |

This motion was carried.

Review of the December 2025 Financial Report showed an Operation and Maintenance balance of \$13,577,320.07.

Upon motion duly made by Matthew Foe and seconded by Don MacSwan, it was resolved that the Sewer District's December 2025 Financial Report be approved as presented. This motion was carried.

Communications:

Mr. Blodgett stated the preliminary results of the BCR sludge dryer pilot trial were very impressive. He stated there were still a lot of unknowns regarding return on investment data to be evaluated. He also expressed gratitude to the District's staff for all the additional work they put in during the preparation and progression of the trial.

Mr. Blodgett also noted the spare centrifuge the District purchased from Sentrimax is now installed and the initial few weeks of operation is actually outperforming the original Alfa Laval centrifuge. He extended thanks to Aaron Earsing and Bradley Becken for all the initial effort on finding this opportunity, and for working diligently to make sure the purchase, install, and startup ran smoothly.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. OEM Purchase of Filter Feed #2 Drive – Mr. Earsing stated the existing filter feed #2 drive was purchased in 2001, making it approximately 25 years old. He requested authorization to accept the quote from Rexel to replace filter feed #2 drive for the quoted price of \$11,043.35.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Earsing's request to purchase an OEM replacement Filter Feed #2 Drive from Rexel in the amount of \$11,043.35. This motion was carried.

b. OEM Install of Influent Pump S4 VFD – Mr. Earsing presented a quote from Rexel to install influent pump S4 VFD in the amount of \$9,511.87. He stated we have the drive in stock as a spare at the District but OEM services from Rexel are required to program and install the unit. He requested authorization to accept the quote from Rexel to install influent pump S4 VFD for the quoted price of \$9,511.87.

Upon motion duly made by Matthew Foe and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Earsing's request to accept the quote from Rexel for OEM services to install influent pump S4 VFD for the quoted price of \$9,511.87. This motion was carried.

Administrative Director's Report:

a. 2026 District I/I Policies and Procedures – Mr. Blodgett stated that as a part of our annual Management, Operations and Maintenance plan, the District is required to review the current I/I policies and procedures for their effectiveness, including the allocation that each individual Town receives \$25,000 towards their own I/I projects and the additional amount of \$100,000 toward District-wide larger

projects. Mr. Blodgett recommended continuing the I/I Policies and Procedures for 2026 without any changes.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the 2026 District I/I Policies and Procedures the same as 2025. This motion was carried.

b. 2026 Guidelines for Procurement of Goods and Services – Mr. Blodgett presented a tentative 2026 Guidelines for Procurements of Goods and Services and suggested that the District keep the policies and limits the same as was approved by the Board in 2025.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Guidelines for Procurements of Goods and Services the same as 2025. This motion was carried.

c. Niagara County Sheriff Office – River Road/Liberty Bike Path Live Video – Mr. Blodgett presented documents on behalf of the Niagara County Sheriff Office regarding installation of live video camera to be installed on the District property at River Road and Liberty Drive near the new bike path for the purpose of live video feed. He requested Board authorization to allow the camera installation.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to authorize the Niagara County Sheriff Office to install live video feed camera as proposed. This motion was carried.

d. 2026 Emergency Repair Contracts – Mr. Blodgett presented two updated 2026 pricing quotes from Milherst Construction Inc. as well as N.F.P. & Sons, Inc. for consideration for Emergency Repairs Contracts. Mr. Blodgett requested the Board approve selecting Milherst Construction Inc. as well as N.F.P. & Sons, Inc. to be listed as non-exclusive service providers for emergency repairs for calendar year 2026.

Upon a motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Sewer District approve selecting Milherst Construction, Inc. and N.F.P. & Sons, Inc. to be listed as non-exclusive service providers for emergency repairs for calendar year 2026. This motion was carried.

e. 2026 O&M Project – Mr. Blodgett stated he would be working with Katelyn Reepmeyer and GHD to develop the 2026 O&M Project and prepare a proposal for consideration at the February meeting.

f. 2026 District I/I Project – Mr. Blodgett stated he would be working with Katelyn Reepmeyer and GHD to develop the 2026 District I/I Project and prepare a proposal for consideration at the February meeting.

g. Teamsters Contract Negotiations – Mr. Blodgett stated negotiations are ongoing, and the County is waiting for the Union to get back with the next meeting date.

Engineering 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 March 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.
- Record drawings due to NCSD.
- Board Action Requested: None

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

- GC to install Screw Pump No. 3 repairs 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)

- Draft report anticipated February 2026.
- Board Action Requested: None

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

- Contractor submittals in progress.
- GC to mobilize May 4, 2026.
- Board Action Requested: None.

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

- Dryer pilot completed.
- Pilot report from BCR anticipated at unknown date.
- Board Action Requested: None

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

- Management Operations and Maintenance Plan (MOM) annual update report draft to NCSO anticipated mid-February 2026.
- Mercury Minimization Plan (MMP) annual update reports draft to NCSO anticipated March 2026.
- Board Action Requested: None.

9. 2026 District I/I Project (GHD Project No. TBD)

- Western system flow monitoring model calibration (completion from the Eastern system done last year as part of the SWMM Update (GHD Project No. 12656907)).
- 8 meters to be installed with ADS (same subcontractor as previous project).
- Proposal to be submitted for consideration at February 2026 Board Meeting.
- Board Action Requested: None.

10. 2026 Annual NCSO O&M Projects (GHD Project No. TBD)

- Scope of work to be determined by NCSO No. 1 staff
- Likely to contain concrete repairs to Solid Handling Building floors and ceiling as outlined by GHD during visual observations in memo dated January 2026.

- Proposal to be submitted for consideration at February 2026 Board Meeting.
- Board Action Requested: None.

Attorney's Report:

There is nothing new to report this month.

New Business:

Chairman Crocker requested the Board adjourn to executive session. Upon motion duly made by Matthew Foe and seconded by Steve Broderick, it was resolved that the Board adjourn to executive session. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, 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 Mark C. Crocker and seconded by Don MacSwan, it was resolved that the Board authorizes the increase of the District's Attorney salary to \$40,000.00 per year commencing January 1, 2026 through the District's re-organizational meeting in January 2028. This motion was carried.

Adjournment:

Upon motion duly made by Matthew Foe and seconded by Don MacSwan, the meeting adjourned at 4:35 p.m.