

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

Held on the 28th day of July 2021 at the Water Pollution Control Center

PRESENT:

Commissioner Wright H. Ellis, Chairman
Commissioner Steve Broderick
Commissioner Don MacSwan
Commissioner Lee Wallace

EXCUSED:

Commissioner Mark C. Crocker, Vice Chairman
Commissioner Joel M. Maerten
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, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services
Carl A. Widmer, CPA, Drescher & Malecki
Corey Sveinsson, CPA, Drescher & Malecki

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

Roll call was taken by Donna Cody.

The pledge of allegiance was recited.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the minutes of the June 23, 2021 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick 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	113.50
Frontier	Mapleton Rd PS	59.63
National Fuel	Plant	54.01
National Fuel	Shawnee Rd PS	26.42
National Fuel	Townline Rd PS	27.62
National Grid	East Canal Rd PS	1,480.86
National Grid	Plant	10,961.09
National Grid	Mapleton Rd PS	182.39
National Grid	Moyer Lift PS	59.33
National Grid	Shawnee Rd PS	198.73
National Grid	Tonawanda Creek Rd PS	731.90
National Grid	Townline Rd PS	533.23
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (May 2021)	211.93
Niagara County Public Works	Elec Supply - Mapleton PS (June 2021)	100.05
Niagara County Public Works	Elec Supply - East Canal PS (June 2021)	787.40
Niagara County Public Works	Elec Supply - Moyer Lift (June 2021)	25.12
Niagara County Public Works	Elec Supply - Shawnee Rd (June 2021)	63.63
Niagara County Public Works	Elec Supply - Townline Rd (June 2021)	470.45
Niagara County Public Works	Elec Supply - Plant (June 2021)	15,356.93
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	128.45
Verizon	East Canal	34.17
Verizon	Moyer Lift	33.85
Verizon	Plant	175.18
Verizon	Rapids Rd PS	31.77
Verizon	Shawnee Rd PS	33.86
Verizon	Tonawanda Creek Rd PS	38.62
Verizon	Townline Rd PS	33.76
Verizon Wireless	Cellular Phone/Data	291.94
Allied Electronics Inc.	Electrical Supplies	87.44
Alpha Analytic, Inc.	Lab Analysis	446.00
Bison Laboratories	Sodium Hypochlorite	3,214.40
Chudy Paper	Towels & Toilet Paper	346.44
Cintas	Floor Protection	97.22

Cummins Sales & Service	Generator repair at Ton. Creek PS	880.47
Cyncon	Switch for Vac Truck	621.96
Dana Roetzer's Executive Landscaping	Weed Maintenance & Tree Removal	2,738.00
Dival Safety & Supplies	Electrical & Safety Supplies	348.00
Empire Scale Corporation	Cleaning & Calibration of balances	285.00
Evoqua	Laboratory Supplies/Lab Grade Water	474.21
Fisher Scientific	Laboratory Supplies	2,005.05
Greater Niagara Mechanical	RTU Economizer Actuator	695.00
John W. Danforth	Annual Fume Hood Certification	397.00
John's Motor & Transmission Shop	2015 Ford F-250 Vehicle Inspection	1,273.74
Kemira	Ferrous Chloride	11,161.22
Land Pro Equipment	Lawnmower supplies	116.86
Lock City Supply	Maintenance Supplies	529.54
Modern Corporation	Sludge/Dumpsters	50,515.66
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Maintenance Supplies	132.27
North Central Laboratories	Laboratory Supplies	641.95
Pollardwater	Poles/Skimers	1,544.45
Polydyne Inc.	Polymer	4,784.00
Praxair	Maintenance Supplies	139.42
Ronco Communications	Maintenance Agreement/Phone System	367.50
Siewert Equipment	Maintenance Supplies	3,179.62
Southworth Milton Inc.	Semi-Annual Maintenance on Emergency Generators at Townline Rd PS & Plant	4,899.46
Staples	Office Supplies	197.54
Town of Wheatfield	Fuel for County Vehicles	1,760.52
VWR International	Laboratory Supplies	849.45
WW Grainger	Maintenance Supplies	1,932.74
Weldall, Inc.	Welding Maintenance	715.00

TOTAL

\$ 130,609.42

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI	Maintenance Supplies	665.20
Alpha Analytic, Inc.	Lab Analysis	50.00
Dana Roetzer's Executive Landscaping	Weed application	2,008.50
GHD	Misc. Project Assistance & Scada Support (Project #630191)	4,798.59
GHD	June Monthly Retainer	750.00

Graybar	Electrical Supplies	2,119.85
Kemira	Ferrous Chloride	2,720.11
LandPro Equipment LLC	Maintenance Supplies	5.45
National Fuel	Shawnee Rd PS	22.11
National Fuel	Townline Rd PS	14.29
National Grid	East Canal Rd PS	2,931.93
National Grid	Mapleton Rd PS	366.78
National Grid	Moyer Lift PS	70.04
National Grid	Shawnee Rd PS	260.34
National Grid	Townline Rd PS	1,601.25
Polydyne Inc.	Polymer	14,352.00
Sampson Cleaning	June 26, July 3, 10, 17, 24	350.00
Time Warner Cable	Internet Service	765.87
Town of Pendleton Water	East Canal Rd PS	17.80
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
Vona, P. Andrew	Legal Retainer - June 2021	2,500.00
Widespread	Overload Relay	98.95
WW Grainger	Maintenance Supplies	1,472.14
TOTAL		\$ 37,956.20

TOTAL FORWARDED	\$ 130,609.42
TOTAL APPROVED O&M	\$ 37,956.20
GRAND TOTAL APPROVED	\$ 168,565.62

This motion was carried.

Review of the June 2021 Financial Report showed an Operation and Maintenance balance of \$10,593,427.44.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Sewer District's June 2021 Financial Report be approved as presented. This motion was carried.

Communications:

a. Financial Statement and Audit Report – Drescher & Malecki - Chairman Ellis recognized the representatives from Drescher & Malecki present to provide an overview of the Sewer District No. 1 Fund Financial Statements and Audit Report for year ended December 31, 2020 to the Board. Carl Widmer from Drescher & Malecki introduced himself and Corey Sveinsson who served as the project

manager. Mr. Widmer explained the Sewer District is a funded entity of the County and Drescher and Malecki are retained as a third party, independent entity to perform the County's Audits. He stated he was presenting the part of that audit that pertains to the Sewer District Fund. Mr. Widmer's review of the report reflects compliance with financial related legal requirements and the District's stable financial position, including an analysis of an appropriate fund balance given the type, age, and amount of infrastructure owned and operated by the District. He stated the District's revenues looked consistent and the increase in expenditures was attributable to the recent clarifier projects the District is currently undertaking. Overall, the report reflected no reportable findings. Mr. Widmer stated the final report would be submitted to the County by the end of the month.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. O.E.M. Replacement of Spiral Screw for Screenings Transpactor – Mr. Earsing stated the existing part is approximately 7 years old and has been welded in a few places over the years. He said that due to the environment and condition of the screw it is necessary to replace it at this time. He requested Board authorization to purchase a new O.E.M. Headworks Transpactor Spiral Assembly from Shrier-Martin Process Equipment for \$11,213.00 plus \$665.00 shipping for a total amount of \$11,878.00.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, 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. Headworks Transpactor Spiral Assembly from Shrier-Martin Process Equipment for \$11,213.00 plus \$665.00 shipping for a total amount of \$11,878.00. This motion was carried.

Administrative Director's Report:

a. 2022 Draft Budget – Mr. Blodgett stated he and Joanne Teixeira would continue to work on the 2022 Budget over the next few weeks and present a draft to the Board for review in early August.

He stated that several final numbers are not yet available from the County, but the final budget will need to be approved at the August Board meeting so that it can be submitted to the County Budget Office by the second week in September. He anticipated the tentative budget would be very similar to the 2021 but with the Teamsters contract still being negotiated, final salary expenses due to increases would not be allowed to be “projected” in the budgets without a tentative agreement in place.

b. Teamsters Union Negotiations – Mr. Blodgett stated the next scheduled meeting is Monday, August 2nd and he will keep the Board advised as negotiations progress.

c. 2021 Town I/I Projects – Mr. Blodgett reminded all of the Commissioners who have 2021 I/I Program projects in the works to submit their paperwork prior to the end of the year in order to receive Board approval for their individual Town's allocated \$20,000 reimbursable funds toward their projects for this calendar year.

d. 2021 District I/I Project and Recent Wet Weather Events – Mr. Blodgett stated the recent extreme wet weather events presented the opportunity for Mr. Lannon, himself and District staff to investigate potential problem areas. Peak flow reached approximately 65 million gallons per day during the recent extreme weather events, and typically we experience an average of 4-5 million gallons per day this time of the year. Mr. Blodgett also expressed his appreciation to Mr. Earsing and Mr. Lang and the dedicated operations and maintenance staff for their hard work and dedication through the exceptional wet weather events of Saturday July 17th and Tuesday July 20th. He noted their diligence possibly saved thousands of homes from being flooded.

e. Lockport Road/Nash Road Interceptor Collapse – Mr. Blodgett shared photographs of a sinkhole on Lockport Road at the Nash Road intersection where an 18-inch diameter District interceptor has collapsed on the north side. This interceptor is original infrastructure installed in the late 1970's. Due to the age of the infrastructure, the severity of the collapse causing the interceptor to surcharge and imminent safety concerns to District residents and businesses, Mr. Blodgett requested Board authorization

to declare the Lockport Road/Nash Road interceptor collapse an emergency and authorize the replacement of the entire asbestos cement pipe between the two manholes.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Lockport Road/Nash Road interceptor collapse declared an emergency and authorizes the replacement of the entire asbestos cement pipe between the two manholes. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to prepare and execute the necessary paperwork with the County to appropriate funding from the repair reserves to pay for the emergency repairs. This motion was carried.

Engineers 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
 - Pendleton Trail/Canal Corp/Wetland Restoration – Project on hold. Canal Corp investigating alternative solutions.
 - Wheatfield Crossing – working on DSCA

Mr. Lannon stated the Wheatfield Crossing project consists of two phases. He stated the Downstream Capacity Analysis study indicated phase one of the development would not overburden the system and any associated pump stations. Mr. Lannon requested authorization to draft a letter allowing initiation of phase one only of the development at Wheatfield Crossing. Approval of the second phase would then be contingent upon the analysis of the field conditions and pump station operation and capacities after the completion of phase one.

Upon motion duly made by Don MacSwan and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Lannon to draft a letter allowing initiation of phase one of the development at Wheatfield Crossing. This motion was carried.

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. 2021 District Wide I/I Project
 - Proposal for Professional Engineering Services
 - **BOARD ACTION REQUESTED** – This item was tabled due to the Lockport Road/Nash Road Interceptor Emergency collapse

Attorney's Report:

There is nothing new to report this month.

New Business:

Town of Cambria Connection Request – Mr. Blodgett presented a letter from Chairman Ellis outlining a request by the Town of Cambria to tap into District manhole #23-73 to provide sewer service to 5371 Comstock Road, a single family home.

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 authorizes the Town of Cambria to tap into District manhole #23-73 to provide sewer service to 5371 Comstock Road, a single family home. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Board adjourn to executive session to discuss personnel. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Lee Wallace, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Adjournment:

Upon motion duly made by Steve Broderick and seconded by Lee Wallace the meeting adjourned at 4:56 p.m.