

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

Held on the 29th day of September 2021 at the Water Pollution Control Center

PRESENT: Commissioner Wright H. Ellis, Chairman
Commissioner Mark C. Crocker, Vice Chairman
Commissioner Steve Broderick
Commissioner Don MacSwan

EXCUSED: Commissioner Joel M. Maerten
Commissioner Lee Wallace
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

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 Don MacSwan, it was resolved that the minutes of the September 8, 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	103.94
Frontier	Mapleton Rd PS	59.89
National Fuel	Plant	66.13
National Fuel	Shawnee Rd PS	23.23
National Fuel	Townline Rd PS	19.40
National Grid	East Canal Rd PS	789.29
National Grid	Mapleton Rd PS	191.87
National Grid	Moyer Lift	56.62
National Grid	Plant	10,014.05
National Grid	Shawnee Rd PS	179.72
National Grid	Tonawanda Creek Rd PS	538.45
National Grid	Townline Rd PS	644.50
NYSEG	Rapids Rd PS	2,794.75
Time Warner	Internet Service	765.87
Town of Wheatfield Water	Plant	1,489.75
Verizon	East Canal	34.01
Verizon	Moyer Lift	33.89
Verizon	Plant	173.12
Verizon	Rapids Rd PS	31.78
Verizon	Shawnee Rd PS	33.89
Verizon	Tonawanda Creek Rd PS	34.73
Verizon	Townline Rd PS	33.90
Verizon Wireless	Cellular Phone/Data	291.92
Alpha Analytic, Inc.	Lab Analysis	681.70
Armor Sales & Service Inc	3 HP Motor	1,182.71
Bison Laboratories	Sodium Hypochlorite	3,187.96
C-3 Controls	Electrical Supplies	20.40
Cintas	Floor Protection	97.22
D&W Diesel, Inc.	Maintenance Supplies	2,207.24
Discount Mugs	Disposable Masks	164.00
Dival Safety & Supplies	Electrical & Safety Supplies	18.85
Draeger Inc.	Controller (Gas Detection Systems)	2,924.74
Evoqua	Laboratory Supplies/Lab Grade Water	444.75
Fisher Scientific	Laboratory Supplies	51.80
GHD	Misc. Project Assistance & Scada Support (Project #630191)	1,820.00
GHD	August Monthly Retainer	750.00
Kemira	Ferrous Chloride	5,911.31

Koester	Supply & Install New Cascade Pump	35,146.00
Lock City Supply	Maintenance Supplies	1,267.10
Modern Corporation	Sludge/Dumpsters	51,758.53
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Pesaresi, Peter	Manage for Success: Effective Utility Leadership Practices (for 3A License	50.00
Praxair	Maintenance Supplies	139.42
Rexel	Electrical Supplies	393.55
Shrier-Martin Process Equipment	Headworks Transpactor Spiral Assembly	11,878.00
Staples	Office Supplies	69.49
Town of Lewiston	2020 I/I Reimbursement	17,659.60
Town of Niagara	2021 I/I Reimbursement	19,710.00
WW Grainger	Maintenance Supplies	584.22
Wendt's Propane	Propane	70.47
TOTAL		\$ 176,753.76

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical, Inc.	Lab Analysis	50.00
(CHNI) Niagara Gazette	Sodium Hypochlorite Bid Ad	103.00
Gui's Lumber	Maintenance Supplies	89.96
NYSEG	Rapids Rd P.S.	31.05
Petty Cash	Postage	69.85
Sampson Cleaning	August 29, September 5, 12, 19, 26	350.00
Time Warner Cable	Internet	765.87
Vona, P. Andrew	Legal Retainer - August 2021	2,500.00
TOTAL		\$ 3,959.73

TOTAL FORWARDED	\$ 176,753.76
TOTAL APPROVED O&M	\$ <u>3,959.73</u>
GRAND TOTAL APPROVED	\$ <u>180,713.49</u>

This motion was carried.

Review of the August 2021 Financial Report showed an Operation and Maintenance balance of \$9,696,016.72.

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan, it was resolved that the Sewer District's August 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:

There is nothing new to report this month.

Administrative Directors Report:

a. 2022 Budget - Mr. Blodgett reported that the Tentative 2022 Budget for the Sewer District was submitted to the County, and he and Joanne Teixeira would be meeting with the County Manager and Budget Office within the next few weeks to review the Tentative Budget, and the District's final budget will be presented to the Niagara County Legislature for approval in December.

b. 2022 Preliminary Tax Computation Schedule - Mr. Blodgett distributed a spreadsheet containing each individual town's preliminary EDU numbers as provided to us by the Office of Real Property Tax Services. He stated he would coordinate with John Shoemaker at Real Property for the final tax roll EDU numbers, which are typically available in early November. He stressed these numbers are very preliminary and cautioned that major fluctuations due to Covid business shutdowns/reduced water usage, and suggested for town budgeting purposes to increase the preliminary numbers by a few percentages. A final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

c. Public Hearing Notification regarding Sewer District Assessment - Mr. Blodgett reported that the District is responsible for notifying property owners subject to special assessments of the public hearing regarding the 2022 budget. In the past, postcards have been sent to property owners in the

Towns of Pendleton, Lewiston, and Wheatfield with assessments of \$350,000 and above. Mr. Blodgett requested Board authorization to send out said notifications for this year.

Upon motion duly made by Don MacSwan and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to notify property owners, subject to special assessments with assessed values of \$350,000 and above in the Towns of Lewiston, Pendleton, and Wheatfield, of the Public Hearing regarding the 2022 County Budget. This motion was carried.

d. 2022 Emergency Repair Contract - Mr. Blodgett reported the current Emergency Repair Contract expires on December 31, 2021. Mr. Blodgett requested authorization to work with GHD to seek bids for a three year emergency repair contract.

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to work with GHD to seek bids for a three year emergency repair contract. This motion was carried.

e. Sanitary Chemist Position Update – Mr. Blodgett reported the one candidate on the existing civil service list was interviewed and the position has also been posted provisionally with 3 applications received so far. He stated potential candidates are not meeting all the qualifications as the job is currently posted. He thanked GHD and Teresa Misiti for specialized training of many of our operators on phosphorous, allowing us to continue doing that test in-house. He also expressed appreciation for the District operations and administrative staff and their willingness to pick up extra duties to assist during this transition period.

f. Teamsters Contract - Mr. Blodgett requested Board authorization for Chairman Wright H. Ellis to sign and execute the Teamsters Union Contract on behalf of the District.

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 authorizes Chairman Wright H. Ellis to execute the Teamsters Union Contract. This motion was carried.

g. 2021 Town I/I Requests - Mr. Blodgett reminded all of the supervisors who have I/I projects in the works to submit their paperwork prior to the end of the year in order to receive their individual Town's allocated I/I funds for this year.

Engineers 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
 - Pendleton Trail/Canal Corp/Wetland Restoration – Project on hold. Canal Corp investigating alternative solutions.
 - Wheatfield Crossing – working on DSCA
 - Lockport & Nash Emergency Repair – Spot repair successful; CIPP lining of 18-inch diameter ACP gravity sewer tentatively scheduled for August 27
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 (GHD Project No. 630191)
 - Project to be reconsidered to investigate force main discharges into NCSD ACP gravity sewers
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Pendleton I/I Request - Chairman Ellis presented a request from the Town of Pendleton for their 2021 I/I project of repairing 17 sewer lateral risers in the Pendle Subdivision.

Upon motion duly made by Mark C. Crocker and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Pendleton's 2021 I/I project of repairing 17 sewer lateral risers in the Pendale Subdivision. This motion was carried.

Adjournment:

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, the meeting adjourned at 4:24 p.m.