

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

Held on the 23rd day of February 2022

PRESENT Commissioner Mark C. Crocker, Chairman  
Commissioner Don MacSwan, Vice-Chairman  
Commissioner Steve Broderick  
Commissioner Wright H. Ellis  
Commissioner Joel M. Maerten (remote)

EXCUSED: Commissioner Lee Wallace

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
Donna Cody, NCSD #1  
Aaron Earsing, Chief Operator, NCSD #1  
Joanne M. Teixeira, NCSD #1  
Anthony J. Nemi, Niagara County Legislature (remote)  
P. Andrew Vona, Attorney for District  
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 Steve Broderick and seconded by Wright H. Ellis, it was resolved that the minutes of the January 26, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Dig Safely	Digging Notifications	120.76
Frontier	Mapleton Rd PS	59.27
National Fuel	Plant	4,483.02
National Grid	East Canal Rd PS	1,284.59

National Grid	Mapleton Rd PS	231.00
National Grid	Moyer Lift PS	120.54
National Grid	Plant	10,088.24
National Grid	Shawnee Rd PS	161.30
National Grid	Tonawanda Creek Rd PS	768.74
National Grid	Townline Rd PS	816.18
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (Dec 2021)	521.44
Niagara County Public Works	Elec Supply - Mapleton PS (Jan 2022)	308.27
Niagara County Public Works	Elec Supply - East Canal PS (Jan 2022)	2,294.76
Niagara County Public Works	Elec Supply - Moyer Lift (Jan 2022)	113.67
Niagara County Public Works	Elec Supply - Shawnee Rd (Jan 2022)	173.47
Niagara County Public Works	Elec Supply - Townline Rd (Jan 2022)	1,118.03
Niagara County Public Works	Elec Supply - Plant (Jan 2022)	32,832.40
NYSEG	Rapids Rd PS	141.36
Town of Pendleton Water	East Canal Rd PS	20.60
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
Verizon	East Canal	33.74
Verizon	Moyer Lift PS	33.74
Verizon	Plant	172.39
Verizon	Rapids Rd PS	31.77
Verizon	Shawnee Rd PS	33.74
Verizon	Tonawanda Creek Rd PS	38.34
Alfa Laval	Centrifuge Repair	1,800.00
Alpha Analytic, Inc.	Lab Analysis	3,201.90
Bison Laboratories, Inc.	Sodium Hypochlorite	7,025.35
Carrigan, Christopher	Travel Expenses for Grade 3A Class at Morrisville State College	76.97
Cintas	Floor Protection	97.22
Discount Mugs	Face Masks	227.76
Dival	Electrical Glove Testing	242.60
Eaton Office Supply	Office Supplies	30.05
Evoqua	Laboratory Supplies	450.93
Fisher Scientific	Laboratory Supplies	2,064.99
GHD	October Monthly Retainer	750.00
Gizmo Products	Electrical Supplies	680.00
Grace, William	2022 Clothing Allowance	400.00
Greater Niagara Mechanical	HVAC Repair & Maintenance	759.80
Gui's Lumber	Maintenance Supplies	102.14
Hampton Inn Hotels	Basic Operations classes at Morrisville State College for A. Whitehead - 2 weeks	960.00

Lennox, David	2022 Clothing Allowance	400.00
Linde Gas & Equipment	Maintenance Supplies	146.44
Modern Corporation	Sludge/Dumpsters	37,527.94
Moley Magnetics	Onsite service to complete vibration analysis	750.00
Morrisville State College	Grade 3 One Day Technical Module Course for E. Gallineau	150.00
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Maintenance Supplies	382.83
Nibisco Automation	EIM Motor	
North Central Laboratories	Laboratory Supplies	329.14
NSI Lab Solutions	Laboratory Supplies	2,616.00
NYWEA - Western Chapter	Registration Fee for T. Blodgett & E. Knaebe (GBEC Conference)	260.00
Precision Scale & Balance (Empire Scale Corp)	Annual Inspection Cleaning & Calibration of Balances	752.00
Rexel	Electrical Supplies	445.24
Sherwin Williams	Paint Supplies	696.05
Tolls by Mail	Toll/Travel Expense for classes at Morrisville State College	14.82
Town of Lockport	2021 I/I Reimbursement	20,000.00
Town of Lockport	Sewer Wide Project - 2021 Reimbursement	30,000.00
Town of Pendleton Water	2021 I/I Reimbursement	20,000.00
WW Grainger	Maintenance Supplies	573.74
Water Environment Federation	Membership Renewal for T. Blodgett & D. Flanders	335.00
Whitehead, Albert	Travel Expenses for Basic Operations Classes at Morrisville State College	517.13
Zep Sales & Service	Maintenance Supplies	118.87

**TOTAL**

**\$ 191,061.27**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Alpha Analytical	Lab Analysis	182.00
Bison Laboratories, Inc.	Sodium Hypochlorite	7,068.56
Bobcat of Buffalo	Maintenance Supplies	114.58
Eaton Office Supplies	Office Supplies	27.23
Hampton Inn	C. Carrigan 3A Mandatory Class at Morrisville	96.00
Kemira	Ferrous Chloride	2,117.88
McMillan Electric Company	Replacement Motor	140.00
National Fuel	Shawnee Rd PS	137.46
National Fuel	Townline Rd PS	345.10

National Grid	East Canal Rd PS	1,932.73
National Grid	Mapleton Rd PS	219.18
National Grid	Moyer Lift PS	110.93
National Grid	Shawnee Rd PS	149.60
National Grid	Townline Rd PS	929.54
QLT	Townline Rd PS	13.35
Sampson	January 29, February 5, 12, 19	280.00
University of Texas at Dallas	Online Bulk Storage Recording System for Lab	100.00
Verizon	Townline Rd PS	33.74
Verizon Wireless	Cellular/Data	291.54
Vona, P. Andrew	Legal Retainer	2,500.00
Whitehead, Albert	Travel Expenses for Activated Sludge Classes at Morrisville State College	221.57
WW Grainger	Maintenance Supplies	42.86
<b>TOTAL</b>		<b>\$ 17,053.85</b>

<b>TOTAL FORWARDED</b>	<b>\$ 191,061.27</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>17,053.85</b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 208,115.12</b>

This motion was carried.

Review of the January 2022 Financial Report showed an Operation and Maintenance balance of \$6,822,630.12.

Upon motion duly made by Wright H. Ellis and seconded by Don MacSwan, it was resolved that the Sewer District's January 2022 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 Director's Report:**

a. Summer Employment – Mr. Blodgett stated three summer employees are needed and budgeted for in the District's 2022 budget. Applicants must be 18 years of age with a valid driver's license, with the pay of \$15.00/hour, and 40 hours/week (Monday – Friday 6:30 a.m. to 3:00 p.m.). The seasonal employees begin around mid-May and work through mid to late August. Job duties include general maintenance activities such as lawn care, painting, tank cleaning, general labor, etc. Mr. Blodgett stated that it is a seasonal summer job and if the Commissioners know anyone interested in the summer positions to contact the District for additional information and an application.

b. 2022 Town I/I Projects – Mr. Blodgett reminded the Commissioners to submit their individual 2022 Town I/I Projects to the District as soon as possible for approval. He encouraged Commissioners to work with their town's sewer departments or engineers to develop and submit projects.

c. 2022 Direct Billed Rates – Mr. Blodgett reviewed a memo to the Board dated February 18, 2022 that contained four options in which to establish rates to be used for 2022 direct billed customers. The District uses these rates to bill significant users on a monthly, quarterly, or annual basis. These rates are for industrial and/or commercial businesses that are direct-billed based on flow readings (customers not billed based on water usage or typical Equivalent Dwelling Units (EDU's)). Mr. Blodgett recommended that the Board increase the current rate consistent with the increase of the 2021 US Inflation Rate. Mr. Blodgett requested Board approval to establish rates to be used for 2022 direct billed customers at an increase to the current rate consistent with the 2021 Average Annual US Inflation Rate @ 6.6% = \$4.56/thousand gallons.

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. Blodgett's request to establish rates to be used for 2022 direct billed customers at an increase to the current rate consistent with the 2021 Average Annual US Inflation Rate @ 6.6% = \$4.56/thousand gallons. This motion was carried.

d. Operator Trainee Position Vacancy - Permission to Fill – Mr. Blodgett reported interviews were conducted to fill the vacant operator trainee position from the certified list from civil service. Mr. Blodgett requested Board authorization to hire Ryan J. Williams to fill the vacant Wastewater Operator Trainee position.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved to authorize Mr. Blodgett to hire Ryan J. Williams to fill the vacant Wastewater Operator Trainee position. This motion was carried.

e. SCADA Hardware and Software Upgrade Proposal – Mr. Blodgett stated that recently the plant has experienced failure of the components running the SCADA system due to the aging and outdated computer hardware/software and discussion was initiated regarding the necessity of upgrading and replacement of certain components to the plant system. Mr. Lannon presented a proposal from GHD to upgrade the computer hardware and software, develop and implement a backup and recovery plan and upgrades to the HMI and PLC in the filter building at the plant. Mr. Lannon discussed the fee structure and stated the work could be completed for a not to exceed total of \$54,526.00. Mr. Blodgett requested Board authorization to accept the proposal by GHD to upgrade the SCADA hardware and software programs for a not to exceed total of \$54,526.00.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved to authorize Mr. Blodgett to accept the proposal by GHD to upgrade the SCADA hardware and software programs for a not to exceed fee of \$54,526.00.

**Engineering 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)
  - Site visit conducted. Developing cost estimates. Project ongoing.
  - 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 in the Spring
  - 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. Additional screening for pipe material underway
  - BOARD ACTION REQUESTED – None
5. 2021 SPDES Annual Compliance (GHD Project No. 12568338)
  - Annual CMOM Update Report complete. MMP Report in development.
  - BOARD ACTION REQUESTED – None

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

Mr. Blodgett requested by common consensus the Board allow the addition of the Town of Lewiston's 2022 I/I project to the Agenda. Mr. Blodgett presented the Town of Lewiston's I/I project consisting of lining of manholes to stop water infiltration to be done by Advanced Rehabilitation Technology. Commissioner Broderick requests reimbursement of \$20,000.00 for the Town of Lewiston's 2022 I/I Project for the completion of this work.

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 the Town of Lewiston's request to be reimbursed \$20,000.00 for the 2022 I/I project. This motion was carried.

**Adjournment:**

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, the meeting adjourned at 4:16 p.m.