

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 27th day of January 2021

PRESENT:

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

EXCUSED:

Commissioner Don MacSwan

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

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 December 16, 2020 meeting be approved as presented. This motion was carried.

Town of Lockport 2020 I/I Project – Mr. Blodgett presented the Town of Lockport's 2020 I/I project of televising and flushing of approximately 5,300 linear feet of sanitary sewer and inspection of 19 sanitary sewer manholes. Total cost of the project was \$25,287.00 and the Town of Lockport requests project approval and reimbursement of \$20,000.00 of 2020 I/I funds.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved that the Town of Lockport project be approved and be reimbursed \$20,000.00 for their 2020 I/I project of televising and flushing of approximately 5,300 linear feet of sanitary sewer and inspection of 19 sanitary sewer manholes. This motion was carried.

Upon motion duly made by Mark C. Crocker and seconded by Lee Wallace, 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	112.12
Irth Solutions (formerly Bytronics)	Digging Notifications	1,133.00
Frontier	Mapleton Rd PS	59.06
National Fuel	Plant	2,543.10
National Fuel	Shawnee Rd PS	85.15
National Fuel	Townline Rd PS	153.12
National Grid	East Canal Rd PS	1,239.37
National Grid	Mapleton Rd PS	217.75
National Grid	Moyer Lift PS	128.79
National Grid	Plant	11,280.71
National Grid	Shawnee Rd PS (Nov)	192.04
National Grid	Tonawanda Creek Rd PS	856.89
National Grid	Townline Rd PS (Nov)	828.69
Niagara County Public Works	Elec Supply -Ton Creek Road (November 2020)	170.60
Niagara County Public Works	Elec Supply - Mapleton PS (December 2020)	73.93
Niagara County Public Works	Elec Supply - East Canal PS (December 2020)	614.59
Niagara County Public Works	Elec Supply - Moyer Lift (December 2020)	38.47
Niagara County Public Works	Elec Supply - Shawnee Rd (December 2020)	47.15
Niagara County Public Works	Elec Supply - Townline Rd (December 2020)	298.12
Niagara County Public Works	Elec Supply - Plant (December 2020)	10,658.92
Niagara County Public Works	Elec Supply - Rapids Rd (November & December 2020)	294.92
NYSEG	Rapids Rd PS	637.42
QLT	Tonawanda Creek Rd PS	13.35
Time Warner	Internet Service	765.64
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	90.65

Verizon	East Canal	34.15
Verizon	Moyer Lift	68.31
Verizon	Plant	175.39
Verizon	Rapids Rd PS	63.55
Verizon	Shawnee Rd PS	34.15
Verizon	Tonawanda Creek Rd PS	29.13
Verizon	Townline Rd PS	34.15
Verizon Wireless	Cellular Phone/Data	584.38
Alpha Analytic, Inc.	Lab Analysis	100.00
Bison Laboratories	Sodium Hypochlorite	3,180.50
Broderick, David S.	2020 Travel Mileage	16.79
Buffalo Lift Trucks	Forklift Maintenance	141.00
CIR Electrical Construction	2019 O&M Project #11190922	5,002.12
Crocker, Mark	2020 Travel Mileage	40.94
Ellis Wright	2020 Travel Mileage	33.58
Evoqua	Lab Grade Water	567.94
Fisher Scientific	Laboratory Supplies	427.03
GHD	2019 O&M Project #11190922	1,342.50
GHD	Misc. Project Assistance & Scada Support (Project #630191)	1,735.00
GHD	2020 O&M Project #11205045	25,258.75
GHD	December Monthly Retainer	750.00
Greater Niagara Mechanical	HVAC Repair	627.00
MacSwan, Donald	2020 Travel Mileage	9.66
Maerten, Joel	2020 Travel Mileage	14.84
Modern Corporation	Sludge/Dumpsters	40,297.37
Napa	Maintenance Supplies	99.98
Niagara Fire Extinguisher Service Inc.	Annual Inspection & Dry Chemical Recharge	1,165.50
O'Connell Electric	Transformer Repair	1,016.00
Petty Cash	2020 Postage Cost	18.50
Praxair	Maintenance Supplies	124.91
Service Bearing Transmission	Maintenance Supplies	294.02
Southworth Milton Inc.	Semi-Annual Maintenance on Emergency Generators at Townline Rd & Mapleton Rd Pump Stations & Plant.	3,620.93
Staples	Office Supplies	4.27
STC Construction	2019 O&M Project #11190922	45,698.95
STC Construction	2020 O&M Project #11205045	90,416.25

The Pump Doctor	Annual Cathodic Testing at the following pump stations: Ton. Crk Rd, Shawnee Rd, Townline Rd, Plant	450.00
Town of Lockport	2020 I/I Reimbursement	20,000.00
Town of Wheatfield	Fuel for County Vehicles	653.65
Uline	Maintenance Supplies	267.30
Vona, Andrew P.	Legal Retainer - December 2020 & Travel Mileage	2,543.01
WW Grainger	Maintenance Supplies	918.11
Wallace, Lee	2020 Travel Mileage	17.00
TOTAL		\$ 280,457.41
<u>TO BE PAID</u>		
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Advanced Technical Solutions	Maintenance Supplies	3,115.98
Alpha Analytical	Lab Analysis	184.00
Armor Sales & Service	Maintenance Supplies	1,076.89
Cintas	Carpet Floor Protection	97.22
Draeger	Air Handler/Sensor/Splash Guard	1,439.10
Earsing, Aaron	2020 Clothing Allowance	400.00
Fisher Scientific	Laboratory Supplies	2,191.58
Greater Niagara Mechanical	Electric MUA Controller	1,080.00
Gui's Lumber	Maintenance Supplies	26.99
Home Depot	Maintenance Supplies	608.82
JP Industrial Supply	Maintenance Supplies	790.00
Kemira	Ferrous Chloride	4,477.85
Modern Corporation	Recycle Tote	40.29
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
Napa Auto Parts	Spark Plug	2.39
National Fuel	Shawnee Rd PS	65.56
National Fuel	Townline Rd PS	219.89
Niagara Lock & Key	Keys	272.17
Noco	Fuel for Generators	2,743.47
North Central Laboratories	Laboratory Supplies	412.48
Rexel	Electrical Supplies	3,090.20
Riverside Chemical Company	Rock Salt	395.35
Ronco Communications	Maintenance Agreement/Phone System	367.50
Sampson Cleaning Services	December 20, 27, January 3, 10, 17	350.00
Service Bearing Transmission, Inc.	Maintenance Supplies	51.12
Sherwin Williams	Paint Supplies	289.88
Staples	Office Supplies	22.65

Superior Lubricants	Maintenance Supplies	752.80
Time Warner	Internet	765.79
University Enterprises	Wastewater Manuals	286.00
Verizon	Townline Rd PS	34.17
Water Environment Federation	Annual Membership for T. Blodgett & D. Flanders, M. Scive, C. Teixeira	585.00

TOTAL FORWARDED (2020 BUDGET)	\$ 280,457.41
TOTAL APPROVED O&M (2021 BUDGET)	<u>26,395.14</u>
GRAND TOTAL APPROVED	\$ 306,852.55

This motion was carried.

Review of the December 2020 Financial Report showed an Operation and Maintenance balance of \$6,355,526.22.

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten it was resolved that the Sewer District's December 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's Report:

a. Filter Feed Pump #4 OEM Purchase - Mr. Earsing reported the plant's filter feed pump #4 has seen a significant reduction in pumping capacity and due to the age of the pump, replacement was necessary. He presented a quote from Koester for a new O.E.M. pump at \$35,146.00, which included freight and installation. Mr. Earsing requested Board approval to purchase the new O.E.M. filter feed pump from Koester for \$35,146.00.

Upon motion duly made by Mark C. Crocker and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval to Mr. Earsing to purchase a new O.E.M. filter feed pump from Koester for \$35,146.00. This motion was carried.

b. Wet Well Cleaning – Mr. Earsing described excessive accumulations of debris, solids and grease islands that have formed in the plant’s influent wet well area and indicated the last time a thorough cleaning was done was approximately 10 years ago by Modern Disposal Services. He presented three quotes for wet well cleaning and requested Board authorization to accept the lowest bid of Modern Disposal Services of \$3,311.00 per day for up to three days of wet well cleaning service.

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 accept the lowest bid of Modern Disposal Services of \$3,311.00 per day for up to three days of wet well cleaning service. This motion was carried.

Administrative Director's Report:

a. 2021 District I/I Policies and Procedures - Mr. Blodgett stated that as a part of our annual Management, Operations and Maintenance Plan the District is required to review the current I/I policies and procedures for their effectiveness, including the allocation that each individual town receives \$20,000 towards their own I/I projects and the additional amount of \$100,000 toward District-wide larger projects. Mr. Blodgett recommended continuing the I/I Policies and Procedures for 2021 without any changes.

Upon motion duly made by Joel M. Maerten and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the 2021 District I/I Policies and Procedures the same as 2020. This motion was carried.

b. 2021 Guidelines for Procurement of Goods and Services - Mr. Blodgett presented the 2021 Guidelines for Procurement of Goods and Services and suggested that the District keep the policies and limits the same as was approved by the Board in 2020.

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 approves the 2021 Guidelines for Procurement of Goods and Services as presented. This motion was carried.

c. Teamsters Negotiations - Mr. Blodgett reported progress is being made with the Teamster's contract negotiations and he is optimistic they will hopefully proceed to a resolution soon.

d. Operator Trainee Position – Permission to Fill - Mr. Blodgett reported that three interviews were recently conducted to fill the vacant operator trainee position from the certified list from civil service. Mr. Blodgett requested Board authorization to hire Troy Keller to fill the vacant Wastewater Operator Trainee position.

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. Blodgett's request to hire Troy Keller to fill the vacant Wastewater Operator Trainee position. This motion was carried.

e. Audit – Payment of Invoices Procedure - Mr. Blodgett referenced a memo previously distributed to Board members requesting permission to pay routine invoices as they are received at the District instead of delaying payment for monthly Board approval. He explained this would allow the District to forward invoices for essential and contracted goods and services to the County on a weekly basis instead of once a month. He explained that is the procedure currently approved for every other County department. Mr. Blodgett requested permission to forward vouchers as they are received on a weekly basis to the County to expedite payment of essential goods and services as is the policy of other County departments.

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. Blodgett's request to forward vouchers as they are received on a weekly basis to the County to expedite payment of essential goods and services as is the policy of other County departments. This motion was carried.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.

- Spill Site Assessment Report submitted to DEC - NYSDEC indicated that the spill would be made inactive after the second in situ bio application. The NYSDEC was notified on November 6, 2020 that the work was completed. The NYSDEC spills database indicates that the spill number was closed on November 13, 2020.
 - 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)
 - Construction substantially complete, punch list items to be completed during 2021project.
 - BOARD ACTION REQUESTED – None
 4. Enforcement Response Plan Update and Compliance Fee Structure Assistance (GHD Project No. 630191)
 - ERP submitted to DEC in December along with suggested guidance for revising Compliance Fee Structure for industrial permits and pollutant surcharge fees.
 - BOARD ACTION REQUESTED – None
 5. I&I Project (GHD Project No. 630191)
 - Project complete.
 - BOARD ACTION REQUESTED – None
 6. Solids Handling System Evaluation (GHD Project No. 630191/76)
 - Project underway, finalizing draft report.
 - BOARD ACTION REQUESTED – None
 7. 2020 SPDES Annual Compliance Updates (GHD Project No. 630191/77)
 - Kick-off meeting held on Jan 21st. 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 Lee Wallace and seconded by Mark C. Crocker, the meeting adjourned at 4:32 p.m.