

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 April 2021

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
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, Attorney for District
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Ellis called the teleconference meeting to order at 4:03 p.m.

Roll call was taken by Donna Cody.

Upon motion duly made by Mark C. Crocker and seconded by Joel M. Maerten, it was resolved that the minutes of the March 24, 2021 meeting be approved as presented. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, 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	124.90
Frontier	Mapleton Rd PS	59.49
National Fuel	Plant	3,045.60
National Fuel	Shawnee Rd PS	90.14
National Fuel	Townline Rd PS	215.65
National Grid	East Canal Rd PS	2,050.31
National Grid	Mapleton Rd PS	212.52
National Grid	Moyer Lift PS	143.18
National Grid	Plant	11,245.03
National Grid	Shawnee Rd PS	212.69
National Grid	Tonawanda Creek Rd PS	801.84
National Grid	Townline Rd PS	903.03
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (February 2021)	429.83
Niagara County Public Works	Elec Supply - Mapleton PS (March 2021)	93.72
Niagara County Public Works	Elec Supply - East Canal PS (March 2021)	847.52
Niagara County Public Works	Elec Supply - Moyer Lift (March 2021)	44.72
Niagara County Public Works	Elec Supply - Shawnee Rd (March 2021)	63.82
Niagara County Public Works	Elec Supply - Townline Rd (March 2021)	414.59
Niagara County Public Works	Elec Supply - Plant (March 2021)	9,064.63
NYSEG	Rapids Rd PS	115.85
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet Service	765.87
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	140.75
Verizon	East Canal	34.15
Verizon	Moyer Lift	34.17
Verizon	Plant	175.57
Verizon	Rapids Rd PS	31.77
Verizon	Shawnee Rd PS	34.15
Verizon	Tonawanda Creek Rd PS	38.62
Verizon	Townline Rd PS	34.15
Verizon Wireless	Cellular Phone/Data	292.27
Alfa Laval	Repairs & Maintenance for centrifuge	5,400.00
Alpha Analytic, Inc.	Lab Analysis	150.00
Automation Direct	Analog Output Module	428.95

Cinta	Carpet Floor Protection	97.22
Cole-Parmer	Laboratory Supplies	471.15
Corrosion Products & Equipment	Mechanical Seal for Sludge Pump	2,221.00
Cummins Sales & Service	Semi-Annual Maintenance of the emergency generators at Ton. Creek, East Canal, Shawnee & Rapids Rd PS & Generator Repair at East Canal Rd PS	1,556.13
Dana Roetzer's Exec. Landscaping	Shawnee & Moyer P.S. & Outfall Landscaping Maint. Clean Up	1,325.00
Discount Mugs	Disposable Masks	183.50
Dival Safety & Supplies	Electrical Gloves Testing	18.85
Evoqua	Laboratory Supplies/Lab Grade Water	496.17
Fisher Scientific	Laboratory Supplies	1,111.50
Greater Niagara Gazette	Industry Violation & Ferrous Chloride Advertising	764.00
Gui's Lumber	Maintenance Supplies	19.15
Idexx	Laboratory Supplies	738.99
John's Motor & Transmission Shop	2005 Chevy Silverado & 1989 Dodge Vehicle Maintenance	1,654.63
JP Industrial	Maintenance Supplies	767.42
Kemira	Ferrous Chloride	2,494.81
Lock City Supply	Maintenance Supplies	816.29
Modern Corporation	Sludge/Dumpsters	51,871.52
Moley Magnetics	Aeration Blower #4 Repair/Maintenance	975.00
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Maintenance Supplies	220.88
Nelson, Daniel	2021 Clothing Allowance	400.00
North Central Laboratories	Laboratory Supplies	96.62
NSI Lab Solutions	Laboratory Supplies	343.00
Polydyne Inc	Polymer	14,352.00
Praxair	Maintenance Supplies	116.59
Ronco Communications	Maintenance Agreement/Phone System Qtrly Pymt	367.50
Smith Boys Marina	Maintenance Supplies	61.49
Sunshine Door & Woodworks, Inc.	Door Repair	105.00
Superior Lubricants	Grease/Oil	518.00
Town of Wheatfield	Fuel for County Vehicles	1,135.08
WW Grainger	Maintenance Supplies	1,041.18
Zep Sales & Service	Maintenance Supplies	191.29
TOTAL		\$ 124,491.04

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI	Electrical Supplies	2,352.94
Alpha Analytical	Laboratory Supplies	84.00
Bison Laboratories, Inc.	Sodium Hypochlorite	3,167.62
Cintas	Carpet Floor Protection	97.22
Fisher Scientific	Laboratory Supplies	136.92
GHD	Solids Handling System Evaluation	2,970.00
GHD	Misc. Project Assistance & Scada Support (Project #630191)	5,058.12
GHD	2020 SPDES Annual Compliance Update	1,570.00
GHD	March Monthly Retainer	750.00
GHD	2020 O&M Project #11205045	1,680.00
Home Depot	Maintenance Supplies	134.06
Industrial Appraisal	Appraisal Services	880.00
Irr Supply Centers	Maintenance Supplies	57.46
Kemira	Ferrous Chloride	2,300.45
Napa Auto Parts	Battery	45.77
National Fuel	Shawnee & Townline Rd PS	203.91
National Grid	East Canal Rd PS	1,231.28
National Grid	Mapleton Rd PS	180.00
National Grid	Moyer Lift PS	121.64
National Grid	Shawnee Rd PS	186.37
National Grid	Townline Rd PS	809.58
NYSEG	Rapids Rd PS	693.46
Rexel	Maintenance Supplies	145.27
Sampson Cleaning	March 28, April 4, 11, 18, 25	350.00
Sharp	Sewer District envelopes	95.00
Staples	Office Supplies	27.74
Time Warner Cable	Internet Service	765.87
Vona, P. Andrew	Legal Retainer - March 2021	2,500.00
WW Grainger	Maintenance Supplies	189.38
TOTAL		\$ 28,784.06

TOTAL FORWARDED	\$ 124,491.04
TOTAL APPROVED O&M	28,784.06
GRAND TOTAL APPROVED	\$ 153,275.10

This motion was carried.

Review of the March 2021 Financial Report showed an Operation and Maintenance balance of \$8,116,941.22.

Upon motion duly made by Mark C. Crocker and seconded by Joel M. Maerten, it was resolved that the Sewer District's March 2021 Financial Report be approved as presented. This motion was carried.

Communications:

Mr. Blodgett stated Commissioner Crocker recently suggested the Sewer District begin their meetings with the recitation of the Pledge of Allegiance. Mr. Blodgett said this seemed appropriate and the District would include the Pledge of Allegiance after the Call to Order and Roll Call on the May Agenda.

Discussion for May and Future Meetings – Mr. Blodgett stated Commissioner MacSwan has offered a very spacious room at the Wheatfield Town Hall to reconvene in-person monthly Sewer District Administrative Board meetings. Commissioner MacSwan stated the room could accommodate 30 people while still maintaining social distancing; therefore, hosting the Sewer District Board meetings would not pose any problems. The Board agreed to resume in-person meetings beginning in May at the Wheatfield Town Hall but still offer a remote participation option.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

There is nothing new to report this month.

Administrative Director's Report:

a. Wastewater Maintenance II Resignation- Permission to Fill/Promote - Mr. Blodgett stated Commissioners were provided a copy of the letter of resignation for Jacob Koshinski, Wastewater Maintenance Person II position, as well as the résumé and application of Bradley Becken, currently employed by the District as a Wastewater Maintenance Person. Mr. Blodgett stated due to current job

performance, qualifications and prior experience, Mr. Becken is more than qualified for the promotion to the Wastewater Maintenance Person II position and Mr. Lang, Maintenance Supervisor, concurred with the recommendation and also highlighted his satisfaction with his skills and knowledge. Chairman Ellis recommended the Board accept with thanks for 6 years of service and best wishes the resignation of Jacob Koshinski and the promotion of Bradley Becken to Wastewater Maintenance Person II, and seek a candidate to fill the Wastewater Maintenance Person vacancy.

Upon motion duly made by Steve Broderick and seconded by Mark C. Crocker, it was resolved to accept the resignation of Jacob Koshinski and the promotion of Bradley Becken to Wastewater Maintenance Person II and seek a candidate to fill the Wastewater Maintenance Person vacancy. This motion was carried.

b. Operator Resignation - Request Permission to Fill/Reinstate – Mr. Blodgett reported he received a letter of resignation from Braidy Barnes, 3A certified operator. He also noted he and Mr. Earsing were contacted by Christopher Carrigan who left employment at the District in December 2020 indicating his desire to be reinstated as a 2A certified operator. Mr. Blodgett requested Board authorization to accept the resignation of Braidy Barnes, 3A certified operator and permission to reinstate Christopher Carrigan, 2A certified operator.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, it was resolved to authorize Mr. Blodgett to accept the resignation of Braidy Barnes, 3A certified operator and reinstate Christopher Carrigan, 2A certified operator. This motion was carried.

c. Operator Position - Permission to Fill – Mr. Blodgett reported interviews were conducted to fill the vacant Operator position reported at last month's Administrative Board meeting. Mr. Blodgett requested Board authorization to hire Albert Whitehead to fill the vacant Wastewater Operator Trainee position.

Upon motion duly made by Joel M. Maerten and seconded by Mark C. Crocker, it was resolved to authorize Mr. Blodgett to hire Albert Whitehead to fill the vacant Wastewater Operator Trainee position. This motion was carried.

d. Operator Resignation - Permission to Canvass – Mr. Blodgett stated Troy Keller, who was hired a few months ago as a Wastewater Operator Trainee, submitted a letter of resignation effective May 4, 2021. Mr. Blodgett requested Board approval to canvass off the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list to fill the vacancy.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved to approve Mr. Blodgett's request to canvass off the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list to fill the vacant position. This motion was carried.

e. Teamsters Negotiations Update – Mr. Blodgett reported the last negotiation meeting was canceled by the Teamsters Union and currently the County is waiting for a response to reschedule. Commissioner Crocker stated this might be a good time to consider if the wage currently offered was competitive enough in the industry. Mr. Earsing said this might be a valid concern. Upon consensus, it was agreed to have Mr. Lannon inquire with other Sewer Departments regarding entry level and 3A operator salaries to compare with what Niagara County is currently offering.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - Lockport 14-inch forcemain H₂S – working with the Town towards a solution
 - Electrical training completed
 - 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 2021.
 - BOARD ACTION REQUESTED – None

3. 2020/2021 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)
 - 2020 Project - construction substantially complete, punch list items to be completed during 2021 project.
 - 2021 Project - fabrication phase
 - BOARD ACTION REQUESTED – None
4. Solids Handling System Evaluation (GHD Project No. 630191/76)
 - Draft report submitted to District for review.
 - BOARD ACTION REQUESTED – None

Projects for American Rescue Act – Funding -- Mr. Lannon referred to his Memorandum to Mr. Blodgett regarding Federal Government monies allocated for municipalities under The American Rescue Plan to be allocated for improvements in water, sewer and broadband infrastructure. Mr. Lannon indicated Niagara County is expected to receive approximately \$40,590,000.00 as part of the Plan. The memo outlined two capital projects he suggested Niagara County Sewer District submit to the County to request funding from The American Rescue Plan funds allocated to Niagara County. The first project identifies electrical upgrades needed at the main plant and the second is replacement of the Tonawanda Creek Forcemain. Chairman Ellis requested a motion to authorize the Administrative Director to forward these two capital projects to the County Manager to request funding from The American Rescue Plan funds allocated to Niagara County.

Upon motion duly made by Mark C. Crocker and seconded by Joel M. Maerten, it was resolved to authorize the Administrative Director to forward these two capital projects to the County Manager to request funding from The American Rescue Plan funds allocated to Niagara County.

Attorney's Report:

a. Letter From Resident of 14 York Road - Outfall – Mr. Vona stated Mr. Blodgett forwarded him a copy of a letter dated March 23, 2021 from the resident of 14 York Road who has been a longtime good neighbor to the District's outfall property, requesting permission from the District to

resume maintenance (tree trimming, grass mowing and protecting the property) as they have done for several years without incident. Mr. Vona stated that the District could not formally grant permission for the neighbors to provide maintenance services on the District's legally owned property. Commissioner MacSwan pointed out that every town has right of ways and cul-de-sacs that they legally own but residents care for to enhance their property and neighborhoods. Chairman Ellis suggested Mr. Vona draft a letter to the resident establishing the District's ownership of the property and stating the District assumes no liability for events occurring while they were maintaining the property. Mr. Vona stated that legally the District must establish that we cannot and will not grant anyone permission to maintain District property and cannot condone that type of activity. Mr. Vona will reply to the resident in a letter stating this. He concluded that nobody feels good about this position, but it is what we legally have to do to protect the District.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:56 p.m.