

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

Held on the 27th day of May 2021

PRESENT: Commissioner Wright H. Ellis, Chairman
Commissioner Mark C. Crocker, Vice Chairman
Commissioner Steve Broderick
Commissioner Don MacSwan
Commissioner Lee Wallace
Commissioner Joel M. Maerten

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

Chairman Ellis called the meeting to order at 4:01 p.m.

Roll call was taken by Donna Cody.

The pledge of allegiance was recited.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved that the minutes of the April 28, 2021 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	90.84
Frontier	Mapleton Rd PS	59.63
National Fuel	Plant	1,184.76
National Grid	Plant	9,448.33
National Grid	Tonawanda Creek Rd PS	768.58
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (March 2021)	206.09
Niagara County Public Works	Elec Supply - Mapleton PS (April 2021)	46.44
Niagara County Public Works	Elec Supply - East Canal PS (April 2021)	462.25
Niagara County Public Works	Elec Supply - Moyer Lift (April 2021)	27.62
Niagara County Public Works	Elec Supply - Shawnee Rd (April 2021)	36.80
Niagara County Public Works	Elec Supply - Townline Rd (April 2021)	259.83
Niagara County Public Works	Elec Supply - Plant (April 2021)	6,567.85
Niagara County Public Works	Elec Supply - Rapids Rd (March & April 2021)	309.83
Town of Pendleton Water	East Canal Rd PS	15.00
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
Verizon	East Canal	29.03
Verizon	Moyer Lift	34.15
Verizon	Plant	175.17
Verizon	Rapids Rd PS	31.79
Verizon	Shawnee Rd PS	34.15
Verizon	Tonawanda Creek Rd PS	38.63
Verizon Wireless	Cellular Phone/Data	290.11
AAI	Maintenance Supplies	1,356.37
Alpha Analytic, Inc.	Lab Analysis	700.90
Cooper Sign Company	Flags (2)	81.90
Environmental Resource Associates	Laboratory Supplies	228.42
Evoqua	Laboratory Supplies/Lab Grade Water	409.94
Fisher Scientific	Laboratory Supplies	8,362.85
Gui's Lumber	Maintenance Supplies	338.86
John's Motor & Transmission Shop	1989 Dodge Vehicle Inspection	15.00
JP Industrial	Maintenance Supplies	152.33
Land Pro Equipment	Lawnmower blade	57.60
Masterman's	Laboratory Supplies	429.18
Modern Corporation	Sludge/Dumpsters	47,875.93
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
North Central Laboratories	Laboratory Supplies	82.21

NSI Lab Solutions	Laboratory Supplies	293.50
NYSDEC	Waste Transporter Permit	500.00
Praxair	Maintenance Supplies	129.09
Siewert Equipment	Maintenance Supplies	27.44
Staples	Office Supplies	90.50
Superior Lubricants	Grease/Oil	458.00
Town of Lockport	Bond Reimbursement	141,402.45
Town of Wheatfield	2020 I/I Reimbursement	20,000.00
Watson Marlow	Maintenance Supplies	1,258.04
WW Grainger	Maintenance Supplies	1,249.06

TOTAL

\$ 245,791.45

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI	Maintenance Supplies	44.02
Alpha Analytical	Lab Analysis	522.60
Cintas	Carpet floor protection	97.22
Dana Roetzer's Executive Landscaping	Topsoil to outfall area; weed maintenance at plant	1,480.65
Drescher & Malecki	Audit Payment	1,000.00
Fisher Scientific	Laboratory Supplies	175.00
GHD	Misc. Project Assistance & Scada Support (Project #630191)	6,995.00
GHD	April Monthly Retainer	750.00
GHD	2020 O&M Project #11205045	780.00
Gui's Lumber	Maintenance Supplies	3.37
National Fuel	Shawnee Rd PS	53.17
National Fuel	Townline Rd PS	100.03
National Grid	East Canal Rd PS	1,020.65
National Grid	Mapleton Rd PS	210.22
National Grid	Moyer Lift PS	116.57
National Grid	Shawnee Rd PS	192.30
National Grid	Townline Rd PS	544.17
QLT	Townline Rd PS	13.35
Sampson Cleaning	May 2, 9, 16, 23	280.00
Time Warner	Internet	765.87
Town of Pendleton	2020 I/I Reimbursement	20,000.00
Total Laboratory Solutions	Epoxy Sink for Laboratory	617.90
Verizon	Townline Rd PS	34.15
Vona, P. Andrew	Legal Retainer - April 2021	2,500.00
WNY Occupational Medicine	New hire physical & drug screen	97.00

WW Grainger	Maintenance Supplies	47.49
TOTAL		\$ 38,440.73

TOTAL FORWARDED	\$ 245,791.45
TOTAL APPROVED O&M	\$ <u>38,440.73</u>
GRAND TOTAL APPROVED	\$ 284,232.18

This motion was carried.

Review of the April 2021 Financial Report showed an Operation and Maintenance balance of \$11,190,951.78.

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

Communications:

a. American Rescue Plan Projects Memo - Mr. Blodgett shared his April 29, 2021 Memo to Richard Updegrove, County Manager, requesting the District be considered to receive funding from the County's allocation of American Rescue Plan federal funding. He asked Legislator Nemi if the County has taken any action yet regarding these funds. Mr. Nemi indicated it was determined that Sewer Districts are eligible to receive these funds. He stated a committee is being formed to review and rank all proposals and requests the County receives for consideration.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

There is nothing new to report this month.

Administrative Directors Report:

a. Summer/Seasonal Employment – Mr. Blodgett reported 1 of the 3 seasonal positions has been filled. He stated efforts will be made to fill the remaining 2 positions which pay \$14.00/hr. and encouraged Commissioners to feel free to recommend any candidates they may be aware of.

b. 2021 Town I/I Projects – Mr. Blodgett reminded all of the Commissioners who have I/I projects in the works to submit their paperwork soon in order to receive their individual Town's \$20,000.00 allocated I/I funds for the 2021 fiscal year. Mr. Blodgett encouraged Commissioners or their appropriate town personnel to contact Mr. Lannon or himself for any assistance or to discuss any potential I/I projects.

c. Teamsters Union Negotiations – Mr. Blodgett stated the last negotiation meeting was held on May 12, 2021 and talks are ongoing. The County presented a proposal and are waiting to hear from the Union to schedule the next meeting.

d. Operator Trainee 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 Shane Ford to fill the vacant Wastewater Operator Trainee position.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved to authorize Mr. Blodgett to hire Shane Ford to fill the vacant Wastewater Operator Trainee position. This motion was carried.

e. Wastewater Maintenance Person – Permission to Fill – Mr. Blodgett said Jason Lang, Maintenance Supervisor, conducted interviews and recommended Kevin Miller to fill the vacancy in the Maintenance Department. Mr. Lang stated he feels Kevin Miller is very qualified for the position and would fit in very well in the Maintenance Department. Mr. Blodgett requested Board authorization to hire Kevin Miller to fill the vacant Maintenance Person position.

Upon motion duly made by Don MacSwan and seconded by Mark C. Crocker, it was resolved to authorize Mr. Blodgett to hire Kevin Miller to fill the vacant Maintenance Person position. This motion was carried.

f. Ferrous Chloride Solution Bids – Mr. Blodgett reported that he had reviewed the two bids that were received for Ferrous Chloride Solution on May 20, 2021. Kemira Water Solutions, Inc.

submitted the low bid in the amount of \$0.634/ lb. and \$150/stop as second drop-off point, maintaining that price for a three-year term. Mr. Blodgett stated that Kemira Water Solutions, Inc. is also the current supplier of Ferrous Chloride to the District. He requested Board authorization to award said contract to the low bidder, Kemira Water Solutions, Inc., for Ferrous Chloride Solution (Bid #NCSD21-01) in the amount of \$0.634/ lb. and \$150.00 as second drop-off point (contract period July 1, 2021 to June 30, 2024).

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 accepts the low bid of Kemira Water Solutions, Inc. for Ferrous Chloride Solution (Bid #NCSD21-01) in the amount of \$0.634/ lb. and \$150.00 as second drop-off point (contract period July 1, 2021 to June 30, 2024). This motion was carried.

g. 2022 Budget Schedule - Mr. Blodgett reported that the 2022 Budget schedule is already upon us and that a tentative Budget will be presented to the Commissioners in July, and then the final tentative budget for Board approval in August for presentation to the Niagara County Budget Office in September.

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
 - 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)
 - Comments received from the District. Report being finalized.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

Upon motion duly made by Lee Wallace and seconded by Don MacSwan, 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 Mark C. Crocker, 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 5:14 p.m.