

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

Held on the 27th day of October 2021 at the Water Pollution Control Center

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 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 Joanne M. Teixeira, NCSD #1 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 3:32 p.m.

Roll call was taken by Donna Cody.

The pledge of allegiance was recited.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the minutes of the September 29, 2021 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick 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	85.82
Frontier	Mapleton Rd PS	60.81
National Fuel	Plant	64.31
National Fuel	Shawnee Rd PS	28.67
National Fuel	Townline Rd PS	18.90
National Grid	East Canal Rd PS	816.24
National Grid	Mapleton Rd PS	146.73
National Grid	Moyer Lift	49.79
National Grid	Plant	10,201.08
National Grid	Shawnee Rd PS	117.68
National Grid	Tonawanda Creek Rd PS	679.12
National Grid	Townline Rd PS	529.77
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (July 2021)	487.95
Niagara County Public Works	Elec Supply - Mapleton PS (August 2021)	143.99
Niagara County Public Works	Elec Supply - East Canal PS (August 2021)	1,043.12
Niagara County Public Works	Elec Supply - Moyer Lift (August 2021)	34.42
Niagara County Public Works	Elec Supply - Shawnee Rd (August 2021)	80.78
Niagara County Public Works	Elec Supply - Townline Rd (August 2021)	686.27
Niagara County Public Works	Elec Supply - Plant (August 2021)	19,631.13
Niagara County Public Works	Elec Supply - Rapids Rd PS (May-Aug)	924.52
QLT	Tonawanda Creek Rd PS	13.35
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	134.60
Verizon	East Canal	33.90
Verizon	Moyer Lift	33.70
Verizon	Plant	172.75
Verizon	Rapids Rd PS	31.77
Verizon	Shawnee Rd PS	33.72
Verizon	Tonawanda Creek Rd PS	34.73
Verizon	Townline Rd PS	33.65
Verizon Wireless	Cellular Phone/Data	291.74
Alpha Analytic, Inc.	Lab Analysis	2,069.80
Bison Laboratories	Sodium Hypochlorite	3,227.28
Cintas	Floor Protection	97.22

Dana Roetzer's Executive Landscaping	Maintenance on Japanese Maple Trees	982.00
Evoqua	Lab Grade Water	409.94
Ferguson Electric	Electrical Repair - PLC Cabinet	1,163.00
Fisher Scientific	Laboratory Supplies	926.67
Gizmo Products	Electrical Supplies	679.00
Global-Pak	Screenings Bags	3,486.00
Grace, William	Travel Expenses - 3A Class at Morrisville	55.00
Greater Niagara Gazette	Sanitary Chemist Advertising	138.40
Greater Niagara Mechanical	Semi Annual HVAC Preventative Maintenance	699.00
Gui's Lumber	Maintenance Supplies	64.95
Hampton Inn Hotels, Cazenovia	W. Grace & P. Pesaresi - overnight stay for 3A technical course at Morrisville State College	192.00
Idexx	Laboratory Supplies	740.23
Irr Supply Centers	Plumbing Supplies	2.38
Kemira	Ferrous Chloride	5,983.75
Milherst Construction, Inc.	Lockport Road Emergency Repair	150,610.60
Modern Corporation	Sludge/Dumpsters	44,572.24
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Vehicle Supplies	39.96
NYSDEC	SPDES Municipal Fees	15,500.00
Occustar	Respirator Exams (2)	250.00
Pesaresi, Peter	Clothing Allowance	400.00
Pesaresi, Peter	Travel Expenses - 3A Class at Morrisville	65.21
Polydyne Inc.	Polymer	14,352.00
Praxair	Maintenance Supplies	139.42
Ronco Communications	Maintenance Agreement/Phone System	367.50
Staples	Office Supplies	121.03
STC Construction	2020 O&M Project #11205045 - Clarifier Replacement	803,415.00
Sunrise Door & Woodworks, Inc.	Door Repair	313.00
The Buffalo News	Sanitary Chemist Advertising	395.00
Town of Wheatfield	Fuel for County Vehicles - 3rd Qtr.	2,204.09
WW Grainger	Maintenance Supplies	1,305.97
Xylem	Maintenance Supplies	279.26

TOTAL

\$ 1,092,099.16

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical Labs	Laboratory Analysis	50.00
Best Buy	Monitor for Laboratory & Screen for SCADA in Lab	799.98
Buffalo Lift Trucks	Lift Truck Operator/Training Program/Preventative Maint.	887.17
Draeger, Inc.	Electrical Supplies	764.20
GHD	September Monthly Retainer	750.00
GHD	Misc. Projects #630191	7,560.00
Gui's	Maintenance Supplies	36.97
Kemira	Ferrous Chloride	2,645.30
National Grid	East Canal PS	1,584.02
National Grid	Mapleton Rd PS	167.01
National Grid	Moyer Lift PS	55.11
National Grid	Shawnee Rd PS	145.54
National Grid	Townline Rd PS	899.41
Rexel	Electrical Supplies	208.41
Sampson Cleaning	October 2, 9, 16, 23	280.00
Time Warner Cable	Internet	765.87
United States Postal Service	Postcard Stamps (260) /4 rolls of Forever Stamps (\$58/roll)	336.00
Vona, P. Andrew	Legal Retainer - September 2021	2,500.00
WW Grainger	Maintenance Supplies	722.75
TOTAL		\$ 20,357.76

TOTAL FORWARDED	\$ 1,092,099.16
TOTAL APPROVED O&M	\$ <u>20,357.76</u>
GRAND TOTAL APPROVED	\$ 1,112,456.92

This motion was carried.

Review of the September 2021 Financial Report showed an Operation and Maintenance balance of \$9,055,304.72.

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

There is nothing new to report this month.

Administrative Directors Report:

a. 2022 Budget and Tax Computation Schedule – Mr. Blodgett reported he and Joanne Teixeira met with the budget office on Tuesday, October 26, 2021 to review the tentative 2022 Budget. The District's final budget will be presented to the Niagara County Legislature for approval in November.

Also, Mr. Blodgett stated that he would coordinate with John Shoemaker at Real Property for the final tax roll EDU numbers, which are typically available in early November. A final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

b. Sanitary Chemist Position - Approval – Mr. Blodgett stated Commissioners were previously emailed the job application of Richard LaTona highlighting his experience with Occidental Chemical, which is scheduled to close in November. Mr. Blodgett requested authorization to provisionally hire Richard LaTona for the vacant Sanitary Chemist position.

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 recommendation to provisionally hire Richard LaTona for the vacant Sanitary Chemist position. This motion was carried.

Mr. Blodgett also requested authorization to change the position of the Sanitary Chemist from 35 hours per week to 40 hours per week due to the work load required for this position.

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 Mr. Blodgett's recommendation to change the position of the Sanitary Chemist from 35 hours per week to 40 hours per week due to the work load required for this position. This motion was carried.

c. Sodium Hypochlorite Bid – Approval (3 year) - Mr. Blodgett reported two bids were received for a three year contract period for Sodium Hypochlorite Solution (Bid #NCSD21-02) and noted the current price is \$0.678/gallon. JCI Jones Chemicals, Inc. submitted the lowest bid, however their bid included a qualifier indicating their price quoted was only valid through March 31, 2022 and would be subject to periodic changes with a 30 day notice to the District. Mr. Lannon stated these terms were a direct violation of New York State bidding laws. Mr. Vona concurred the bid as presented could not be considered a formal bid. Bison Laboratories, Inc. was the second bidder at \$1.49/gallon. Mr. Blodgett stated he anticipated an increase, but did not expect the cost would be this significant. However, he stated the District was able to adjust the chemical line in the 2022 budget to compensate for the increase. Mr. Blodgett is requesting Board approval to award said contract to Bison Laboratories in the amount of \$1.49/gallon for a three-year contract period.

Upon motion duly made by Steve Broderick and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the bid of Bison Laboratories, Inc. for Sodium Hypochlorite Solution (Bid #NCSD21-02) in the amount of \$1.49/gallon for a three-year contract period (December 1, 2021 – December 1, 2024). This motion was carried.

d. Proposal Request for 2021 SPDES Compliance Assistance – Mr. Blodgett reported that the District is required to give an annual update of the District's SPDES Compliance Items to the NYSDEC. Mr. Blodgett stated GHD will prepare a proposal to update and prepare the District's Annual

SPDES Compliance Reporting Items which will be presented for Board consideration at the November 2021 Administrative Board Meeting.

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. Blodgett's request for GHD to prepare a proposal for the update of the District's Annual SPDES Compliance Reporting Items to be presented for Board consideration at the November 2021 Administrative Board Meeting. This motion was carried.

Engineer's Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - Lockport 14-inch force main H₂S – working with the Town towards a solution
 - Wheatfield Crossing – agreement reached with developer

Mr. Lannon stated during initial discussions with the developer of Wheatfield Crossing he anticipated approving the project in phases to enable the District to evaluate the capacity burden the development placed on the District's infrastructure. The developer subsequently required the project be evaluated in its entirety. Based on discussions with District staff, Mr. Lannon suggested surcharging the developer \$1,000.00 per lot in anticipation of potential capacity upgrades which will be necessary in the future, upon the review of the Sewer District's attorney and notification of said proposal to the Town of Wheatfield Supervisor, Don MacSwan.

Upon motion duly made by Steve Broderick and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request to surcharge the developer \$1,000.00 per lot in anticipation of potential capacity upgrades which will be necessary in the future, upon the review of the Sewer District's attorney and notification of said proposal to the Town of Wheatfield Supervisor, Don MacSwan. 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)
- 2021 Project - construction ongoing
 - BOARD ACTION REQUESTED – None
4. 2021 District Wide I/I Project (GHD Project No. 630191)
- Project to be reconsidered to investigate force main discharges into NCSD ACP gravity sewers. Meeting held to review/discuss project; plan is under development
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Wheatfield 2021 I/I Request – Mr. Blodgett presented the Town of Wheatfield's I/I project consisting of smoke testing the sewer line on Niagara Falls Boulevard near Oppenheim Park and lining 8 manholes in the same vicinity on Niagara Falls Boulevard. Total cost for these projects is \$21,280.00. The Town of Wheatfield requests reimbursement of \$20,000.00 for the Town of Wheatfield's 2021 I/I Project.

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 Town of Wheatfield's request to be reimbursed \$20,000.00 for the 2021 I/I project. This motion was carried.

b. November and December Administrative Board Meeting Dates – Due to the Thanksgiving and Christmas holidays, the Board is rescheduling the November meeting to Wednesday, November 17, 2021 and the December meeting to Wednesday, December 15, 2021.

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 rescheduling the November meeting to Wednesday, November 17, 2021 and the December meeting to Wednesday, December 15, 2021. This motion was carried.

Adjournment:

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 3:55 p.m.