

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

Held on the 31st day of August 2022 at the Water Pollution Control Center

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

EXCUSED: Commissioner Joel M. Maerten
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 Crocker 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 Wright H. Ellis and seconded by Steve Broderick, it was resolved that the minutes of the July 27, 2022 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>
Charter Communications	Internet Service	764.16
Frontier	Mapleton Rd PS	60.00
National Fuel	Plant	90.40

National Fuel	Shawnee Rd PS	27.31
National Fuel	Townline Rd PS	19.99
National Grid	Plant	9,619.73
National Grid	Tonawanda Creek Rd PS	749.27
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (June 2022)	514.91
Niagara County Public Works	Elec Supply - Mapleton PS (July 2022)	156.42
Niagara County Public Works	Elec Supply - East Canal PS (July 2022)	983.12
Niagara County Public Works	Elec Supply - Moyer Lift (July 2022)	24.36
Niagara County Public Works	Elec Supply - Shawnee Rd (July 2022)	98.49
Niagara County Public Works	Elec Supply - Townline Rd (July 2022)	657.83
Niagara County Public Works	Elec Supply - Plant (July 2022)	26,252.48
NYSEG	Rapids Rd PS	181.31
QLT	Tonawanda Creek Rd PS	13.35
U-DIG	Digging Notifications	116.44
Verizon	East Canal	34.87
Verizon	Moyer Lift PS	34.74
Verizon	Plant	177.97
Verizon	Rapids Rd PS	32.40
Verizon	Shawnee Rd PS	34.73
Verizon	Tonawanda Creek Rd PS	39.30
Verizon	Townline Rd PS	34.86
Verizon Wireless	Cellular Phone/Data	292.13
AAI	Maintenance Supplies	192.32
A-1 Concrete Leveling	Concrete repair work at plant	2,993.00
Alpha Analytic, Inc.	Lab Analysis	442.67
Buffalo Lift Trucks	Forklift Maintenance	257.48
Cintas	Carpet Floor Protection	102.47
Cyncon	Vac Truck Supplies	79.42
D&W Diesel, Inc.	Grit Blower Bearings	1,430.00
Evoqua	Laboratory Supplies	522.81
Falls Auto Spring, Inc.	VAC Truck Inspection	20.00
Fisher Scientific	Laboratory Supplies	688.03
Forbest Products	Maintenance Supplies	342.80
GHD	2022 O&M Project	19,350.00
GHD	Misc. Project Assistance & SCADA Support (Project #630191)	2,230.00
GHD	Monthly Retainer	750.00
Hampton Inn	Activated Sludge classes at Morrisville State College for Ryan Williams	384.00
Home Depot	Dehumidifier	249.00

Kemira	Ferrous Chloride	5,463.42
Knaebe, Egon	Reimbursement for 3A Operator Cert. Renewal	160.00
Land Pro Equipment	Lawn Maintenance Supplies	86.87
Linde Gas & Equipment	Maintenance Supplies	141.71
Lock City Supply	Maintenance Supplies	77.48
Martech (Safety, Inc.)	Gas Detectors (3) Calibration Service	350.00
Modern Corporation	Sludge/Dumpsters	44,108.61
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
North Central Laboratories	Laboratory Supplies	684.74
Sherwin Williams	Paint Supplies	416.33
TW Mechanical	A/C Unit in Maintenance Building / Air Handler Unit Repair	9,175.00
Town of Niagara	2022 I/I Reimbursement	19,976.42
Voss Manufacturing	Stainless Steel Door Drain Side Plate	772.00
WW Grainger	Maintenance Supplies	708.14
Williams, Ryan	Travel Expenses for Activated Sludge Class	225.00
Xylem (YSI, Inc.)	Laboratory Supplies	224.98

TOTAL

\$ 153,775.27

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical	Laboratory Analysis	589.96
Fisher Scientific	Laboratory Supplies	1,582.50
Kemira	Ferrous Chloride	5,531.29
LandPro Equipment	Maintenance Supplies	8.69
Linde	Maintenance Supplies	146.44
Maple Systems, Inc.	Maintenance Supplies	605.32
Masterman's, LLP	Laboratory Supplies	285.18
Metal Supermarkets	Maintenance Supplies	321.98
National Grid	East Canal Rd PS	702.47
National Grid	Mapleton Rd PS	151.01
National Grid	Moyer Lift PS	40.82
National Grid	Shawnee Rd PS	115.71
National Grid	Townline Rd PS	465.40
Nelson, Daniel	2022 Clothing Allowance	400.00
Shrier-Martin	Drive Shaft & Transpactor Liners	10,370.67
Sampson	July 30, August 6, 13, 20, 27	350.00
Tolls by Mail	R. Williams - tolls to Morrisville State College	34.96

Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	444.87
Whitehead, Albert	2A WW Exam Fee Reimbursement	104.00
TOTAL		\$ 24,751.27

TOTAL FORWARDED	\$ 153,775.27
TOTAL APPROVED O&M	\$ 24,751.27
GRAND TOTAL APPROVED	\$ 178,526.54

This motion was carried.

Review of the July 2022 Financial Report showed an Operation and Maintenance balance of \$10,949,877.22.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Sewer District's July 2022 Financial Report be approved as presented. This motion was carried.

Communications:

Chairman Crocker recognized a resident of Niagara Falls who expressed concerns about past and present environmental issues in the city of Niagara Falls as well as potential impacts regarding a proposed project in the Town of Niagara. Chairman Crocker stated he would contact him later this week to provide information regarding where to most effectively address his concerns.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Utility Vehicle State Contract Purchase – Mr. Earsing stated the District has budgeted for a new utility vehicle for use around the plant and for manhole inspections for our interceptors. He requested authorization to purchase a John Deere Gator XUV835E per NYS Landscaping Grounds Contract PC69683 (PG XN CG 22) for \$26,182.51.

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 approves Mr. Earsing's

request to purchase a John Deere Gator XUV835E per NYS Landscaping Grounds Contract PC69683 (PG XN CG 22) for \$26,182.51. This motion was carried.

b. Influent Building 4” Solids Handling Sump Pump – Mr. Earsing stated he obtained three quotes to replace a submersible pump in the influent building. He requested authorization to purchase a 4” solids handling sump pump for the influent building from Manufacturers Edge for \$4,314.09.

Upon motion duly made by Wright H. Ellis 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 purchase a 4” solids handling sump pump for the influent building from Manufacturers Edge for \$4,314.09. This motion was carried.

c. Pump Station Manual Lift Repairs and Service – Mr. Earsing stated he attempted to get three quotes for the preventative maintenance and repairs for the manual lifts at the plant’s pump stations. He presented two quotes and stated the third company declined. He requested authorization to accept the proposal from Elevator Maintenance of Buffalo to perform maintenance service on the manual lifts at four pump stations for \$15,250.00.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Earsing’s request to accept the proposal from Elevator Maintenance of Buffalo to perform maintenance service on the manual lifts at four pump stations for \$15,250.00. This motion was carried.

Administrative Directors Report:

a. 2023 Draft Budget Service – Mr. Blodgett distributed a copy of the tentative 2023 Budget to the Board for review and discussion. He stated that the tentative budget contains a 2.52% increase in appropriations from the 2022 budget. Mr. Blodgett reported that the tentative budget includes scheduled 2023 operations & miscellaneous equipment projects, various repairs & maintenance projects and pump station upgrades as well as replacement of a District truck with over 125,000 miles on it. He noted the tentative budget also reflects a significant increase in chemical purchases as well as increasing

projected natural gas and electric costs. He noted that due to a significant reduction in bonds the tentative budget allows for the relatively modest increase compared to current inflation rates. He explained final numbers for budgeting are still being updated from the County which may require minor adjustments, but would still keep the overall increase percentage at 2.52%. Mr. Blodgett requested Board authorization to submit the Niagara County Sewer District #1 2023 Tentative Budget to the County Budget Office for approval.

Upon motion duly made by Wright H. Ellis and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to submit the Niagara County Sewer District #1 2023 Tentative Budget to the County Budget Office for approval. This motion was carried.

b. Operator Resignation – Permission to Fill – Mr. Blodgett stated Christopher Carrigan, who was rehired less than two years ago, submitted his resignation effective August 27, 2022. He requested at this time the Board convene in Executive session to discuss personnel matters.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved that the Board adjourn to executive session to discuss personnel. This motion was carried.

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

Upon motion duly made by Wright H. Ellis and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts with regret the resignation of Christopher Carrigan, plant operator, effective August 27, 2022. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to canvass off the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list to fill the vacancy. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes increasing the starting pay rate of Operator Trainee from Step 1 to Step 4 per the existing Teamsters Contract. 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.
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Meeting held with the District in end of April. Cost estimates updated. Working with NCSD staff to finalize list of projects.
 - BOARD ACTION REQUESTED – None
3. 2020/2021 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)
 - 2021 Project - Minor punch list items to be addressed.
 - BOARD ACTION REQUESTED – None
4. 2022 District Wide I/I Project (GHD Project No. 630191)
 - Project summary sent to NCSD – deciding on next steps.
 - BOARD ACTION REQUESTED – None
5. 2022 O&M Project (GHD Project No. 630191)
 - Design to be completed and sent to the District for review by the end of the month.
 - BOARD ACTION REQUESTED – None
6. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - All computer hardware has been received and is currently being set up. Installation date scheduled for September 6th.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Cambria Easements - Meahl Road – Mr. Blodgett stated the Town of Cambria is installing a new sewer to service a property on Meahl Road and requested authorization to establish a Town easement near 5851 and 5843 Meahl Road that will occupy easements that already exists for the District in the same location.

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 approves the Town of Cambria's request to establish a Town easement near 5851 and 5843 Meahl Road that will occupy easements that already exists for the District in the same location. This motion was carried.

Adjournment:

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, the meeting adjourned at 4:52 p.m.