

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.

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 24th day of February 2021

PRESENT

Commissioner Wright H. Ellis, Chairman
Commissioner Mark C. Crocker, Vice-chairman
Commissioner Steve Broderick
Commissioner Joel M. Maerten

EXCUSED:

Commissioner Don MacSwan
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, Attorney for District
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 Steve Broderick, it was resolved that the minutes of the January 27, 2021 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Mark C. Crocker, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Frontier	Mapleton Rd PS	60.40
National Fuel	Plant	2,836.81
National Grid	East Canal Rd PS	1,851.61
National Grid	Mapleton Rd PS	207.17
National Grid	Moyer Lift PS	146.47
National Grid	Plant	11,590.50
National Grid	Shawnee Rd PS	209.22
National Grid	Tonawanda Creek Rd PS	809.09
National Grid	Townline Rd PS	887.60
Niagara County Public Works	Elec Supply -Ton Creek Road (December 2020)	301.07
Niagara County Public Works	Elec Supply - Mapleton PS (January 2021)	103.90
Niagara County Public Works	Elec Supply - East Canal PS (January 2021)	915.05
Niagara County Public Works	Elec Supply - Moyer Lift (January 2021)	48.26
Niagara County Public Works	Elec Supply - Shawnee Rd (January 2021)	66.67
Niagara County Public Works	Elec Supply - Townline Rd (January 2021)	459.92
Niagara County Public Works	Elec Supply - Plant (January 2021)	10,622.77
NYSEG	Rapids Rd PS	138.88
Town of Pendleton Water	East Canal Rd PS	16.40
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
Verizon	East Canal	34.16
Verizon	Moyer Lift	34.15
Verizon	Plant	174.27
Verizon	Rapids Rd PS	31.77
Verizon	Shawnee Rd PS	34.15
Verizon	Tonawanda Creek Rd PS	34.97
Verizon Wireless	Cellular Phone/Data	292.47
1st Source Products	Electrical Supplies	79.40
Alpha Analytic, Inc.	Lab Analysis	1,285.30
Bison Laboratories	Sodium Hypochlorite	3,155.41
Cinta	Carpet Floor Protection	97.22
Cummins Sales & Service	Tonawanda Creek Rd & Rapids Rd PS Generator Repair	3,329.99
Corpro	Annual Inspection Cathodic Protection System	1,540.00
Evoqua	Lab Grade Water	409.94
Fisher Scientific	Laboratory Supplies	3,078.38
Greater Niagara Mechanical	HVAC Repair	1,325.47
Harbor Freight	Maintenance Supplies	79.99

John's Motor & Transmission Shop	Maintenance on 2013 Ford F-350 Super Duty Truck	2,144.53
JP Industrial	Maintenance Supplies	536.70
Kemira	Ferrous Chloride	4,821.60
Lock City Supply	Maintenance Supplies	1,272.05
Masterman's	Laboratory Supplies	417.27
McGard	Manhole Locks	3,372.70
Modern Corporation	Sludge/Dumpsters	37,705.93
Moley Magnetics	Pump & Motor Onsite Service	400.00
Morrisville State College	Grade 3 One day technical module course for W. Grace & P. Pesaresi	300.00
MTEK	Bio Bugs	1,918.00
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Battery (2)	199.98
Niagara Scientific (Empire Scale)	Accuthermometer (2)	130.50
Niagara Truck Equipment	Maintenance Supplies	130.27
Polydyne Inc.	Polymer	14,352.00
Praxair	Maintenance Supplies	129.09
Precision Scale & Balance (Empire Scale Corp)	Annual Inspection of Spectrophotometer	255.00
Rexel	Electrical Supplies	1,282.58
Superior Lubricants	Maintenance Supplies	1,284.60
Teixeira, Joanne	Travel Mileage	20.16
University of Texas at Dallas	Online Bulk Storage Recording System	100.00
VWR International	Laboratory Supplies	217.84
WW Grainger	Maintenance Supplies	1,675.55

TOTAL

\$ 106,612.54

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical	Laboratory Services	1,090.70
Ferguson Electric	Electrical Repair in blower building	780.00
Fisher Scientific	Laboratory Supplies	1,744.45
Flanders, Daniel	Clothing Allowance	400.00
GHD	Solids Handling System Evaluation	20,790.00
GHD	Misc. Project Assistance & Scada Support (Project #630191)	5,525.00
GHD	2020 SPDES Annual Compliance Update	3,140.00
GHD	January Monthly Retainer	750.00
Morrisville State College	Basic Operations & Activated Sludge WW Classes for Troy Keller	1,500.00

National Fuel	Shawnee Rd PS	111.13
National Fuel	Townline Rd PS	281.36
NYSEG	Rapids Rd PS	543.79
Parts Town	Laboratory Supplies	669.92
Precision Scale & Balance (Empire Scale Corp)	Annual Inspection Cleaning & Calibration of Balances	310.00
Qlt	Townline Rd PS	13.35
Riverside Chemical Company	Rock Salt	395.35
Safety Kleen	Maintenance Supplies	276.05
Sampson Cleaning	January 31, February 7, 14, 21	280.00
Staples	Office Supplies	21.07
Verizon	Townline Rd PS	34.15
Vona, P. Andrew	Legal Retainer - January 2021	2,500.00
Water Environment Federation	Annual Membership for R. Kwiatkowski	125.00
WW Grainger	Maintenance Supplies	521.10

TOTAL **\$ 41,802.42**

TOTAL FORWARDED	\$ 106,612.54
TOTAL APPROVED O&M	41,802.42
GRAND TOTAL APPROVED	\$ 148,414.96

This motion was carried.

Review of the January 2021 Financial Report showed an Operation and Maintenance balance of \$6,241,273.85.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the Sewer District's January 2021 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's Report:

a. Signature Authorization for EPA Pretreatment Program - Mr. Earsing stated the U.S. Environmental Protection Agency is requiring signature authorization for report submission similar to the requirement by the NYSDEC. He requested Board approval to have Chairman Ellis sign a letter designating Aaron T. Earsing, Chief Operator, as the authorized signee for report submissions.

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 have Chairman Ellis sign a letter designating Aaron T. Earsing, Chief Operator, as the authorized signee for EPA report submissions. This motion was carried.

Administrative Director's Report:

a. 2021 Direct Billed Rates - Mr. Blodgett reviewed memo to the Board dated February 19, 2021 that contained four options in which to establish rates to be used for 2021 direct billed customers. The District uses these rates to bill significant users on a monthly, quarterly, or annual basis. These rates are for industrial and/or commercial businesses that are direct-billed based on flow readings (customers not billed based on water usage or typical Equivalent Dwelling Units (EDU's)). Mr. Blodgett recommended that the Board increase the current rate consistent with the increase of the 2020 US Inflation Rate. Mr. Blodgett requested Board approval to establish rates to be used for 2021 direct billed customers at an increase to the current rate consistent with the 2020 Average Annual US Inflation Rate @ 1.24% = \$4.28/thousand gallons.

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 approves Mr. Blodgett's request to establish rates to be used for 2021 direct billed customers at an increase to the current rate consistent with the 2020 Average Annual US Inflation Rate @ 1.24% = \$4.28/thousand gallons. This motion was carried.

b. Summer Employment - Mr. Blodgett stated three summer employees are needed and budgeted for in the District's 2021 budget. Applicants must be 18 years of age with a valid driver's license, with the pay of \$12.50/hour, and 40 hours/week (Monday – Friday 6:30 a.m. to 3:00 p.m.). The seasonal employees begin around mid-May and work through mid to late August. Job duties include general maintenance activities such as lawn care, painting, tank cleaning, general labor, etc. Mr. Blodgett stated that it is a seasonal summer job and if the Commissioners know anyone interested in the summer positions to contact the District for additional information and an application. He stated in about a month the District would begin to reach out to area schools for possible candidates. He recognized Legislator Nemi for supporting the District's efforts in the past to increase the hourly rate and noted that by 2022 the minimum wage would again increase and the District would need to reassess the pay rate for next year's budget. Legislator Nemi indicated he would again support the District's request in any way he could to help fill the positions. Commissioner Crocker suggested the District request an increase to \$14.00 per hour this year to attract candidates since it has been extremely difficult to fill these positions over the past several years due to the constant minimum wage increases. Mr. Blodgett stated he would work with Legislator Nemi and the County to initiate the process to see if increasing the hourly rate to \$14.00 for 2021 could be completed for this year, and he would report back.

c. 2021 Town I/I Projects - Mr. Blodgett reminded the Commissioners to submit their individual 2021 Town I/I Projects to the District as soon as possible for approval. He stated if any of the Member Town Sewer Departments need assistance with project ideas to contact him, or Mr. Lannon of GHD Consulting Services.

d. Cummins Northeast Maintenance Contract - Mr. Blodgett reviewed a three year proposal from Cummins Northeast to provide semi-annual maintenance of the emergency generators at Tonawanda Creek, East Canal, Shawnee and Rapids Road pump stations. Cummins Northeast has provided a 3-year option for this contract. This 3-year contract is approximately a 5% increase from the last contract for a total of \$17,010.00 for the 3-year period. Mr. Blodgett stated that this is an OEM

service and that the District is satisfied with the service that they provide. Mr. Blodgett requested authorization to accept the 3-year proposal of Cummins Northeast in the amount of \$17,010.00 to provide semi-annual maintenance of the emergency generators at the Tonawanda Creek, East Canal, Shawnee, and Rapids Road pump stations, as outlined in said proposal. Said agreement period April 1, 2021 until October 31, 2023.

Upon motion duly made by Steve Broderick and seconded by Mark C. Crocker it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the 3-year proposal of Cummins Northeast in the amount of \$17,010.00 to provide semi-annual maintenance of the emergency generators at the Tonawanda Creek, East Canal, Shawnee, and Rapids Road pump stations, as outlined in said proposal. Said agreement period April 1, 2021 until October 31, 2023. This is an OEM Service. This motion was carried.

e. Teamsters Negotiations – Mr. Blodgett stated the next negotiation meeting is scheduled for March 25, 2021. He stated he would report back to the Board in April to provide an update on the negotiations.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - 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 – field measurements taken, awaiting shop drawing submittal
 - BOARD ACTION REQUESTED – None
4. Enforcement Response Plan Update and Compliance Fee Structure Assistance (GHD Project No. 630191)
 - EPA comments received and addressed. Updated ERP submitted to EPA for review and approval.
 - BOARD ACTION REQUESTED – None
5. Solids Handling System Evaluation (GHD Project No. 630191/76)
 - Project underway, finalizing draft report.
 - BOARD ACTION REQUESTED – None
6. 2020 SPDES Annual Compliance Updates (GHD Project No. 630191/77)
 - MOM Annual Update submitted to DEC. MMP Annual Update in development.
 - 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 Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:22 p.m.