

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

Held on the 22nd day of January 2020 at the Water Pollution Control Center

PRESENT:	Commissioner Wright H. Ellis, Chairman Commissioner Mark C. Crocker, Vice-Chairman Commissioner Don MacSwan Commissioner Joel M. Maerten Commissioner Lee Wallace
EXCUSED:	Commissioner Steve Broderick Anthony J. Nemi, Liaison, Niagara County Legislature 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 P. Andrew Vona, Attorney for District Robert P. Lannon, GHD Consulting Services

Pursuant to written notice in accordance with New York State Law, the meeting was called to order by holdover Chairman, Wright H. Ellis, at 4:04 p.m.

Roll call was taken by Donna Cody.

Chairman Ellis deferred the election of Chairman to Mr. P. Andrew Vona, Attorney for the District. Mr. Vona called for nominations for District Chairman. It was moved by Lee Wallace and seconded by Don MacSwan that Wright H. Ellis be nominated for Chairman.

Wright H. Ellis 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 2022.

Chairman Ellis thanked Mr. Vona and resumed conducting the meeting. Chairman Ellis requested nominations for Vice-chairman. It was moved by Joel M. Maerten and seconded by Don MacSwan that Mark C. Crocker be nominated for Vice-chairman.

Mark C. Crocker 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 2022.

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, 2020 and ending with said District's re-organizational meeting in January 2022. This motion was carried.

It was moved by Lee Wallace and seconded by Don MacSwan that GHD Consulting Services be retained as engineering consultant for Niagara County Sewer District #1 for a two-year period commencing January 1, 2020 and ending with said District's re-organizational meeting in January 2022. This motion was carried.

It was moved by Joel M. Maerten and seconded by Mark C. Crocker 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 Joel M. Maerten and seconded by Don MacSwan, it was resolved that the minutes of the December 18, 2019 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded Joel M. Maerten, 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	94.70
Irth Solutions (formerly Bytronics)	Digging Notifications	100.00
Frontier	Mapleton Rd PS	59.26
National Fuel	Plant	3,768.85

National Fuel	Shawnee Rd PS	94.77
National Fuel	Townline Rd PS	56.29
National Grid	East Canal Rd PS	1,299.42
National Grid	Mapleton Rd PS	195.94
National Grid	Moyer Lift PS	109.54
National Grid	Plant	11,176.64
National Grid	Shawnee Rd PS (Nov)	182.17
National Grid	Tonawanda Creek Rd PS	833.96
National Grid	Townline Rd PS (Nov)	836.65
Niagara County Public Works	Elec Supply -Ton Creek Road (Aug, Sept, Oct 2019)	581.45
Niagara County Public Works	Elec Supply - Mapleton PS (Sept, Oct, Nov 2019)	246.88
Niagara County Public Works	Elec Supply - East Canal PS (Sept, Oct & Nov 2019)	1,869.14
Niagara County Public Works	Elec Supply - Moyer Lift (Sept, Oct & Nov 2019)	61.78
Niagara County Public Works	Elec Supply - Shawnee Rd (Sept, Oct & Nov 2019)	145.57
Niagara County Public Works	Elec Supply - Townline Rd (Sept, Oct & Nov 2019)	972.86
Niagara County Public Works	Elec Supply - Plant (Sept, Oct & Nov 2019)	29,224.22
Niagara County Public Works	Elec Supply - Rapids Rd (Sept, Oct & Nov 2019)	258.70
NYSEG	Rapids Rd PS	564.20
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet Service	757.69
Town of Pendleton Water	East Canal Rd PS	22.00
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
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	105.70
Verizon	East Canal	7.71
Verizon	Plant	146.74
Verizon	Tonawanda Creek Rd PS	33.26
Verizon	Townline Rd PS	1.09
Verizon Wireless	Cellular Phone/Data	291.52
Alfa Laval	Repairs & Maintenance on Centrifuge	29,795.95
Alpha Analytic, Inc.	Lab Analysis	224.00
Barnes, Braidy	2A Application fee reimbursement	104.00
Bison Laboratories	Sodium Hypochlorite	3,078.12
Buffalo Lift Trucks	Forklift Maintenance	134.20
Dana Roetzer's Executive Landscaping Inc.	Tree Repair & Maintenance	950.00
Evoqua	Lab Grade Water	398.00
Fisher Scientific	Laboratory Supplies	114.42

GHD	2019 O&M Project #11190922	1,765.00
GHD	Misc. Project Assistance & Scada Support (Project #630191)	1,560.00
GHD	WPCC Effluent Diffuser Inspect Project #630161	10,230.00
GHD	December Monthly Retainer	750.00
GHD	Project #11193977 Interceptor Manhole/Chamber Inspect.	2,485.00
GHD	Misc. Project Assistance - Transit Rd. Emergency Repair (Project #630191)	17,850.00
Idexx	Laboratory Supplies	176.79
Kandey Co	Transit Road Interceptor and Manhole Repair	270,700.00
Kemira	Ferrous Chloride	4,288.30
Modern Corporation	Sludge/Dumpsters	15,678.91
Niagara Fire Extinguisher Service Inc.	Annual Inspection & Dry Chemical Recharge	1,137.25
NYSDEC	SPDES Fees	110.00
NYWEA	2A Application fee for Peter Pesaresi	150.00
O'Connell Electric	2018 O&M Project #11153470	62,433.83
Praxair	Maintenance Supplies	118.88
Safety Kleen	Parts/Washer Service	264.94
Southworth Milton Inc.	Semi-Annual Maintenance on Emergency Generators at Townline Rd & Mapleton Rd Pump Stations & Plant.	5,760.50
Staples	Office Supplies	57.00
The Pump Doctor	Annual Cathodic Testing at the following pump stations: Ton. Crk Rd, Shawnee Rd, Townline Rd, Plant	560.00
Town of Pendleton	2019 I/I Reimbursement	20,000.00
Town of Wheatfield	Fuel for County Vehicles	1,029.72
Vona, Andrew P.	Legal Retainer - December 2019	2,500.00
Xylem	Maintenance Supplies	2,754.75

TOTAL

\$ 511,333.86

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI	Maintenance Supplies	1,378.72
Alpha Analytical	Lab Analysis	164.00
Aramark	Carpet Floor Protection	98.70
Bison Laboratories	Sodium Hypochlorite	3,264.57
Carrigan, Christopher	2020 Clothing Allowance	400.00
Dival Safety & Supplies	Electrical Supplies	125.65
Earsing, Aaron	2020 Clothing Allowance	400.00

Fisher Scientific	Laboratory Supplies	1,085.56
Flanders, Daniel	2020 Clothing Allowance	400.00
Idexx	Laboratory Supplies	465.08
John's Motor & Transmission Shop	Vehicle Maintenance on 2015 Ford F-250	193.65
JP Industrial Supply	Maintenance Supplies	98.88
Lakes Pipe & Supply Co	Maintenance Supplies	174.84
Lock City Supply Inc.	Maintenance Supplies	413.22
Manager Plus	Computer Software (Preventative Maint Program)	749.00
Martech	Calibration of Gas Detectors	350.00
Masterman's	Laboratory Supplies	725.06
Microbiologics	Laboratory Supplies	1,001.82
Moley Magnetics	Disconnect for the Centrifuge	3,545.63
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
Napa Auto Parts	Anti-Freeze	46.74
North Central Laboratories	Laboratory Supplies	111.74
Republic Services	Recycling Service	48.42
Riverside Chemical Company	Rock Salt	360.35
Sampson Cleaning Services	December 22, 29, January 5, 12, 19	350.00
Service Bearing & Transmission	Maintenance Supplies	1,683.11
Staples	Office Supplies	22.46
Solenis	Polymer	16,625.40
Upstate Valve and Control	Spare Electric Actuator Module	1,514.55
Verizon	Moyer Lift PS	28.03
Verizon	Rapids Rd PS	27.04
Verizon	Shawnee Rd PS	28.03
Verizon Wireless	Cellular/Data Service	291.39
WW Grainger	Maintenance Supplies	435.30
Water Environment Federation	Annual Membership for T. Blodgett & D. Flanders, M. Scive, C. Teixeira, E. Lesold	710.00
TOTAL		\$ 37,476.94

TOTAL FORWARDED (2019 BUDGET)	\$ 511,229.86
TOTAL APPROVED O&M (2020 BUDGET)	<u>37,476.94</u>
GRAND TOTAL APPROVED	\$ 548,706.80

This motion was carried.

Review of the December 2019 Financial Report showed an Operation and Maintenance balance of \$6,661,500.84.

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan it was resolved that the Sewer District's December 2019 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. 2019 NYSDEC Annual Compliance Inspection - Mr. Earsing reported the New York State Department of Environmental Conservation has not yet contacted the District for the Annual Compliance Inspection. He stated that he would update the Board when contacted by the DEC.

Administrative Director's Report:

a. 2020 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 \$20,000 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 2020 without any changes.

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the 2020 District I/I Policies and Procedures the same as 2019. This motion was carried.

b. 2020 Guidelines for Procurement of Goods and Services - Mr. Blodgett presented the 2020 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 2019.

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 2020 Guidelines for Procurement of Goods and Services as presented. This motion was carried.

c. Crown Castle Cell Tower Correspondence - Mr. Blodgett presented a proposal the District received from Crown Castle regarding the lease program currently entered with Crown Castle. Crown is requesting the District to consider a perpetual easement for a one time purchase price of \$169,400.00 instead of the current monthly rental. After discussing the proposal and upon the recommendation of Attorney Vona, it was decided to respectfully reject the proposed buy-out of the lease agreement with Crown Castle and authorize Attorney Vona to formally respond to Crown Castle accordingly.

Upon motion duly made by Lee Wallace and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby respectfully rejects the proposed buy-out of the lease agreement with Crown Castle and authorizes Attorney Vona to formally respond to Crown Castle accordingly.

d. New Maintenance Position Posting - Mr. Blodgett stated the approved new maintenance position was posted and the District has only received two applications that have been approved. As a result the posting was extended to the end of January to hopefully receive more applications. Mr. Blodgett stated he would update the Board at the February Administrative Board meeting.

e. Transit Road Emergency Lining Project Update - Mr. Blodgett stated that the Transit Road lining project went very well and is complete with the exception of final restoration. Kandey Co. will return in the spring to complete the final restoration work. Mr. Blodgett stated that there was one item that will be taken as a learning experience that was brought to his attention by Commissioner Maerten. He stated that Commissioner Maerten expressed his concern for better communication with emergency personnel prior to beginning projects to enable emergency responders to be aware of any potential issues. Commissioner Maerten suggested to notify the Town offices, and they could notify emergency services such as fire companies and ambulance services in their townships.

f. Proposal Request for Pretreatment and Enforcement Response, and Fees/Surcharges Review- Mr. Blodgett stated the District has not reviewed the pretreatment fees and surcharge structure in quite some time. Mr. Blodgett requested Board authorization for the Engineer to prepare a proposal for a complete review of the Pretreatment Program and all District fees and surcharges for consideration at the February meeting.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the Engineer to prepare a proposal for a complete review of the Pretreatment Program and all District fees and surcharges for consideration at the February meeting.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - Transit Road Lining – construction complete
 - Continuing to monitor storm sewer system for diesel fuel
 - Wheatfield Crossing DSCA – performing analysis
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Draft Map and Plan to be finalized in early 2020
 - Capital plan project meeting held with District in November
 - 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 underway. Reports being developed.
 - BOARD ACTION REQUESTED – None

6. Interceptor Manhole/Chamber Inspection Program (GHD Project No. 11193977)
 - Project complete
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

Commissioner Wallace inquired whether any outstanding industry compliance issues have been resolved. Mr. Blodgett stated there are still a few outstanding items and the 4th quarter 2019 compliance documents should be submitted to the District for review in the next month or so.

Adjournment:

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, the meeting adjourned at 4:38 p.m.