

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.

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

Held on the 16th day of December 2020

PRESENT: Commissioner Wright H. Ellis, Chairman
Commissioner Mark C. Crocker, Vice Chairman
Commissioner Steve Broderick
Commissioner Don MacSwan
Commissioner Joel M. Maerten

EXCUSED: Commissioner Lee Wallace
Teresa Misiti, GHD Consulting Services

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Aaron Earsing, Chief Operator, NCSD #1
Jason Lang, Maintenance Supervisor, NCSD #1
Joanne M. Teixeira, NCSD #1
Anthony J. Nemi, Liaison, Niagara County Legislature
P. Andrew Vona, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services

Chairman Ellis called the meeting to order at 4:02 p.m.

Roll call was taken by Donna Cody.

Upon motion duly made by Don MacSwan and seconded by Mark C. Crocker, it was resolved that the minutes of the November 18, 2020 meeting be approved as presented. This motion was carried.

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

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Dig Safely	Digging Notifications	178.52
Frontier	Mapleton Rd PS	59.06
National Fuel	Plant	1,335.31
National Fuel	Shawnee Rd PS	51.19
National Fuel	Townline Rd PS	44.19
National Grid	East Canal Rd PS	980.75
National Grid	Mapleton Rd PS	191.29
National Grid	Moyer Lift Rd PS	78.11
National Grid	Plant	10,508.49
National Grid	Shawnee Rd PS	186.03
National Grid	Townline Rd PS	839.47
Niagara County Public Works	Elec Supply -Ton Creek Road (October 2020)	174.25
Niagara County Public Works	Elec Supply - Mapleton PS (Oct & Nov 2020)	109.87
Niagara County Public Works	Elec Supply - East Canal PS (Oct & Nov 2020)	1,013.57
Niagara County Public Works	Elec Supply - Moyer Lift (Oct & Nov 2020)	33.79
Niagara County Public Works	Elec Supply - Shawnee Rd (Oct & Nov 2020)	82.95
Niagara County Public Works	Elec Supply - Townline Rd (Oct & Nov 2020)	449.39
Niagara County Public Works	Elec Supply - Plant (Oct & Nov 2020)	16,411.90
Niagara County Public Works	Elec Supply - Rapids Rd PS (Sept. & Oct. 2020)	225.19
NYDEC	NYSDEC (Hazardous Substance Bulk Storage Application fee for Ton. Creek Rd PS, Townline Rd PS, Plant)	500.00
NYSEG	Rapids Rd	78.97
QLT	Townline Rd PS	13.35
Time Warner	Internet	765.64
Verizon	East Canal PS	38.29
Verizon	Plant	197.02
Verizon	Townline Rd PS	38.31
Verizon	Tonawanda Creek Rd PS	42.80
Verizon Wireless	Cellular Phone/Data	292.05
TOTAL		\$ 34,919.75

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI	Maintenance Supplies	518.10
Alpha Analytical	Lab Analysis	5,652.20

Amrex Chemical Co., Inc.	Chemicals	2,850.00
AutomationDirect.com	Relay output module	119.00
Bison Laboratories, Inc.	Sodium Hypochlorite	3,116.77
Cintas	Mats	97.22
C3controls	Electrical Supplies	50.96
Dival	Maintenance Supplies	578.00
Evoqua	Laboratory Supplies	559.94
Fisher Scientific	Laboratory Supplies	165.18
Fox Fence Inc.	Relocation of existing gate at plant	3,912.68
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	5,796.25
GHD	2019 O&M Project #11190922	187.50
GHD	2020 O&M Project #11205045	22,790.00
GHD	ERP Update & Compliance Fee Assis. Project #630191	1,470.00
Greater Niagara Mechanical	Heater Repair in Tunnel & Heater Replacement	4,875.00
Gui's Lumber	Maintenance Supplies	7.00
Joseph T. Ryerson & Son, Inc.	Maintenance Supplies	521.82
Kemira	Ferrous Chloride	4,828.04
McMaster-Carr	Maintenance Supplies	62.51
Modern Corporation	Sludge/Dumpsters	34,361.26
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
National Grid	Tonawanda Creek Rd PS	818.97
Niagara Lock & Key Service	Keys/Locks	674.45
Praxair	Maintenance Supplies	655.34
Rexel	Maintenance Supplies	170.00
Safety-Kleen	Maintenance Supplies	164.00
Sampson Cleaning Services	November 22, 29, December 6, 13	280.00
Sherwin Williams	Paint Supplies	143.23
Staples	Office Supplies	128.68
STC Construction	2020 O&M Project #11205045	98,942.50
Thermo Fisher Scientific	Maintenance Supplies	374.16
Town of Wheatfield Water	Plant	1,794.90
Verizon	Shawnee Rd PS	34.15
Vona, P. Andrew	Legal Retainer - November	2,500.00
Watson Marlow	Maintenance Supplies	425.62
WW Grainger	Maintenance Supplies	22.82

Zep	Maintenance Supplies	97.64
TOTAL		\$ 200,655.89
TOTAL FORWARDED		\$ 34,919.75
TOTAL APPROVED O&M		\$ <u>200,655.89</u>
GRAND TOTAL APPROVED		\$ 235,575.64

This motion was carried.

Review of the November 2020 Financial Report showed an Operation and Maintenance balance of \$6,998,181.47.

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

Authorization to forward year-end vouchers to Audit Department –

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 authorizes Joanne Teixeira to forward year-end vouchers to the Audit Department for processing from the 2020 budget. 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. Auctions International Results for Surplus Equipment - Mr. Earsing indicated Commissioners were provided a list of winning bids for the surplus equipment auction discussed at the November Administrative Board meeting. He noted almost everything sold with the exception of two

pallets, netting a revenue of \$11,281.00 for the District contingent upon receipt of payment. He stated pickup has begun and overall the Auctions International process has been a positive experience.

Administrative Directors Report:

a. Polymer Bid Award - Mr. Blodgett reported we received two bids for the District's Polymer Contract. One bid was from Polydyne Inc. and the other bid was from Solenis, LLC (our current supplier). He stated that GHD completed a review of each bid and an analysis as to which product each company submitted will provide the lowest possible cost to the District. Mr. Blodgett recommended Board approval to accept the bid of Polydyne Inc. for Liquid Polymer (Bid No. NCSD20-02) at the three year contract price of \$1.04 per pound active Polymer. The three year contract is effective from February 1, 2021 to February 1, 2024.

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 accepts the bid of Polydyne Inc. for Liquid Polymer (Bid No. NCSD20-02) at the three-year contract price of \$1.04 per pound active Polymer. The three-year contract is effective from February 1, 2021 to February 1, 2024. This motion was carried.

b. Pretreatment Documents and Fee Schedule Rate Schedule – At the February 2020 Administrative Board Meeting it was resolved that the District contracts with GHD to update the Industrial Pretreatment Enforcement Response Plan (ERP), which has not been revised since being prepared in 1992, and update the industrial user compliance fee structure, as well as certain other general sewer fees, as suggested the United States Environmental Protection Agency at the District's latest inspection. Mr. Blodgett stated the documents were previously forwarded to Commissioners and he noted due to the proposed changes, some items, which were previously budgeted as expenses, would now provide revenue to the District. Mr. Blodgett requested authorization to notify the EPA of these non-

substantial modifications to the District's Industrial Pretreatment Enforcement Response Plan and approval of the proposed "Fee and Surcharge Rate Schedule".

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 authorizes Mr. Blodgett to notify the EPA of these non-substantial modifications to the District's Industrial Pretreatment Enforcement Response Plan; as well as approval of the proposed "Fee and Surcharge Rate Schedule". This motion was carried.

c. Teamster Negotiations - Mr. Blodgett indicated negotiations for the Teamsters Contract renewal were ongoing and proposals have been exchanged and that he expected another meeting to be scheduled soon to discuss said proposals.

d. Operator resignation – Permission To Canvass Certified List - Mr. Blodgett reported that he and Mr. Earsing received a letter from Christopher Carrigan, a Wastewater Treatment Plant Operator, informing the District of his resignation effective December 12, 2020. Mr. Carrigan accepted a position at a private company at a higher rate of pay, as well as a degree assistance benefit. Mr. Blodgett requested Board approval to canvass off the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list to fill the vacancy. Chairman Ellis requested a motion to accept Mr. Carrigan's resignation with regret and best wishes.

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 Mr. Blodgett's request to canvass off of the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list. This motion was carried.

Engineers Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - Report submitted to DEC for storm sewer system – one more in place ground application, then spill will be considered closed
 - Pendleton Trail/Canal Corp/Wetland Restoration – Project on hold. Canal Corp investigating alternative solutions.
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 complete.
 - BOARD ACTION REQUESTED – None
4. 2020 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)
 - Construction underway
 - **BOARD ACTION REQUESTED –Consider authorization for change order.**

Mr. Lannon reminded Commissioners that when the initial bid for the 2020 Clarifier Rehabilitation Project was accepted the project contained three alternate components that were deferred to facilitate project funding. At this time Mr. Lannon is requesting authorization to complete the Clarifier Rehabilitation Project by authorizing bid alternate items 1A, 3A and 4A for a total additional cost of \$1,113,000.00, contingent upon availability of project funding and review by the District's legal counsel.

Upon motion duly made by Steve Broderick and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's

request to complete the Clarifier Rehabilitation Project by authorizing bid alternate items 1A, 3A and 4A for a total additional cost of \$1,113,000.00, contingent upon availability of project funding and review by the District's legal counsel. This motion carried.

5. Enforcement Response Plan Update and Compliance Fee Structure Assistance (GHD Project No. 630191)
 - Project underway.
 - BOARD ACTION REQUESTED – None
6. I&I Project (GHD Project No. 630191)
 - Project underway.
 - BOARD ACTION REQUESTED – None
7. Solids Handling System Evaluation (GHD Project No. 630191)
 - Project underway. Kick off meeting held on December 1.
 - BOARD ACTION REQUESTED – None
8. 2020 SPDES Annual Compliance Updates (GHD Project No. 630191)
 - Project underway.
 - 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 Steve Broderick, the meeting adjourned at 4:23 p.m.