

Pursuant to Executive Order No. 202.1, signed by Governor Cuomo on March 12, 2020, and additional advisories issued by Federal, State, and Local Officials related to the COVID-19 virus, the Niagara County Sewer District No. 1 Board will convene its regular meetings remotely via teleconference.

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

Held on the 22nd day of April 2020

PRESENT

Commissioner Wright H. Ellis, Chairman
Commissioner Mark C. Crocker, Vice-chairman
Commissioner Steve Broderick
Commissioner Don MacSwan
Commissioner Joel M. Maerten
Commissioner Lee Wallace

EXCUSED:

Aaron Earsing, Chief Operator, NCSD #1
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT:

Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Jason Lang, Maintenance Supervisor, NCSD #1
Joanne M. Teixeira, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Ellis called the teleconference meeting to order at 4:00 p.m.

Roll call was taken by Donna Cody.

Upon motion duly made by Mark C. Crocker and seconded by Lee Wallace, it was resolved that the minutes of the February 26, 2020 meeting be approved as presented. This motion was carried.

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

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Dig Safely	Digging Notifications	66.40
Frontier	Mapleton Rd PS	59.82
National Fuel	Plant	4,175.86
National Grid	East Canal Rd PS	1,206.59
National Grid	Mapleton Rd PS	213.48
National Grid	Moyer Lift PS	104.56
National Grid	Plant	10,389.74
National Grid	Shawnee Rd PS	193.23
National Grid	Tonawanda Creek Rd PS	773.67
National Grid	Townline Rd PS	804.23
Niagara County Public Works	Elec Supply -Ton Creek Road (January 2020)	302.39
Niagara County Public Works	Elec Supply - Mapleton PS (February 2020)	91.77
Niagara County Public Works	Elec Supply - East Canal PS (February 2020)	777.74
Niagara County Public Works	Elec Supply - Moyer Lift (February 2020)	36.56
Niagara County Public Works	Elec Supply - Shawnee Rd (February 2020)	55.60
Niagara County Public Works	Elec Supply - Townline Rd (February 2020)	399.60
Niagara County Public Works	Elec Supply - Plant (February 2020)	9,034.25
Niagara County Public Works	Elec Supply - Rapids Rd (Jan & Feb 2020)	350.87
Town of Wheatfield Water	Plant	1,734.10
Verizon	East Canal	28.12
Verizon	Moyer Lift PS	28.11
Verizon	Plant	144.37
Verizon	Rapids Rd PS	27.12
Verizon	Shawnee Rd PS	28.12
Verizon Wireless	Cellular Phone/Data	291.43
WNY Occupational Medicine	Random Drug & Alcohol Screen	71.00

TOTAL**\$ 31,388.73****TO BE PAID**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI	Maintenance & Electrical Supplies	2,331.70
Alpha Analytical	Lab Analysis	1,220.80
American Public Works Association	Membership Renewal - T. Blodgett	223.00
Bison Laboratories	Sodium Hypochlorite	3,356.78
Chudy Paper Co	Paper Towels	295.30
CIR Electrical	2019 O&M Project #11190922	37,715.00
Dival	Lab & Maintenance Supplies	1,141.38
Evoqua	Lab Grade Water	398.00
Fisher Scientific	Laboratory Supplies	2,128.77

GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	10,760.00
GHD	2019 O&M Project #11190922	13,880.00
Greater Niagara Mechanical	HVAC Repairs	1,861.50
Idexx	Laboratory Supplies	691.80
Industrial Appraisal	Appraisal Services	855.00
JP Industrial Supply	Maintenance Supplies	85.10
Lakes Pipe & Supply Corp	Maintenance Supplies	1,343.92
Mastermans	Laboratory Supplies	180.42
Microbac	Laboratory Supplies	553.00
Modern Corporation	Sludge/Dumpsters	16,748.33
Moley Magnetics	Install new bushings on screw auger	4,950.00
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
National Fuel	Townline Rd PS	221.82
Praxair	Maintenance Supplies	122.84
Republic Services	Recycling Service	48.34
Sampson Cleaning Services	February 29, March 7, 14, 21	280.00
Share Corporation	Maintenance Supplies	521.17
Staples	Office Supplies	257.37
STC Construction	2019 O&M Project #11190922	186,960.00
Town of Lockport	Reimbursement of Administrative Fees	1,187.00
Verizon	Townline Rd PS	28.11
Vitec, Inc.	Electrical Supplies	1,395.16
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	1,256.37
Water Environment Federation	A. Earsing & E. Knaebe Membership Fees	250.00
TOTAL		\$ 296,657.98

TOTAL FORWARDED	\$ 31,388.73
TOTAL APPROVED O&M	296,657.98
GRAND TOTAL APPROVED	\$ 328,046.71

This motion was carried.

Upon motion duly made by Mark C. Crocker and seconded by Lee Wallace, it was resolved that the following April vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Dig Safely	Digging Notifications	100.00
Frontier	Mapleton Rd PS	58.90
National Fuel	Plant	2,749.49
National Fuel	Shawnee Rd PS	85.99
National Grid	East Canal Rd PS	1,239.18
National Grid	Mapleton Rd PS	221.96
National Grid	Moyer Lift PS	115.84
National Grid	Plant	10,969.36
National Grid	Shawnee Rd PS	196.21
National Grid	Tonawanda Creek Rd PS	755.22
National Grid	Townline Rd PS	852.93
Niagara County Public Works	Elec Supply -Ton Creek Road (February 2020)	260.44
Niagara County Public Works	Elec Supply - Mapleton PS (March 2020)	86.64
Niagara County Public Works	Elec Supply - East Canal PS (March 2020)	734.56
Niagara County Public Works	Elec Supply - Moyer Lift (March 2020)	36.54
Niagara County Public Works	Elec Supply - Shawnee Rd (March 2020)	54.10
Niagara County Public Works	Elec Supply - Townline Rd (March 2020)	417.54
Niagara County Public Works	Elec Supply - Plant (March 2020)	8,383.11
NYSEG	Rapids Rd PS	111.65
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet Service	757.69
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
Town of Pendleton Water	East Canal Rd PS	31.50
Town of Wheatfield Water	Mapleton Rd PS	15.75
Town of Wheatfield Water	Moyer Lift PS	15.75
Town of Wheatfield Water	Shawnee Rd PS	15.75
Town of Wheatfield Water	Townline Rd PS	134.60
Verizon	East Canal	28.11
Verizon	Plant	146.82
Verizon	Rapids Rd PS	26.98
Verizon	Shawnee Rd PS	27.87
Verizon	Tonawanda Creek Rd PS	28.22
TOTAL		\$ 28,687.05

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical	Lab Analysis	314.00
Bison Laboratories, Inc.	Sodium Hypochlorite	3,353.39
Cintas	Mats	114.90

Cummins Sales & Service	Semi-annual maintenance of the emergency generators at Ton Crk, East Canal, Shawnee and Rapids Rd PS's.	1,163.18
Discount Mugs	N95 Masks	702.00
Environmental Resource Associates	Laboratory Supplies	220.10
Evoqua	Lab Grade Water	398.00
Federal Express	Overnight Lab Samples	54.09
Fisher Scientific	Laboratory Supplies	3,646.85
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	14,587.50
GHD	2019 O&M Project #11190922	19,842.87
GHD	2020 O&M Project #11205045	9,871.99
Greater Niagara Newspapers	Pollution Violator Ad	774.40
Gui's Lumber	Maintenance Supplies	55.38
International Waste Transport (IWT)	Dewatering Bags	2,195.00
Kemira	Ferrous Chloride	2,276.30
Modern Corporation	Sludge/Dumpsters	21,662.09
Moley Magnetics	Screw Pump start up	375.00
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building - April	160.00
North Central Laboratories	Laboratory Supplies	249.24
O'Connell Electric	Breaker Retrofit Repair in Aeration Building	3,480.00
Praxair	Maintenance Supplies	114.91
Republic Services	Recycling Service	47.98
Safety-Kleen	Parts/Washer Service	271.19
Sampson Cleaning Services	March 28, April 4, 10, 18	280.00
Share Corporation	Maintenance Supplies	984.58
SiteOne Landscape Supply, LLC	Maintenance Supplies	295.57
Solenis	Polymer	16,625.40
Staples	Office Supplies	216.65
STC Construction	2019 O&M Project #11190922	312,801.75
STC Construction	2020 O&M Project #11205045	107,825.00
Tek-Sales Inc.	4" Knife Valve	1,100.00
Town of Wheatfield	1st Quarter 2020 Fuel Charges	872.41
Verizon	Moyer Lift PS	27.87
Verizon Wireless	Cellular/Data	291.35
Vona, P. Andrew	Legal Retainer - March	2,500.00
WW Grainger	Maintenance Supplies	606.07
Xylem	Maintenance Supplies	669.00

TOTAL

\$ 531,776.01

TOTAL FORWARDED	\$ 28,687.05
TOTAL APPROVED O&M	531,776.01
GRAND TOTAL APPROVED	\$ 560,463.06

This motion was carried.

Review of the February 2020 Financial Report showed an Operation and Maintenance balance of \$6,558,777.13.

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan, it was resolved that the Sewer District's February 2020 Financial Report be approved as presented. This motion was carried.

Review of the March 2020 Financial Report showed an Operation and Maintenance balance of \$8,346,046.08.

Upon motion duly made by Lee Wallace and seconded by Mark C. Crocker, it was resolved that the Sewer District's March 2020 Financial Report be approved as presented. This motion was carried.

Communications:

Mr. Blodgett expressed his appreciation to Joanne Teixeira for setting up the zoom meeting which enabled the Board to conduct official business while still maintaining social distancing recommendations advised by Federal, State, and Local officials. He also wished Joanne Teixeira and Donna Cody a very happy Administrative Professionals Day.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Replacement of HVAC Unit for Sludge Office - Mr. Blodgett referred commissioners to the Chief Operator Report which indicated four quotes were obtained for the replacement of the HVAC unit for the sludge office at the treatment plant. Mr. Blodgett requested Board approval to accept the low bid of \$6,850.00 from Greater Niagara Mechanical for the purchase and installation of a replacement HVAC unit for the sludge office.

Upon motion duly made by Don MacSwan and seconded by Mark C. Crocker, it was resolved to accept the low bid of \$6,850.00 from Greater Niagara Mechanical for the purchase and installation of a replacement HVAC unit for the sludge office. This motion was carried.

b. Influent Pump #4 – Motor Rebuild - Mr. Blodgett stated three quotes were obtained for the motor rebuild of influent pump #4 at the treatment plant. Mr. Blodgett requested Board approval to accept the low bid of \$9,475.00 from Volland Electric to rebuild the motor for influent pump #4.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved to accept the low bid of \$9,475.00 from Volland Electric to rebuild the motor for influent pump #4. This motion was carried.

Administrative Director's Report:

a. Maintenance Position - Permission to Fill - Mr. Lang reported interviews have been completed for the newly created full time Maintenance Person position. Mr. Lang requested Board authorization to hire Bradley Becken to fill the full time Maintenance Person position.

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, it was resolved to hire Bradley Becken to fill the full time Maintenance Person position. This motion was carried.

b. Flushable items/Concerns Due to Covid-19 - Mr. Blodgett reported due to the recent shortage of toilet paper in local retailers, residents have started to get creative and resorted to alternatives such as wipes, paper towels, tissues, and even articles of clothing. Our staff has been alerted to check stations and interceptor manholes frequently for potential problems and recommended commissioners alert their respective town sewer departments to do the same. He stated the District staff has been doing an outstanding job of maintaining the plant, interceptors and pump stations during the Covid-19 pandemic.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.

- Continuing to monitor storm sewer system for diesel fuel. Plan submitted to NYSDEC – plan has been approved; implementation upon COVID clearance.
 - Wheatfield Crossing DSCA – performed analysis; partial/conditional approval recommended.
 - Pendleton Trail/Canal Corp/Wetland Restoration – ACP impacts – in discussion with Canal Corp. Requested copies of ACOE/NYSDEC Wetland permits – none provided. Letter to be drafted to Canal Corp; construction non-essential.
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Draft Map and Plan to be finalized in early 2020
 - BOARD ACTION REQUESTED – None
 3. 2019 O&M Project (GHD Project No. 11188625)
 - Project underway
 - BOARD ACTION REQUESTED – None
 4. 2020 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)
 - Project underway.
 - BOARD ACTION REQUESTED – None
 5. 2019 SPDES Annual Compliance Updates (GHD Project No. 630191)
 - Project complete. CMOM and MMP Annual Update reports submitted to NYSDEC.
 - BOARD ACTION REQUESTED – None
 6. Enforcement Response Plan Update and Compliance Fee Structure Assistance (GHD Project No. 630191)
 - Project underway
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

Chairman Ellis stated due to the Covid-19 social distancing recommendations he has participated in a few teleconference calls and sometimes technical difficulties were encountered. He also wished to thank Joanne for organizing the Sewer District meeting and noted it went very well.

Adjournment:

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, the meeting adjourned at 4:23 p.m.