

**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 July 2020

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

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, NCSD #1 Attorney  
Robert P. Lannon, GHD Consulting Services  
Teresa Misiti, GHD Consulting Services  
Carl A. Widmer, CPA, Drescher & Malecki

Chairman Ellis called the meeting to order at 4:02 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 June 24, 2020 meeting be approved as presented. This motion was carried.

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

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Dig Safely	Digging Notifications	175.17
Frontier	Mapleton Rd PS	58.75
M&T Bank	Administrative Bond Fees	1,278.00
National Fuel	Plant	70.94
National Grid	East Canal	735.64
National Grid	Mapleton Rd PS	189.06
National Grid	Moyer Lift PS	67.71
National Grid	Plant	9,118.26
National Grid	Shawnee Rd PS	179.13
National Grid	Tonawanda Creek Rd PS	692.51
National Grid	Townline Rd PS	429.46
Niagara County Public Works	Elec Supply -Ton Creek Road (May 2020)	194.85
Niagara County Public Works	Elec Supply - Mapleton PS (June 2020)	90.93
Niagara County Public Works	Elec Supply - East Canal PS (June 2020)	776.70
Niagara County Public Works	Elec Supply - Moyer Lift (June 2020)	25.96
Niagara County Public Works	Elec Supply - Shawnee Rd (June 2020)	62.49
Niagara County Public Works	Elec Supply - Townline Rd (June 2020)	368.78
Niagara County Public Works	Elec Supply - Plant (June 2020)	10,617.71
Niagara County Public Works	Elec Supply - Rapids Rd PS (May & June 2020)	322.04
NYSDEC	Hazardous Substance Bulk Storage Fee	125.00
NYSEG	Rapids Rd PS	481.84
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet Service	757.69
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	110.00
Verizon	East Canal	27.91
Verizon	Plant	146.81
Verizon	Shawnee Rd PS	28.83
Verizon	Tonawanda Creek Rd PS	32.29
WNY Occupational Medicine	Seasonal Employee Physical/Drug Screen	97.00
<b>TOTAL</b>		<b>\$ 27,322.06</b>

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
AAI	Maintenance Supplies	1,423.90
Alpha Analytical	Lab Analysis	234.00
Bison Laboratories, Inc.	Sodium Hypochlorite	3,187.28
Buffalo Lift Trucks	Preventative Maintenance	597.88

CDW-G	Projector	610.00
Cintas	Mats	97.22
Cummins Sales & Service	Generator Repair at Ton. Creek Rd PS	1,041.78
Dana Roetzer's Executive Landscaping	Weed Maintenance at Plant & Pump Stations, and tree removal at Shawnee Rd PS	4,609.00
Discount Mugs	Masks	414.00
Dival Safety & Supplies	Maintenance Supplies	853.34
Eaton Office Supply	Office Supplies	40.74
Evoqua	Lab Grade Water	538.40
Fisher Scientific	Laboratory Supplies	1,707.23
Frontier Technical Associates, Inc.	Chemical Bulk Storage Tank Inspections	3,200.00
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	5,585.00
GHD	2019 O&M Project #11190922	29,325.00
GHD	2020 O&M Project #11205045	390.00
Greater Niagara Newspapers	Sludge Hauling & Disposal Bid Ad	108.40
Gui's Lumber	Maintenance Supplies	418.75
Home Depot	Microwave for Operations/Dehumidifier in Lab	328.00
IWT/Cargo Guard	Dewatering Bags	1,405.00
John W. Danforth	Annual Fume Hood Certification (laboratory)	375.00
John's Motor & Transmission Shop	2013 Ford F-350 Inspection & Maintenance; 2016 Ford Explorer Inspection & Oil Change; 2015 Ford F-250 Inspection	706.03
JP Industrial	Maintenance Supplies	445.08
Kemira	Ferrous Chloride	2,259.36
LandPro Equipment	Maintenance Supplies	47.61
Lock City Supply	Maintenance Supplies	1,720.03
Masterman's	Laboratory Supplies	457.32
Modern Corporation	Sludge/Dumpsters	20,702.98
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building - July	160.00
Napa Auto Parts	Battery	278.97
National Vacuum Environmental	Backwash tanks & grit chamber maintenance	3,305.00
NYS Department of Health	Annual ELAP Fees	722.67
North Central Laboratories	Laboratory Supplies	518.33
Occustar	Employee First Aid Classes	1,785.00
PLC Hardware	Allen Bradley Input Cards	1,853.33
Praxair	Maintenance Supplies	122.84
Rexel	Electrical Supplies	199.50
Sampson Cleaning Services	June 27, July 5, 12, 19	280.00

Service Bearing & Transmission	Maintenance Supplies	1,136.12
Solenis	Polymer	16,625.40
Southworth Milton, Inc.	Generator Battery Replacement & Preventative Maintenance at Townline Rd PS, Mapleton Rd, Plant	3,587.16
STC Construction	2019 O&M Project #11190922	41,824.61
Town of Wheatfield	2nd Quarter Fuel	622.58
Verizon	Moyer Lift PS	28.84
Verizon	Rapids Rd PS	27.63
Verizon Wireless	Cellular Phone/Data	291.68
Vona, P. Andrew	Legal Retainer - June	2,500.00
WW Grainger	Maintenance Supplies	598.26
Xylem	Equipment Rental	532.67
Zep	Maintenance Supplies	248.65
<b>TOTAL</b>		<b>\$ 160,827.57</b>

<b>TOTAL FORWARDED</b>	<b>\$ 27,322.06</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ <u>160,827.57</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 188,149.63</b>

This motion was carried.

Review of the June 2020 Financial Report showed an Operation and Maintenance balance of \$10,201,247.87.

Upon motion duly made by Joel M. Maerten and seconded by Lee Wallace, it was resolved that the Sewer District's June 2020 Financial Report be approved as presented. This motion was carried.

**Communications:**

a. Financial Statement and Audit Report – Drescher & Malecki - Chairman Ellis requested Carl Widmer from Drescher & Malecki present an overview of the Sewer District No. 1 Fund Financial Statements and Audit Report for year ended December 31, 2019 to the Board. Mr. Widmer explained the Sewer District is a funded entity of the County and Drescher and Malecki are retained as a third party, independent entity to perform the County's Audits. He stated he was presenting the part of that audit that pertains to the Sewer District Fund. Mr. Widmer's review of the report reflects compliance with financial related legal requirements and the District's stable financial position, including an analysis of an

appropriate fund balance given the type, age, and amount of infrastructure owned and operated by the District. He discussed Revenues Compared to Expenditures, Total Fund Balance and the Undesignated Fund Balance as a Percentage of Expenditures. Mr. Widmer stated the final report would be submitted to the County by the end of the month.

Upon motion duly made by Lee Wallace and seconded by Don MacSwan, it was resolved that the Financial Statement and Audit Report prepared by Drescher & Malecki be approved as presented. This motion was carried.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

Mr. Earsing expressed his gratitude to the Town of Wheatfield Water and Sewer Department for assisting the District with a quick investigation of the plant storm sewers to verify that blockages experienced in the past are not re-establishing. The investigation revealed no areas of major concern at this point. Mr. Earsing said Richard Donner and a crew arrived with their camera system purchased through the District I/I program.

a. Plant and Pump Stations Driveway Sealing Quotes – Mr. Earsing provided three quotes for driveway sealing and requested authorization to accept the lowest quote from Buffalo Road Markings of \$13,350.00.

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. Earsing to accept the lowest quote from Buffalo Road Markings of \$13,350.00 to seal the plant and pump stations driveways. This motion carried.

a. Pretreatment Industrial Survey Communications with each Town's Building Department - Mr. Earsing stated every year in July the District sends letters to each Town Supervisor, Building Inspector, and Sewer Department with a copy of the District's Industrial Waste Survey. Mr. Earsing

stated this year the District added Town Clerks to the recipient list. He emphasized the importance of the Industrial Waste Surveys being distributed to each and every new business in each town to assist the District in determining if a business needs a discharge permit. Commissioner Crocker asked who should be responsible to distribute the report. Mr. Blodgett stated there have been several businesses that have not received an Industrial Waste Survey, and recommended Town Building Inspectors make the District's Survey part of any routine paperwork distributed to new businesses in each of the Member Towns.

**Maintenance Supervisor's Report:**

a. Wastewater Maintenance Person Position – Mr. Lang requested Board authorization to hire Daniel Nelson to fill the vacant Maintenance Person position.

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 authorizes Mr. Lang's request to hire Daniel Nelson to fill the vacant Maintenance Person position. This motion carried.

**Administrative Director's Report:**

a. 2021 Draft Budget – Mr. Blodgett stated he and Joanne Teixeira would continue to work on the 2021 Budget over the next few weeks and present a draft to the Board for review in early August. He stated that several final numbers are not yet available from the County, but the final budget will need to be approved at the August Board meeting so that it can be submitted to the County Budget Office by September 16, 2020. He anticipated the tentative budget would be very similar to the 2020 but with the Teamsters contract set to expire at the end of 2020 he couldn't accurately project salary expenses, and increases would not be allowed to be "projected" in the budgets without an executed contract. Mr. Blodgett stated he would again recommend continuing to budget for a large annual O/M project, with the 2021 project set to replace the East Clarifier at the plant (with the west being completed this year), and allocate funds to the Debt Reserve Account in anticipation of upcoming capital projects being identified under the Capital Plan.

b. 2020 Town I/I Projects – Mr. Blodgett reminded all of the Commissioners who have 2020 I/I Program projects in the works to submit their paperwork prior to the end of the year in order to receive Board approval for their individual Town's allocated \$20,000 reimbursable funds toward their projects for this calendar year

c. Sludge Hauling and Disposal Bid – Mr. Blodgett stated the invitation for bids was published in the local papers today and bids are due to the District by August 21, 2020. He stated he anticipated requesting authorization to enter into a new contract at the August Administrative Board Meeting.

d. Niacet Contract – Mr. Blodgett stated the current Niacet Agreement expires in November 2020 and the District will soon begin negotiations to renew their Wastewater Treatment Services Agreement. Niacet provides a monthly source of revenue for the District which he would like to see continue.

**Engineers 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; Additional flow monitoring being performed by developer; additional model runs to be completed once flow data is received.
  - Pendleton Trail/Canal Corp/Wetland Restoration – ACP impacts – Excavation work scheduled for August. GHD to provide on-site inspection. Ongoing discussions with Canal Corp.

Mr. Lannon stated the concerns regarding the Canal Corp Wetland Restoration still have not been addressed. He recently contacted the Army Corps of Engineers who stated they felt the issue had been resolved. Mr. Lannon communicated the District's concern that the Canal Corp does not require a bond from the contractor, so once the project is completed they are immediately released from liability, and the

liability then becomes the District's. Mr. Vona stated even the contractor has concerns for potential damage to the District's aging infrastructure at the current project location. He suggested moving the wetland preservation project to another site along the vast canal corridor. Mr. Lannon stated the Canal Corp has not completely communicated the District's concerns and the option of moving the project to the Army Corp of Engineers. Chairman Ellis requested a motion to allow the District's Engineer and Attorney authority to pursue discussions regarding the District's interest in protecting our existing infrastructure with the Canal Corps and Army Corps of Engineers.

Upon motion duly made by Joel M. Maerten and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the District's Engineer and Attorney authority to pursue discussions regarding the District's interest in protecting our existing infrastructure with the Canal Corps and Army Corps of Engineers.

2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
  - Draft Map and Plan to be finalized in 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. 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



**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 Lee Wallace the meeting adjourned  
at 4:52 p.m.