

**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 24th day of June 2020

PRESENT:	Commissioner Wright H. Ellis, Chairman Commissioner Mark C. Crocker, Vice Chairman Commissioner Steve Broderick Commissioner Joel M. Maerten Commissioner Lee Wallace
EXCUSED:	Commissioner Don MacSwan Jason Lang, Maintenance Supervisor, NCSD #1 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 Joanne M. Teixeira, NCSD #1 P. Andrew Vona, NCSD #1 Attorney Robert P. Lannon, GHD Consulting Services Teresa Misiti, 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 Mark C. Crocker and seconded by Lee Wallace, it was resolved that the minutes of the May 27, 2020 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, 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	109.55
Frontier	Mapleton Rd PS	58.75
National Fuel	Plant	937.00
National Grid	Mapleton Rd PS	8,348.29
National Grid	Tonawanda Creek Rd PS	698.76
Niagara County Public Works	Elec Supply -Ton Creek Road (April 2020)	214.64
Niagara County Public Works	Elec Supply - Mapleton PS (May 2020)	75.47
Niagara County Public Works	Elec Supply - East Canal PS (May 2020)	712.89
Niagara County Public Works	Elec Supply - Moyer Lift (May 2020)	39.86
Niagara County Public Works	Elec Supply - Shawnee Rd (May 2020)	56.54
Niagara County Public Works	Elec Supply - Townline Rd (May 2020)	380.99
Niagara County Public Works	Elec Supply - Plant (May 2020)	8,307.44
Town of Wheatfield Water	Plant	1,850.00
Verizon	East Canal	27.91
Verizon	Moyer Lift PS	27.91
Verizon	Plant	139.11
Verizon	Rapids Rd PS	27.01
Verizon	Shawnee Rd PS	27.92
Verizon	Tonawanda Creek Rd PS	32.27
Verizon Wireless	Cellular Phone/Data	291.33
<b>TOTAL</b>		<b>\$ 22,363.64</b>

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
AAI	Maintenance Supplies	722.13
Alpha Analytical	Lab Analysis	234.00
Bison Laboratories, Inc.	Sodium Hypochlorite	3,136.43
Buffalo Lift Trucks	Preventative Maintenance	230.78
CDW-G	SCADA Monitor & Graphics Card	975.00
Cintas	Mats	97.22
Cole-Parmer	Laboratory Supplies	583.46
Environmental Resource Associates (ERA)	Laboratory Supplies	164.86
Evoqua	Lab Grade Water	398.00
Fisher Scientific	Laboratory Supplies	3,225.39
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	14,221.21

GHD	2019 O&M Project #11190922	30,995.00
GHD	2020 O&M Project #11205045	2,322.50
Greater Niagara Mechanical	Replace RTU HVAC Unit in Sludge Office/Semi-Annual Preventative Maintenance	7,549.00
Home Depot	Chain Link Fabric	274.05
JP Industrial	Maintenance Supplies	254.26
Kemira	Ferrous Chloride	6,572.21
Microbiologics	Laboratory Supplies	1,001.82
Modern Corporation	Sludge/Dumpsters	19,331.71
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building - June	160.00
National Fuel	Shawnee Rd PS	28.08
National Fuel	Townline Rd PS	34.16
NYWEA	Matthew Scive 3A Renewal Certification	160.00
Parts Town	Laboratory Supplies	128.59
Praxair	Maintenance Supplies	118.88
Republic Services	Recycling Service	46.98
Rosemount Inc.	Pressure Transmitter	1,739.47
Sampson Cleaning Services	May 30, June 6, 13, 20	280.00
Share Corporation	Maintenance Supplies	1,444.96
STC Construction	2019 O&M Project #11190922	41,487.45
Uline	Maintenance Supplies	269.16
Verizon	Townline Rd PS	27.91
Volland Electric	Influent Pump #4 Repair & Drive End Housing Repair	10,035.00
Vona, P. Andrew	Legal Retainer - May	2,500.00
VWR International	Laboratory Supplies	62.82
WW Grainger	Maintenance Supplies	156.46
Wendt Propane & Oil	Propane	65.50
<b>TOTAL</b>		<b>\$ 151,784.45</b>

<b>TOTAL FORWARDED</b>	<b>\$ 22,363.64</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ <u>151,784.45</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 174,148.09</b>

This motion was carried.

Review of the May 2020 Financial Report showed an Operation and Maintenance balance of \$10,702,108.59.

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

**Communications:**

a. Lamar Advertising Company - Mr. Blodgett stated the District received a letter from Lamar Advertising who leases District property for advertising billboards. The letter stated due to coronavirus restrictions, their revenues are down. As a result, Lamar is requesting to change their payment schedule from annual to 12 equal monthly payments effective in September when their annual prepayment is due per the current contract. Mr. Blodgett requested Board authorization to sign the requested acceptance of the revised payment terms. Mr. Vona stated the District is not mandated to sign the request, and questioned whether to agree to the revised terms and making a permanent change to the contract already in effect. The Board agreed by consensus not to sign the letter of acceptance from Lamar.

b. Teamsters Local 264 Collective Bargaining Agreement - Mr. Blodgett stated the current Teamsters contract expires at the end of 2020 and contract negotiations will be starting soon. The Sewer District operations and maintenance employees are the only Niagara County employees affiliated with the Teamsters. He stated the County has recently negotiated other contracts within the past year.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. NYSDEC Annual Inspection Notification - Mr. Earsing reported that the District is due for their NYSDEC Annual Inspection in July. He will update the Board once the inspection has been completed.

**Administrative Directors Report:**

a. Summer/Seasonal Employment - Mr. Blodgett stated he was pleased to report one of the seasonal positions has been filled and the employee is doing a great job for the District.

b. 2019 Audit Schedule- Drescher & Malecki - Mr. Blodgett reported representatives from Drescher & Malecki will be available at the July Administrative Board Meeting to address the annual audit report. A draft of the report and presentation highlights will be forwarded to the Board prior to the July meeting.

c. Wastewater Maintenance Person II Position - Mr. Blodgett stated only one qualified application was approved by the Niagara County Civil Service office for the Wastewater Maintenance Person II position, Jacob J. Koshinski. Jake has been employed five (5) years at the District in the Maintenance Department as a Wastewater Maintenance Person, plus he worked four (4) summers as seasonal help and this promotion is well deserved. He recommended Jacob J. Koshinski be approved to be promoted to Wastewater Maintenance Person II.

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, it was resolved that the Board approves Mr. Blodgett's request to promote Jacob J. Koshinski to Wastewater Maintenance Person II. This motion carried.

d. Wastewater Maintenance Person Position - Mr. Blodgett stated interviews were conducted in anticipation of the Wastewater Maintenance Person being vacated by Jake. He requested this item be tabled to the July Administrative Board Meeting due to Jason Lang, Maintenance Supervisor, returning to work on Monday, June 29<sup>th</sup>. Mr. Lang had requested the opportunity to meet and interview select applicants.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the Wastewater Maintenance Person Position be tabled to the July meeting. This motion carried.

e. GHD Proposal for District I/I Program Supporting Documentation - Mr. Blodgett deferred this item to Mr. Lannon. Mr. Lannon presented a proposal for GHD to oversee development and implementation of a comprehensive emergency preparedness and contingency planning program. Mr. Lannon stated the program would address a series of "what if" wet weather and bypass scenarios at the main plant and the pump stations and develop detailed contingency plans. Commissioner Crocker

questioned whether the District didn't already have an emergency plan, and the costs associated with the proposal. Mr. Blodgett explained the District's current emergency planning documents do not address the detailed wet weather and emergency I/I and bypass scenarios recommended by the NYSDEC as mandated by NCSD's CMOM Program, and the costs associated with this proposal will provide the detailed contingency planning documents needed for the District to quickly respond to emergency wet weather and/or bypass scenarios. The Board briefly discussed the scope of the project and the need to be prepared in unforeseen emergency situations, especially those having to do with I/I and capacity concerns. Mr. Blodgett stated that funds are available in the District's I/I line in the 2020 budget. Mr. Lannon requested Board authorization to provide professional engineering services to implement the 2020 I/I project of preparing the District Emergency Preparedness and Contingency Planning Program at the not-to-exceed cost of \$47,000.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Board authorizes GHD to provide professional engineering services to implement the 2020 I/I project of preparing the District Emergency Preparedness and Contingency Planning Program at the not to exceed cost of \$47,000. This motion carried.

**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 – GPR scheduled for May 28 & 29. Restoration work scheduled for June 1. GHD to provide on-site inspection. Ongoing discussions with Canal Corp.
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)
  - Proposal for Professional Engineering Services
  - **BOARD ACTION REQUESTED – This item was approved earlier in the meeting.**

**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 Lee Wallace and seconded by Steve Broderick, the meeting adjourned at 4:29 p.m.