

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 27th day of May 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
Jason Lang, Maintenance Supervisor, NCSD #1

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Aaron Earsing, Chief Operator, 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
Teresa Misiti, GHD Consulting Services

Chairman Ellis called the meeting to order at 4:00 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 April 22, 2020 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, 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	127.65
Frontier	Mapleton Rd PS	58.75
National Fuel	Plant	2,379.81
National Fuel	Shawnee Rd PS	67.19
National Fuel	Townline Rd PS	142.30
National Grid	East Canal Rd PS	1,182.48
National Grid	Mapleton Rd PS	199.22
National Grid	Moyer Lift PS	111.88
National Grid	Plant	9,750.35
National Grid	Shawnee Rd PS	192.43
National Grid	Tonawanda Creek Rd PS	732.39
National Grid	Townline Rd PS	766.15
Niagara County Public Works	Elec Supply -Ton Creek Road (March 2020)	223.46
Niagara County Public Works	Elec Supply - Mapleton PS (April 2020)	60.94
Niagara County Public Works	Elec Supply - East Canal PS (April 2020)	551.30
Niagara County Public Works	Elec Supply - Moyer Lift (April 2020)	28.60
Niagara County Public Works	Elec Supply - Shawnee Rd (April 2020)	41.31
Niagara County Public Works	Elec Supply - Townline Rd (April 2020)	298.19
Niagara County Public Works	Elec Supply - Plant (April 2020)	7,146.53
Niagara County Public Works	Rapids Rd PS (March & April 2020)	282.06
NYSEG	Rapids Rd PS	732.56
Niagara County Sewer District	Petty Cash	93.65
Time Warner	Internet Service	757.69
Verizon	East Canal	27.76
Verizon	Moyer Lift PS	27.91
Verizon	Plant	141.76
Verizon	Rapids Rd PS	27.01
Verizon	Shawnee Rd PS	27.91
Verizon	Townline Rd PS	55.72
Verizon	Tonawanda Creek Rd PS	32.13
Verizon Wireless	Cellular Phone/Data	291.37
WNY Occupational Medicine	New Employee Physical/Drug Test	97.00
TOTAL		\$ 26,655.46

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI	Maintenance Supplies	852.72
Alpha Analytical	Lab Analysis	1,415.60
Armor Sales & Service	Motor Refurbishment	3,233.00

Barnes, Braidy	Reimbursement for 3A Exam	104.00
Chudy Paper	Toilet Tissue	55.02
Cintas	Mats (April & May)	194.44
CIR Electrical Construction	2019 O&M Project #11190922	43,795.00
Discount Mugs	Masks	253.50
Evoqua	Lab Grade Water	541.52
Fisher Scientific	Laboratory Supplies	1,942.11
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	17,902.50
GHD	2019 O&M Project #11190922	17,172.29
GHD	2020 O&M Project #11205045	4,020.00
Gui's Lumber	Maintenance Supplies	109.98
John's Motor Transmission	1989 Dodge & 2005 Chevy - Vehicle Maintenance	126.13
JP Industrial	Maintenance Supplies	611.34
Kemira	Ferrous Chloride	2,209.45
Manning Environmental	Laboratory Supplies	185.02
Modern Corporation	Sludge/Dumpsters	21,178.35
Moley Magnetics	Return Screw Pump #3 Service/Troubleshooting	2,300.00
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building - May	160.00
National Fuel	Shawnee Rd PS	57.19
National Fuel	Townline Rd PS	91.16
National Grid	East Canal Rd PS	1,172.97
National Grid	Mapleton Rd PS	202.79
National Grid	Moyer Lift PS	104.99
National Grid	Shawnee Rd PS	190.17
National Grid	Townline Rd PS	743.30
North Central Laboratories	Laboratory Supplies	455.58
NYSDEC	Annual Vac Truck Permit Fee	500.00
NYSEG	Rapids Rd PS	44.16
Parts Town	Laboratory Supplies	78.00
Praxair	Maintenance Supplies	122.84
QLT	Townline Rd PS	13.35
Republic Services	Recycling Service	47.59
Ronco Communications	1st Quarter Charges	367.50
Sampson Cleaning Services	April 25, May 2, 9, 16, 23	350.00
SiteOne Landscape Supply, LLC	Maintenance Supplies	247.35
STC Construction	2019 O&M Project #11190922	127,181.25
Time Warner	Internet Service	757.69
Town of Lockport	Bond Reimbursement	144,609.24

Vona, P. Andrew	Legal Retainer - April	2,500.00
WW Grainger	Maintenance Supplies	2,529.55
TOTAL		\$ 401,478.64

TOTAL FORWARDED	\$ 26,655.46
TOTAL APPROVED O&M	\$ 401,478.64
GRAND TOTAL APPROVED	\$ 428,134.10

This motion was carried.

Review of the April 2020 Financial Report showed an Operation and Maintenance balance of \$10,796,692.40.

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

Communications:

a. NYS Canal Corp Canalway Trail Phase 2 Correspondence - Mr. Blodgett referred to Attorney Vona and Bob Lannon of GHD to update the Board regarding recent written and verbal correspondence regarding the Canalway Trail Phase 2 project. Mr. Lannon stated the District wrote a letter dated April 24, 2020 alerting the Canal Corp that any damage to the District infrastructure must be fully repaired to the satisfaction of the NCSD. Initially the Canal Corp responded in writing May 22, 2020 indicating the District does not have an easement on the property, but rather a revocable permit dated January 2, 1976, which remains in effect. The Canal Corp requested the District mark the horizontal and vertical location of the infrastructure with ground penetrating radar (GPR), and the Canal Corp would direct its contractor to allow a NCSD representative on site to observe the excavation work scheduled to commence on or about June 1, 2020. Mr. Vona stated that in most general construction language in NYS Municipal Contracts obligates contractors to protect existing infrastructure. He stated that in a follow-up call from the Attorney for the Canal Corp acknowledged they have to take responsibility for any potential damages per the contractual language to protect existing infrastructure.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Townline and Rapids Road Pump Repairs - Mr. Earsing presented three quotes for pumps to be rebuilt at the Townline and Rapids Road pump stations as part of the District's I/I reduction program. These pumps were previously identified as needing upgrades as part of detailed pump station analysis performed by GHD a few years ago. He noted Moley Magnetics bid was significantly lower than the others and Moley has recently done satisfactory pump rebuild work for the District. He requested authorization to accept the low bid from Moley Magnetics of \$23,945.66 to rebuild pumps at the Townline and Rapids Road stations.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Earsing to accept the low bid from Moley Magnetics of \$23,945.66 to rebuild pumps at the Townline and Rapids Road stations. This motion was carried.

b. O.E.M. Interceptor Manhole Linings - Mr. Earsing stated as another component to the District I/I program he presented two quotes from Advanced Rehabilitation Technologies, a sole source installer of a three-part manhole liner system. Mr. Earsing requested Board authorization to accept the sole source proposal from Advanced Rehabilitation Technology for lining of Manhole 1-40 with traffic control services for \$5,750.00.

Upon motion duly made by Don MacSwan and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Earsing to accept the sole source proposal from Advanced Rehabilitation Technology for lining of Manhole 1-40 with traffic control services for \$5,750.00. This motion was carried.

Mr. Earsing presented a second proposal from Advanced Rehabilitation Technology to line other District manholes that have been prioritized as significant sources of inflow and infiltration, under the

District's I/I program, Mr. Earsing requested Board authorization to accept the sole source proposal from Advanced Rehabilitation Technology to install liner system of prioritized NCSD manholes @ \$298.00 per vertical foot not to exceed \$20,000.00.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Earsing to accept the sole source proposal from Advanced Rehabilitation Technology to install liner system of prioritized NCSD manholes @ \$298.00 per vertical foot not to exceed \$20,000.00. This motion was carried.

Administrative Directors Report:

a. Summer/Seasonal Employment - Mr. Blodgett reported there are 3 seasonal positions yet to be filled due to delays from the COVID-19 restrictions. He stated in the past, reaching out to area high schools and colleges has been beneficial to filling these positions, however; schools have been closed since March from the COVID-19 concerns. He stated efforts will be made to fill the positions and encouraged Commissioners to feel free to recommend any candidates they may be aware of.

b. Town I/I Projects - Mr. Blodgett reminded all of the Commissioners who have I/I projects in the works to submit their paperwork soon in order to receive their individual Town's \$20,000.00 allocated I/I funds for the 2020 fiscal year. Mr. Blodgett encouraged Commissioners or their appropriate town personnel to contact Mr. Lannon or himself for any assistance or to discuss any potential I/I projects.

c. Sludge Disposal Bid - Mr. Blodgett stated the 3 year current contract with Modern Disposal, Inc. expires on September 30, 2020. Mr. Blodgett requested Board authorization to prepare the specifications and advertisement for bid for a new contract.

Upon motion duly made by Don MacSwan and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Administrative Director to obtain bids for a new Sludge Hauling and Disposal Contract. This motion was carried.

d. Milton CAT Scheduled Generator Maintenance Agreement - Mr. Blodgett reviewed a proposal from Milton Cat for maintenance of the emergency generators at the Plant, and Mapleton and Townline Road pump stations. Mr. Blodgett requested Board authorization to accept and sign a 3 year contract with the price of \$40,093.08 total for the 3 year contract.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal of Milton Cat (Contract term May 1, 2020 - April 30, 2023) with the price of \$40,093.08 total for the 3 year contract, and authorizes the Administrative Director to sign and execute said Contract. This motion was carried.

e. 2021 Budget Schedule - Mr. Blodgett reported that the 2020 Budget schedule is already upon us and that a tentative Budget will be presented to the Commissioners in July, and then the final tentative budget for Board approval in August for presentation to the Niagara County Budget Office in September.

f. Maintenance Person II – Retirement - Mr. Blodgett presented a letter from Daniel P. Daboll, Maintenance Person II, informing the District of his retirement effective May 30, 2020, after 33 years and 6 months of service to the District. Mr. Blodgett and the Commissioners thanked Mr. Daboll for his dedicated years of service to the District. Commissioner MacSwan requested an official Proclamation signed by the Chairman be presented to Dan Daboll thanking him for all his years of service and wishing him well in his retirement.

Upon motion duly made by Don MacSwan and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the resignation of Daniel P. Daboll, Maintenance Person II and to issue an Official Proclamation from the Chairman thanking him for all his years of dedicated service to the District. This motion was carried.

Mr. Blodgett requested Board authorization to advertise and permission to fill the Wastewater Maintenance Person II, with the possibility of a promotion which would leave an open Wastewater Maintenance Person position.

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 authorizes the Administrative Director to advertise and fill the Wastewater Maintenance Person II position. This motion was carried.

Mr. Blodgett also requested authorization to advertise and permission to fill Wastewater Maintenance Person position if required due to said promotion.

Upon motion duly made by Mark C. Crocker and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Administrative Director to advertise and permission to fill the Wastewater Maintenance Person position. 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.
 - 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. 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:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan, the meeting adjourned at 4:34 p.m.