

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

Held on the 14th day of December 2022

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner Don MacSwan, Vice Chairman
Commissioner Steve Broderick
Commissioner Lee Wallace

EXCUSED: Commissioner Wright H. Ellis
Commissioner Joel M. Maerten
Joanne M. Teixeira, NCSD #1

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Aaron Earsing, Chief Operator, NCSD #1
P. Andrew Vona, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services
Anthony J. Nemi, Liaison, Niagara County Legislature

Chairman Crocker called the meeting to order at 6:20 p.m.

Roll call was taken by Donna Cody.

Upon motion duly made by Don MacSwan and seconded by Lee Wallace, it was resolved that the minutes of the November 16, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, 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
National Fuel	Shawnee Rd PS Natural Gas	81.90
National Fuel	Plant Natural Gas	3,852.89
National Grid	Plant Electric	10,784.52
National Grid	Shawnee Rd PS Electric	140.97

National Grid	Moyer Rd PS Electric	70.08
National Grid	East Canal Rd PS Electric	1,233.71
National Grid	Mapleton Rd PS Electric	196.31
National Grid	Townline Rd PS Electric	882.23
National Grid	Tonawanda Cr Rd PS	854.38
NYSEG	Rapids Rd PS Natural Gas & Electric	458.01
Verizon	Rapids Rd PS	32.02
Verizon	Townline Rd PS	33.88
Verizon	Tonawanda Cr Rd PS	38.31
Verizon	East Canal Rd PS	33.88
Verizon	Plant	171.14
Verizon	Moyer Rd PS	33.81
Verizon	Shawnee Rd PS	33.85
Frontier	Mapleton Rd PS	59.61
QLT	Tonawanda Cr Rd PS Telephone Rotary	13.35
Staples	Cellular Phones	291.74
Alpha Analytical	Lab Analysis	156.00
Broderick, David S.	2022 Travel Mileage	129.25
Crocker, Mark	2022 Travel Mileage	233.63
Ellis, Wright	2022 Travel Mileage	135.75
Fisher Scientific	Laboratory Supplies	1,714.82
Greater Niagara Mechanical	Semi Annual HVAC Preventative Maintenance	699.00
Greater Niagara Mechanical	HVAC System Repair	264.00
Hampton Inn	E. Gallineau 3A Class at Morrisville State College	96.00
Home Depot	Maintenance Supplies	63.64
Kemira	Ferrous Chloride	5,375.77
MacSwan, Don	2022 Travel Mileage	36.75
Maerten, Joel	2022 Travel Mileage	61.50
Riverside Chemical Company	Rock Salt	587.35
Staples	Office Supplies	4.44
Vona, Andrew P.	2022 Travel Mileage	218.88
WW Grainger	Maintenance Supplies	74.68
Wallace, Lee	2022 Travel Mileage	61.75
WNY Occupational Medicine	New Hire Drug Screen & Physical	107.00
Becken, Bradley	2022 Clothing Allowance	400.00
GHD Consulting Services, Inc	SCADA Upgrade - Project #12576479	416.25
GHD Consulting Services, Inc	Engineering Services #630191	990.00
GHD Consulting Services, Inc	Monthly Retainer	750.00
Share Corporation	Maintenance Supplies	203.40

Wendt's Propane	Propane Tanks	84.00
Chuddy Paper Company	Maintenace Supplies	518.10
Cintas Corporation	Carpet Floor Protection	102.47
Gallineau, Erik	Continuiing Education for 3A Certification	50.00
Global Equipment Co.	Galvanized Wire Rope for Sludge Luggers	691.99
Kwiatkowski, Ronald	2022 Clothing Allowance	400.00
Modern Corporation	Sludge Disposal	37,497.24
Modern Corporation	Weekly Disposal Service	213.39
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Radwell International	Parts for SCADA Filter Repair	332.52
Rexel USA, Inc.	SCADA Parts for Filter Repair	3,774.97
Scive, Matthew	2022 Clothing Allowance	400.00
Scive, Michael	2022 Clothing Allowance	400.00
Town of Wheatfield	2022 I/I Reimbursement	20,000.00
UDIG NY, Inc	Sewer Portion Dig Safe	70.36
VWR International	Lab Supplies	148.00

TOTAL **\$ 97,683.65**

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Grainger	Maintenance Supplies	66.64
Modern Corporation	Recycling Service	40.29
Linde Gas & Equipment, Inc	Cylinder Rental	146.44
Staples	Office Supplies	41.43
Evoqua	Laboratory Supplies	722.46
Sampson	Cleaning 11/21, 11/28, 12/3, 12/11	280.00
Superior Lubricants	Maintenance Supplies	205.00
Staples	Office Supplies	195.99
VWR	Laboratory Supplies	133.94
Wheatfield, Town of	Water, Plant Usage	1030.95

TOTAL **\$ 2,863.14**

TOTAL FORWARDED	\$ 97,683.65
TOTAL APPROVED O&M	\$ <u>2,863.14</u>
GRAND TOTAL APPROVED	\$ <u>100,546.79</u>

This motion was carried.

Mr. Blodgett stated that due to the temporary absence of Joanne Teixeira, the November 2022 Financial Report is unavailable at this time and it will be provided as soon as it is available. He also expressed appreciation for those who have provided assistance to fill in the gaps during her absence, including Donna Cody for assuming extra duties in the office and other County employees who have offered support and instruction during Joanne's absence, especially those at the Water District.

Communications:

There is nothing new to report this month.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Cummins: OEM Engine Evaluation to Determine Repairs Needed – Tonawanda Creek Pump Station – Mr. Earsing stated the generator at the Tonawanda Creek Pump Station is continuously burning oil when it runs. He stated the cost to diagnose the cause is \$5,495.96. Mr. Earsing explained that once they open the engine to diagnose the problem, it would be most cost effective to authorize the repairs as needed at that time. After brief discussion, the Board agreed to authorize emergency repairs not to exceed \$25,000.00.

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 approves Mr. Earsing's request to accept the quote from Cummins in the amount of \$5,495.96 to repair the OEM Generator Engine at the Tonawanda Creek Pump Station. This motion was carried.

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. Blodgett to approve emergency repairs to the Tonawanda Creek Pump Station generator engine as necessary at a not to exceed cost of \$25,000.00. This motion was carried.

Administrative Directors Report:

a. 2023 Budget – Mr. Blodgett stated the Sewer District’s 2023 Budget was approved at the County Legislature meeting on Tuesday, December 13, 2022.

b. Sodium Hypochlorite Pricing – Mr. Blodgett stated Mr. Earsing received updated pricing from JCI Jones chemicals regarding an increase of 5 cents per gallon for sodium hypochlorite solution to \$2.1019 per gallon for the period of January 1, 2023 thru March 31, 2023. He stated this was still significantly less than the quote of \$3.28 per gallon from Bison Laboratories. He requested Board authorization to continue purchasing sodium hypochlorite from JCI Jones Chemicals for the period of January thru March of 2023.

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 purchasing sodium hypochlorite from JCI Jones Chemicals for the period of January thru March of 2023 at the price of \$2.1019 per gallon. This motion was carried.

c. Proposal Request for 2023 O&M Project – Mr. Blodgett stated GHD will be working with District staff to identify and prepare a proposal to be presented at the January Administrative Board meeting for the District’s 2023 O&M Project.

d. Permission to Canvass for 2023 Maintenance and Operator Trainee Positions – Mr. Blodgett requested Board authorization to advertise, canvass, and conduct interviews for the new full-time permanent Wastewater Maintenance Person position and full-time Wastewater Operator Trainee position which were previously approved as part of the 2023 budget.

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 advertise, canvass, and conduct interviews for the new full-time permanent Wastewater Maintenance Person

position and full-time Wastewater Operator Trainee position which were previously approved as part of the 2023 budget. This motion was carried.

e. Teamsters Update – Mr. Blodgett stated the Teamsters members voted to accept the offer proposed by the County which included a 4.5% wage increase in 2023, 4.5% wage increase in 2024 and 2% in 2025. Chairman Crocker stated he hopes this will help with recruitment and retention efforts.

Engineer's 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 O&M Project (GHD Project No. 630191)
 - Working through contract execution with the contractor.
 - BOARD ACTION REQUESTED – None

5. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - SCADA install completed. HMI screen development in progress. Waiting on hardware to install the HMI in the filter building. Site visit to be scheduled to finalize the SCADA Backup and Recovery Plan.
 - BOARD ACTION REQUESTED – None
6. Interceptor Lining Project (GHD Project No. 630191)
 - Kick-off meeting to be scheduled.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, the meeting adjourned at 6:33 p.m.