

**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 18th day of November 2020

**PRESENT:**

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

**EXCUSED:**

**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  
Teresa Misiti, GHD Consulting Services

Chairman Ellis called the meeting to order at 4:01 p.m.

Roll call was taken by Donna Cody.

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan, it was resolved that the minutes of the October 28, 2020 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace 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	128.04
Frontier	Mapleton Rd PS	59.06
National Fuel	Plant	270.22
National Grid	Plant	10,258.62
National Grid	Tonawanda Creek Rd PS	817.83
Town of Pendleton	Tonawanda Creek Rd PS	15.00
Town of Pendleton	East Canal Rd PS	23.40
Verizon	East Canal PS	44.24
Verizon	Plant	225.13
Verizon	Shawnee Rd PS	38.29
Verizon	Tonawanda Creek Rd PS	48.77
<b>TOTAL</b>		<b>\$ 11,928.60</b>

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Alpha Analytical	Lab Analysis	307.10
Buffalo Lift Trucks	Lift Truck Operator Training	1,330.00
Chudy Paper	Toilet Tissue/Paper Towels	348.42
Cintas	Mats	97.22
Cummins Sales & Service	Semi-Annual maintenance of the East Canal, Ton. Creek Rd, Rapids, & Shawnee Rd PS emergency generators	4,456.49
Dana Roetzer's Executive Landscaping	Tree Maintenance	980.00
Discount Mugs	Face Masks	341.50
Dolata, Glenn	Continuing Education Training Reimbursement	414.00
Evoqua	Lab Grade Water	486.53
Fisher Scientific	Laboratory Supplies	1,105.31
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	18,182.50
GHD	2019 O&M Project #11190922	180.00
GHD	2020 O&M Project #11205045	700.00
GHD	2020 Infiltration & Inflow Project	6,930.00
Greater Niagara Newspapers	Polymer Bid Ad	101.20
Gui's Lumber	Maintenance Supplies	67.98
Joseph T. Ryerson & Son, Inc.	Maintenance Supplies	60.11
Kemira	Ferrous Chloride	4,804.71
Knaebe, Egon	Clothing Allowance	400.00

Koester	Cascade Pump & Freight/ OEM installation & set up	33,586.00
Koshinski, Jacob	Clothing Allowance	400.00
Lock City Supply	Maintenance Supplies	86.11
Modern Corporation	Sludge/Dumpsters	37,118.00
Moley Magnetics	Repair Townline & Rapids Rd PS Pumps and Annual Crane & Hoist Inspection	18,843.31
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building - October	160.00
N.F.P. & Sons, Inc.	Townline Rd Wet Well, Catch Basin Repairs, Manhole Rim Adjustments, Asphalt Repair @ plant	29,947.19
North Central Laboratories	Laboratory Supplies	204.43
Occustar Workplace Compliance	Employee Respirator Exams	500.00
Praxair	Maintenance Supplies	271.08
Rochester Midland Corporation	Sanor Restroom Services 11/1/20-10/31/21	864.00
Sampson Cleaning Services	November 1, 8, 15	210.00
Scive, Michael	Clothing Allowance	400.00
Sherwin Williams	Paint Supplies	107.84
Staples	Office Supplies	114.86
STC Construction	2020 O&M Project #11205045	761,425.00
Town of Lockport	Bond Reimbursement	198,269.09
Upstate Valve and Control	Maintenance Supplies	125.00
Verizon	Moyer Lift PS	38.29
Verizon	Rapids Rd PS	34.05
Vona, P. Andrew	Legal Retainer - October	2,500.00
WW Grainger	Maintenance Supplies	1,346.77
<b>TOTAL</b>		<b>\$ 1,128,594.09</b>

<b>TOTAL FORWARDED</b>	<b>\$ 11,928.60</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ 1,128,594.09</b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 1,140,522.69</b>

This motion was carried.

Review of the October 2020 Financial Report showed an Operation and Maintenance balance of \$8,371,333.62.

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

**Communications:**

Chairman Ellis stated the Covid communications addressed to Western New York by Governor Cuomo earlier today should be addressed. Mr. Blodgett stated Governor Cuomo today announced Erie County was declared an orange zone and parts of Niagara County were declared yellow zones, particularly certain areas of zip code 14120. He stated the Sewer District is currently not in the yellow zone. He also affirmed that regardless of Covid restrictions imposed, the Sewer District is considered an essential service. Commissioner MacSwan expressed concern that part of the Town of Wheatfield was included in the yellow zone designation due to sharing the same zip code as North Tonawanda and he has already been in contact with local officials regarding this matter.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. Surplus Equipment Update - Mr. Earsing stated there was no response from any of the six member towns for the surplus equipment list discussed at last month's meeting so the District has initiated contact with Auctions International for receipt of potential bids for the designated surplus equipment.

**Administrative Directors Report:**

a. 2021 Budget and 2021 Final Tax Computation Schedule - Mr. Blodgett reported he will be attending the budget review session on Monday, November 23, 2020 via web teleconference due to COVID-19 restrictions. Mr. Blodgett presented Board members with the revised 2021 Tax Computation Schedule with the final EDU numbers as provided by Niagara County Real Property.

b. Public Hearing Regarding Sewer District Assessment - Mr. Blodgett reported that he will be attending the Niagara County Legislature meeting on December 1, 2020 to attend the public hearing regarding the Budget and Sewer District Assessments for 2021. The County Legislature will have the final 2021 Budget vote on Tuesday, December 8, 2020.

c. December Meeting – Mr. Blodgett reminded the Administrative Board that due to the Christmas holiday, the next board meeting will be held on December 16, 2020.

d. Industrial Users – Enforcement Response Plan and Pretreatment Documents Review – Mr. Blodgett stated there are 14 users in the District that are considered Industrial Users in the Pretreatment Program and 8 of those are designated as Significant Industrial Users. He stated the EPA recommended the District update their existing procedure guidelines and fee structure during their last audit, and District staff are currently reviewing that document for presentation and Board approval at the December meeting.

e. Fee and Surcharge Rate Schedule – Mr. Blodgett stated that GHD contacted other treatment facilities in NY State and obtained information regarding their surcharges and fees. He stated many are charging higher fees than NCSD#1 is charging and the District has not increased most of the fees since 2011. He stated he will provide a proposed Fee and Surcharge Rate Schedule to the Board prior to the December meeting for review and approval.

f. Teamsters Union Negotiations Update – Mr. Blodgett stated the initial contract negotiation meetings have been held and they were waiting for the Union to forward a revised proposal for the County for review. He said he hoped the contract could be negotiated by the end of the year.

**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 2020
    - BOARD ACTION REQUESTED – None
  3. 2019 O&M Project (GHD Project No. 11188625)
    - Project underway. Punchlist items remain.
    - BOARD ACTION REQUESTED – None
  4. 2020 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)
    - Construction 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
  7. Solids Handling System Evaluation (GHD Project No. 630191)
    - Project underway
    - BOARD ACTION REQUESTED – None
  8. 2020 SPDES Annual Compliance Updates (GHD Project No. 630191)
    - Proposal for Professional Engineering Services
    - **BOARD ACTION REQUESTED – Discuss/consider authorization for proposal**

Mr. Lannon presented a proposal from GHD and requested Board approval for GHD to prepare the District's Management, Operation, and Maintenance (MOM) Plan and Mercury Minimization Plan (MMP) updates for annual compliance required by NYSDEC for our SPDES Permit for the lump sum fee of \$15,700.00, same scope and fee as in previous years.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for GHD to prepare the District's Management, Operation, and Maintenance (MOM) Plan and Mercury Minimization Plan (MMP) updates for annual compliance required by our SPDES Permit for the lump sum fee of \$15,700.00. This motion was carried.

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

Commissioner Wallace requested clarification regarding the proposed 2021 budget and the District's fund balance as reported on the Financial Report each month. Joanne stated the current 2021 budget request is \$7,054,978.00. Mr. Blodgett stated that the account balance that is reported each month on the Financial Report is actually representative of all the budgeted accounts including fund balance accounts and the current year's budget operating account balance. He stated current fund balances are in range given the age and size of the District's infrastructure.

**Adjournment:**

Upon motion duly made by Lee Wallace and seconded by Mark C. Crocker, the meeting adjourned at 4:28 p.m.