

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 28th day of October 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
P. Andrew Vona, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services
Anthony J. Nemi, Liaison, Niagara County Legislature

Chairman Ellis called the meeting to order at 4:02 p.m.

Roll call was taken by Donna Cody.

Upon motion duly made by Lee Wallace and seconded by Mark C. Crocker, it was resolved that the minutes of the September 23, 2020 meeting be approved as presented. This motion was carried.

Upon motion duly made by Mark C. Crocker 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	129.74
Frontier	Mapleton Rd PS	59.59
National Fuel	Plant	60.76
National Fuel	Shawnee Rd PS	34.93
National Fuel	Townline Rd PS	20.11
National Grid	East Canal Rd PS	1,611.20
National Grid	Plant	9,576.03
National Grid	Mapleton Rd PS	355.59
National Grid	Moyer Lift PS	106.53
National Grid	Shawnee Rd PS	369.33
National Grid	Tonawanda Creek Rd PS	1,264.57
National Grid	Townline Rd PS	460.77
Niagara County Public Works	Elec Supply -Ton Creek Road (August & Sept. 2020)	301.97
Niagara County Public Works	Elec Supply - Mapleton PS (September 2020)	57.01
Niagara County Public Works	Elec Supply - East Canal PS (September 2020)	523.56
Niagara County Public Works	Elec Supply - Moyer Lift (September 2020)	13.23
Niagara County Public Works	Elec Supply - Shawnee Rd (September 2020)	41.52
Niagara County Public Works	Elec Supply - Townline Rd (September 2020)	222.37
Niagara County Public Works	Elec Supply - Plant (September 2020)	8,413.52
NYSDEC	SPDES Permit Fee	15,500.00
NYSEG	Rapids Rd PS	361.18
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet	1,531.28
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	60.55
Verizon	East Canal PS	28.60
Verizon	Moyer Lift PS	38.84
Verizon	Plant	147.69
Verizon	Shawnee Rd PS	38.84
Verizon	Rapids Rd PS	34.89
Verizon	Tonawanda Creek Rd PS	33.03
Verizon	Townline Rd PS	41.47
Verizon Wireless	Cellular/Data	292.03

TOTAL**\$ 41,791.33**

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Advanced Rehabilitation Technology	Installation of OBIC Liner System into Manholes	13,359.34
Alpha Analytical	Lab Analysis	3,764.60
Becken, Bradley	Clothing Allowance (pro-rated)	233.31
Bison Laboratories	Sodium Hypochlorite	3,145.92
Bobcat of Buffalo	Maintenance Supplies	201.96
Cintas	Mats	97.22
Discount Mugs	Face Masks	402.50
Dival	Electrical Glove Testing	17.95
Dolata, Glenn	Clothing Allowance	400.00
Evoqua	Lab Grade Water	398.00
Ferguson Electric	B1 Transformer Repair	6,065.00
Fisher Scientific	Laboratory Supplies	1,723.56
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA support Project #630191	4,604.65
GHD	2019 O&M Project #11190922	150.00
GHD	2020 O&M Project #11205045	1,260.00
GHD	2019 SPDES Annual Compliance Update	15,700.00
GHD	2020 Infiltration & Inflow Project	16,380.00
GHD	Enforcement Res. Plan Update & Comp. Fee Structure	1,470.00
Grace, William	Clothing Allowance	400.00
Greater Niagara Mechanical	Semi-Annual HVAC Agreement	699.00
Gui's Lumber	Maintenance Supplies	82.20
Heritage Products, LLC	Laboratory Supplies	207.00
JP Industrial Supply	Maintenance Supplies	565.89
Kemira	Ferrous Chloride	7,388.46
Kwiatkowski, Ronald	Clothing Allowance	400.00
Land Pro Equipment	Maintenance Supplies	98.30
Lennox, David	Clothing Allowance	400.00
Lock City Supply	Maintenance Supplies	104.43
MJ Mechanical Services	Rapids Rd PS Generator Damper Actuator Repair	3,810.00
Maple Systems, Inc.	Maintenance Supplies	72.11
Modern Corporation	Sludge/Dumpsters	18,733.48
Moley Magnetics	Bearing and shaft repair on auger	11,493.56
Musial, Gene (Ryan's Exterminating	Spray Filter Building - September	160.00

Nelson, Daniel	Clothing Allowance	166.65
NSI Lab Solutions	Laboratory Supplies	199.00
NYSDEC	SPDES MSGP Fees	110.00
NYWEA	Continuing Education Credits for T. Blodgett & A. Earsing	150.00
Pesaresi, Peter	Clothing Allowance	400.00
Praxair	Maintenance Supplies	122.84
Ronco	Quarterly Maintenance	367.50
Sampson Cleaning Services	September 26, October 4, 11, 18, 25	350.00
Scive, Matthew	Clothing Allowance	400.00
Share Corporation	Maintenance Supplies	597.16
Sharp Printing	Postcards for mailing	60.00
Solenis	Polymer	22,167.20
Staples	Office Supplies	744.42
Teixeira, Charles	Clothing Allowance	400.00
Town of Niagara	2020 I/I Reimbursement	20,000.00
Town of Wheatfield	3rd Quarter Gas Charges	1,208.33
United States Postal Service	Postcard Stamps/5 rolls of Forever Stamps (\$55/roll)	362.50
Vona, P. Andrew	Legal Retainer - September	2,500.00
WW Grainger	Maintenance Supplies	1,504.25
Wendt's Propane and Oil	Propane	65.50
TOTAL		\$ 166,613.79

TOTAL FORWARDED	\$ 41,791.33
TOTAL APPROVED O&M	\$ <u>166,613.79</u>
GRAND TOTAL APPROVED	\$ 208,405.12

This motion was carried.

Review of the September 2020 Financial Report showed an Operation and Maintenance balance of \$8,622,341.62.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Sewer District's September 2020 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 Report:

a. NYSDEC Inspection - Mr. Earsing reported that Denine Jackson of the NYSDEC made an unannounced visit to the District Thursday, October 8, 2020 for the annual plant inspection. Mr. Earsing stated the inspection went well and the District received notification indicating the treatment plant was in full compliance with the requirements of its State Pollutant Discharge Elimination System (SPDES) permit. Chairman Ellis stated he reviewed the notification letter and indicated this speaks very highly to the accomplishments of the entire District team. Mr. Lannon and Mr. Blodgett both emphasized the significance of the accomplishments, and that the success can be attributed to the hard work of the entire staff here at the District on a daily basis.

b. Proposed Surplus Equipment List - Mr. Earsing stated he had compiled and forwarded an extensive list of old equipment that currently was not in use and taking up storage space at the District. These items have been replaced long ago and the District no longer has use for these items. He requested Board authorization to declare the entire list as surplus equipment for appropriate sale or disposal.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Earsing's request to declare the proposed equipment list as surplus equipment. This motion was carried.

Mr. Earsing stated he intended to send the equipment to auction, but wished to offer any of the District's Towns the opportunity to purchase anything they may be interested in. Chairman Ellis suggested giving the six member towns approximately 2 weeks to submit sealed bids prior to close of business Friday, November 13, 2020.

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 approves Mr. Earsing's request to allow member towns to submit sealed bids prior to close of business Friday, November 13, 2020. This motion was carried.

Mr. Crocker asked how town personnel would be notified regarding the equipment sale. It was agreed that each Commissioner would distribute the list they were provided to appropriate personnel in their town.

Administrative Directors Report:

a. 2021 Budget and Tax Computation Schedule - Mr. Blodgett reported he and Joanne Teixeira met with the budget office on Tuesday, October 27, 2020 to review the tentative 2021 Budget. The District's final budget will be presented to the Niagara County Legislature for approval in November.

Also, Mr. Blodgett stated that he would coordinate with John Shoemaker at Real Property for the final tax roll EDU numbers, which are typically available in early November. A final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

b. Proposal Request for 2020 SPDES Compliance Assistance - Mr. Blodgett reported that the District is required to give an annual update of the District's SPDES Compliance Items to the NYSDEC. Mr. Blodgett stated GHD will prepare a proposal to update and prepare the District's Annual SPDES Compliance Reporting Items which will be presented for Board consideration at the November 2020 Administrative Board Meeting. Mr. Blodgett also stated that this expense comes out of the District's 2021 engineering line.

c. Niacet Agreement – Approval (3 year) - Mr. Blodgett presented an updated draft Niacet Agreement and explained that the only major change in the Agreement is an increase in rates. The cost for the treatment of Niacet's waste is directly related to the District's operations costs, including sludge disposal. The District has not increased the rates charged to Niacet in 6 years. Since our sludge disposal

contract was just renewed at a significantly higher cost, as well as an increase in other operations costs, it is necessary at this time to increase the rates the District charges Niacet. The proposed contract reflects an increase from \$0.651/lb. to \$0.80/lb. for phenol and \$0.581/lb. to \$0.70/lb. for soluble organic carbon. Mr. Vona stated he has reviewed the contract and made some minor language changes from the previous contract in addition to the rate increase. Mr. Blodgett requested authorization from the Board to renew the Niacet Wastewater Treatment Services Agreement at the proposed rates of \$0.80/lb. of phenol and \$0.70/lb. for soluble organic carbon for a period of three years.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes renewal of the Niacet Wastewater Treatment Services Agreement at the proposed rates of \$0.80/lb. of phenol and \$0.70/lb. for soluble organic carbon for a period of three years. This motion was carried.

d. Polymer Contract – Mr. Blodgett reported the District’s contract to obtain liquid polymer from Solenis LLC (Bid No. NCSD 17-02) expires February 1, 2021. At this time Mr. Blodgett is requesting authorization to advertise for bids for a new liquid polymer contract.

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 the Administrative Director to advertise for bids for a new liquid polymer contract. This motion was carried.

e. Travelers Insurance Plant-wide Onsite Risk Assessment – Mr. Blodgett reported on September 30, 2020 he and Mr. Earsing met with Daniel Frye from the Risk Control Department of Traveler’s insurance. The purpose of the visit was to analyze the risk of potential property insurance related losses. Mr. Frye indicated overall his findings reflected active management of risk at the plant. He recommended the plant implement a “hot work permit program” to mitigate the chance of fire losses occurring from welding, grinding, soldering, brazing and other hot work. Mr. Blodgett stated Mr. Earsing and Mr. Lang have already begun the process of outlining implementation of that program.

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 situ 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)
 - Project underway. Construction to start in early November.
 - 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)
 - Proposal for Professional Engineering Services
 - **BOARD ACTION REQUESTED – Discuss/consider authorization for proposal**

Mr. Lannon presented a proposal for GHD to provide professional engineering services to conduct an evaluation of alternative cost effective methods to dispose of solid sludge produced at the plant, due to the offsite disposal cost increasing from approximately \$44 per ton to \$100 per ton. GHD will communicate with District personnel and explore and evaluate several options to reduce the volume of solids for offsite disposal and overall cost effectiveness for each option. Mr. Lannon requested Board authorization to provide professional engineering services for the Solids Handling System Evaluation project as proposed for a lump sum fee of \$29,700.00

Upon motion duly made by Lee Wallace and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request to provide professional engineering services for the Solids Handling System Evaluation project as proposed for a lump sum fee of \$29,700.00.

Attorney's Report:

There is nothing new to report this month.

New Business:

- a. Town of Niagara 2020 I/I Project – Commissioner Wallace presented the Town of Niagara's plan for rehabilitation work on three manholes as their 2020 I/I project. Total cost for the project is \$20,000.00 to be done by United Survey Inc. Commissioner Wallace requests reimbursement of \$20,000.00 for the Town of Niagara's 2020 I/I Project.

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 approves the Town of Niagara's request to be reimbursed \$20,000.00 for the 2020 I/I project. This motion was carried.

b. Town of Lewiston 2020 I/I Project - Commissioner Broderick presented the Town of Lewiston's I/I project consisting of lining 10 manholes. Total cost for the project is \$19,600.00 to be done by Advanced Rehabilitation Technology. Commissioner Broderick requests reimbursement of \$19,600.00 for the Town of Lewiston's 2019 I/I Project.

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 approves the Town of Lewiston's request to be reimbursed \$19,600.00 for the 2020 I/I project. This motion was carried.

Adjournment:

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, the meeting adjourned at 4:34 p.m.