

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

Held on the 26th day of January 2022

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

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, 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 (remote)

Pursuant to written notice in accordance with New York State Law, the meeting was called to order by holdover Chairman, Wright H. Ellis, at 4:04 p.m.

Roll call was taken by Joanne Teixeira.

Chairman Ellis deferred the election of Chairman to Mr. P. Andrew Vona, Attorney for the District. Mr. Vona called for nominations for District Chairman. It was moved by Wright H. Ellis and seconded by Don MacSwan that Mark C. Crocker be nominated for Chairman.

Mark C. Crocker was duly elected as Chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2024.

Mr. P. Andrew Vona requested nominations for Vice-chairman. It was moved by Mark C. Crocker and seconded by Wright H. Ellis that Don MacSwan be nominated for Vice-chairman.

Don MacSwan was duly elected as Vice-chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2024.

Chairman Crocker thanked Mr. Vona and resumed conducting the meeting. It was moved by Mark C. Crocker and seconded by Don MacSwan that P. Andrew Vona be retained as Attorney for Niagara County Sewer District #1 for a two-year period commencing January 1, 2022 and ending with said District's re-organizational meeting in January 2024. This motion was carried.

It was moved by Mark C. Crocker and seconded by Wright H. Ellis that GHD Consulting Services be retained as engineering consultant for Niagara County Sewer District #1 for a two-year period commencing January 1, 2022 and ending with said District's re-organizational meeting in January 2024. This motion was carried.

Chairman Crocker stated that the Administrative Board of Niagara County Sewer District #1 shall meet on the fourth Wednesday of the month at 4:00 p.m. at the Water Pollution Control Center.

The meeting continued with the Board's regular session.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved that the minutes of the December 15, 2021 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded 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	765.87
Dig Safely	Digging Notifications	201.62
Frontier	Mapleton Rd PS	59.63
Irth Solutions LLC	Digging Notifications	1,189.65
National Fuel	Plant	3,696.88
National Fuel	Shawnee Rd PS	104.78
National Fuel	Townline Rd PS	189.33
National Grid	East Canal Rd PS	1,397.69
National Grid	Mapleton Rd PS	252.27

National Grid	Moyer Lift PS	130.34
National Grid	Plant	11,844.14
National Grid	Shawnee Rd PS	255.69
National Grid	Tonawanda Creek Rd PS	764.41
National Grid	Townline Rd PS	871.83
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (Oct & Nov 2021)	958.66
Niagara County Public Works	Elec Supply - Mapleton PS (Nov & Dec 2021)	338.39
Niagara County Public Works	Elec Supply - East Canal PS (Nov & Dec 2021)	2,842.96
Niagara County Public Works	Elec Supply - Moyer Lift (Nov& Dec 2021)	121.89
Niagara County Public Works	Elec Supply - Shawnee Rd (Nov & Dec 2021)	204.58
Niagara County Public Works	Elec Supply - Townline Rd (Nov & Dec 2021)	1,588.80
Niagara County Public Works	Elec Supply - Plant (Nov & Dec 2021)	38,193.42
Niagara County Public Works	Elec Supply - Rapids Rd PS (Nov & Dec 2021)	530.71
NYSEG	Rapids Rd PS	713.98
QLT	Tonawanda Creek Rd PS	13.35
Town of Wheatfield Water	Mapleton Rd PS	16.45
Town of Wheatfield Water	Moyer Lift PS	16.45
Town of Wheatfield Water	Shawnee Rd PS	16.45
Town of Wheatfield Water	Townline Rd PS	188.10
Verizon	East Canal	24.77
Verizon	Moyer Lift PS	27.64
Verizon	Plant	87.59
Verizon	Rapids Rd PS	59.86
Verizon	Shawnee Rd PS	27.64
Verizon	Tonawanda Creek Rd PS	28.97
Verizon	Townline Rd PS	26.74
Verizon Wireless	Cellular Phones	583.30
Alpha Analytic, Inc.	Lab Analysis	676.90
Cintas	Floor Protection	97.22
Corrpro Companies	Annual Inspection Cathodic Protection System	1,575.00
Cummins Sales & Service	Replace injectors & gaskets at Ton Creek Rd PS; Generator Repairs at Shawnee & East Canal Rd Pump Stations	4,882.93
Earsing, Aaron	2022 Clothing Allowance	400.00
Evoqua	Laboratory Supplies	460.06
Fisher Scientific	Laboratory Supplies	1,177.36
Flanders, Daniel	2022 Clothing Allowance	400.00
GHD	2020 O&M Project #11205045	15,007.50
GHD	Misc. Project Assistance & SCADA Support (Project #630191)	8,338.84

GHD	November & December Monthly Retainer	1,500.00
Gui's Lumber	Maintenance Supplies	55.92
Hach	Laboratory Supplies	29.22
Kemira	Ferrous Chloride	5,173.06
Linde Gas & Equipment	Maintenance Supplies	141.71
Martech	Gas Detectors (3) Calibration service	350.00
McMaster-Carr	Maintenance Supplies	121.03
Modern Corporation	Sludge/Dumpsters	44,346.27
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Maintenance Supplies	262.97
Nibisco Automation	EIM Motor	1,639.00
O'Connell Electric	480V Breaker Removal, repair & retrofit	5,557.00
Partstown	Valve Ball	183.18
Pentair	Maintenance Supplies	16.06
Petty Cash	Postage	8.96
Rexel	Electrical Supplies	799.97
Riverside Chemical Company	Rock Salt	473.85
Ronco Communications	Maintenance Agreement/Phone System	367.50
Share Corporation	Maintenance Supplies	246.17
Southworth Milton Inc	Generators at Townline Rd & Mapleton Rd Pump Stations & Plant	3,652.50
Staples	Office Supplies	472.43
STC Construction	2020 O&M Project #11205045 - Clarifier Replacement	97,972.98
TECsmith, Inc.	Calibration of 1 Effluent & 3 Influent Flow Meters	1,600.00
Town of Wheatfield	4th Quarter Fuel for County Vehicles	1,359.48
Vona, P. Andrew	December Legal Retainer	2,500.00
WB Mason	3 Adjustable Desktop Riser/Keyboard Trays	688.02
Whel-Tech, Inc.	Wire Sensor	1,050.30
WNY Occupational Medicine	New Hire drug screen & physical	97.00
WW Grainger	Maintenance Supplies	1,024.12

TOTAL

\$ 273,199.34

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical	Lab Analysis	700.00
Charter Communications	Internet Service	765.87
Gui's Lumber	Maintenance Supplies	9.18
National Fuel	Shawnee Rd PS	135.94
National Fuel	Townline Rd PS	326.37

Polydyne, Inc.	Polymer	19,136.00
Sampson	December 24, Jan 2, 8, 15, 22	350.00
Staples	Office Supplies	78.57
Verizon	Townline Rd PS	33.74
WW Grainger	Maintenance Supplies	403.78
TOTAL		\$ 21,939.45

TOTAL FORWARDED	\$ 273,199.34
TOTAL APPROVED O&M	<u>21,939.45</u>
GRAND TOTAL APPROVED	\$ 295,138.79

This motion was carried.

Review of the December 2021 Financial Report showed an Operation and Maintenance balance of \$6,944,193.69.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis it was resolved that the Sewer District's December 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:

a. 2021 NYSDEC Annual Compliance Inspection - Mr. Earsing reported that he received a letter from the New York State Department of Environmental Conservation dated December 21, 2021 stating that the Niagara County Sewer District #1 is in substantial compliance with the requirements of its SPDES Permit. Chairman Crocker thanked Mr. Earsing for his good work on the compliance inspection.

Administrative Director's Report:

a & b. 2022 District I/I Policies and Procedures and 2022 Guidelines for Procurement of Goods and Services - Mr. Blodgett stated that as a part of our annual Management, Operations and Maintenance plan, the District is required to review the current I/I policies and procedures for their effectiveness,

including the allocation that each individual Town receives \$20,000 towards their own I/I projects and the additional amount of \$100,000 toward District-wide larger projects. Mr. Blodgett recommended continuing the I/I Policies and Procedures as well as keeping the Guidelines for Procurement of Goods and Services the same for 2022 without any changes.

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 the 2022 District I/I Policies and Procedures and the 2022 Guidelines for Procurement of Goods and Services the same as 2021. This motion was carried.

c. Operator Trainee Position Vacancy – Mr. Blodgett stated that the District has an opening for a Wastewater Treatment Plant Operator Trainee and he is requesting Board approval to canvass off the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list to fill the vacancy.

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

Engineering 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
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Site visit conducted on Dec 8. Developing cost estimates. Project ongoing.
 - BOARD ACTION REQUESTED – None
3. 2020/2021 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)

- 2021 Project - construction complete
 - 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
5. 2021 SPDES Annual Compliance (GHD Project No. 12568338)
- Project kick-off meeting held January 24th. Project ongoing.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

Chairman Crocker wanted to thank outgoing Chairman, Wright H. Ellis, for his outstanding leadership and dedication to the Niagara County Sewer District Administrative Board.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved that the Board adjourn to executive session to consult with the Attorney to discuss a personnel matter. GHD Engineering personnel excused themselves from the meeting. This motion was carried.

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

Adjournment:

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, the meeting adjourned at 4:32 p.m.