

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

Held on the 27th day of July 2022 at the Wheatfield Town Hall

PRESENT: Commissioner, Don MacSwan, Vice Chairman  
Commissioner Steve Broderick  
Commissioner Wright H. Ellis  
Commissioner Joel M. Maerten  
Commissioner Lee Wallace

EXCUSED: Commissioner Mark C. Crocker, Chairman  
Robert P. Lannon, GHD Consulting Services

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
Donna Cody, NCSD #1  
Aaron Earsing, Chief Operator NCSD #1  
Joanne Teixeira, NCSD #1  
P. Andrew Vona, NCSD #1 Attorney  
Teresa Misiti, GHD Consulting Services  
Anthony J. Nemi, Liaison, Niagara County Legislature  
Carl A. Widmer, CPA, Drescher & Malecki  
Robert Klavoon, Wendel Engineering

Vice Chairman MacSwan called the meeting to order at 3:58 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 Joel M. Maerten, it was resolved that the minutes of the June 22, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel M. Maerten 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>
Frontier	Mapleton Rd PS	59.14
National Fuel	Plant	197.73
National Fuel	Shawnee Rd PS	25.42
National Fuel	Townline Rd PS	49.26
National Grid	East Canal	994.77
National Grid	Mapleton Rd PS	163.14
National Grid	Moyer Lift PS	56.40
National Grid	Plant	9,486.53
National Grid	Shawnee Rd PS	162.64
National Grid	Tonawanda Creek Rd PS	723.45
National Grid	Townline Rd PS	495.63
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (April & May 2022)	951.47
Niagara County Public Works	Elec Supply - Mapleton PS (May & June 2022)	315.63
Niagara County Public Works	Elec Supply - East Canal PS (May & June 2022)	2,813.30
Niagara County Public Works	Elec Supply - Moyer Lift (May & June 2022)	106.74
Niagara County Public Works	Elec Supply - Shawnee Rd (May & June 2022)	236.46
Niagara County Public Works	Elec Supply - Townline Rd (May & June 2022)	1,483.26
Niagara County Public Works	Elec Supply - Plant (May & June 2022)	41,997.69
Niagara County Public Works	Elec Supply - Rapids Rd PS (Mar, Apr, May, June 2022)	1,415.71
NYSEG	Rapids Rd PS	582.53
QLT	Tonawanda Creek Rd PS	13.35
Town of Pendleton Water	East Canal Rd PS	16.40
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
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	160.15
U-DIG	Digging Notifications	114.28
Verizon	East Canal	34.19
Verizon	Plant	173.51
Verizon	Rapids Rd PS	32.19
Verizon	Shawnee Rd PS	69.93
Verizon	Tonawanda Creek Rd PS	38.61
Verizon	Townline Rd PS	34.10
Verizon Wireless	Cellular Phone/Data	292.05
Alpha Analytic, Inc.	Lab Analysis	4,102.60
Amazon	Portable Fuel & Diesel 116 gl tanks	2,828.00

Bison Laboratories, Inc.	Sodium Hypochlorite	13,815.28
Chudy Paper	Towels & Toilet Paper	490.07
Cintas	Carpet Floor Protection	102.47
Cyncon	Hose for Vac Truck	483.96
Dival	Electrical Rubber Gloves	352.38
Empire Scale Corporation	Spectrophotometer for Lab & Inspection & Service of Autoclave	2,912.50
Evoqua	Laboratory Supplies	634.75
Fisher Scientific	Laboratory Supplies	1,831.15
Greater Niagara Mechanical	A/C Repair	254.00
Gui's Lumber	Maintenance Supplies	91.86
Hach	Laboratory Supplies	196.74
Hampton Inn	Basic Laboratory Classes at Morrisville State College for Ryan Williams	864.00
Harbor Freight	Maintenance Supplies	34.99
Kemira	Ferrous Chloride	5,052.54
Koester	Filter Kits	285.21
Linde Gas & Equipment	Maintenance Supplies / Plasma Cutter for metal working	3,546.44
Modern Corporation	Sludge/Dumpsters	54,251.25
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa	Battery	166.49
North Tonawanda Motors	Vehicle Maintenance	246.00
NYSDEC	Annual Air Pollution Control Regulatory Fee	160.00
NYWEA	Application Fee for C. Carrigan (3A certification)	150.00
PCB Piezotronics	Electrical Supplies	463.19
Rexel	Electrical Supplies	1,588.90
Staples	Office Supplies	104.80
Town of Wheatfield	Fuel for County Vehicles - 2nd Quarter 2022	2,477.61
Tractor Supply	Maintenance Supplies	27.99
Voss Manufacturing	Shaft Repair	772.00
WW Grainger	Maintenance Supplies	1,493.64
Williams, Ryan	Travel Expenses for Basic Operations Class	564.07
Xylem	Maintenance Supplies	3,399.00

**TOTAL**

**\$ 167,263.89**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Alpha Analytic, Inc.	Lab Analysis	52.00
Charter Communications	Internet Services	764.16

Fisher Scientific	Laboratory Supplies	398.81
Forbest Products	Sewer Line Camera	3,490.00
Ford Hall Company	Maintenance Supplies	666.20
Harbor Freight	Maintenance Supplies	34.99
LandPro Equipment	Lawnmower supplies	72.08
National Fuel	Shawnee Rd PS	29.61
National Fuel	Townline Rd PS	19.87
National Grid	East Canal Rd PS	655.96
National Grid	Mapleton Rd PS	158.98
National Grid	Moyer Lift PS	41.30
National Grid	Shawnee Rd PS	129.88
National Grid	Townline Rd PS	649.29
Polydyne Inc.	Polymer	19,136.00
Sampson	June 25, July 2, 9, 16, 23	350.00
Teixeira, Joanne	Travel Mileage	23.39
Tolls by Mail	Travel tolls to Morrisville State College	40.66
Tractor Supply	Maintenance Supplies	56.98
Verizon Wireless	Townline Rd PS	34.78
Vona, P. Andrew	Legal Retainer	2,500.00
Williams, Ryan	Travel Reimbursement - travel to Morrisville State College	40.00
<b>TOTAL</b>		<b>\$ 29,344.94</b>

TOTAL FORWARDED	\$ 167,263.89
TOTAL APPROVED O&M	\$ 29,344.94
GRAND TOTAL APPROVED	\$ 196,608.83

This motion was carried.

Review of the June 2022 Financial Report showed an Operation and Maintenance balance of \$11,528,111.89.

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

**Communications:**

a. Financial Statement and Audit Report – Drescher & Malecki – Vice Chairman MacSwan recognized Carl A. Widmer, CPA, from Drescher & Malecki who was present to provide an overview of the Sewer District No. 1 Fund Financial Statements and Audit Report for year ended December 31, 2021

to the Board. Mr. Widmer explained the Sewer District is a funded entity of the County and Drescher and Malecki are retained as a third party, independent entity to perform the County's Audits. He stated he was presenting the part of that audit that pertains to the Sewer District Fund. Mr. Widmer's review of the report reflects compliance with financial related legal requirements and the District's stable financial position, including an analysis of an appropriate fund balance given the type, age, and amount of infrastructure owned and operated by the District. He stated the District's revenue trends are very consistent and the District's expenditures fluctuate due to significant repairs needed such as the recent clarifier projects the District is currently completing. Overall, the report reflected no reportable findings. Mr. Widmer stated the final report would be submitted to the County by the end of the month.

b. Vice Chairman MacSwan recognized a resident of Niagara Falls who expressed concerns about two development projects currently being undertaken in Niagara County.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. Air Conditioning Quotes for Maintenance Building – Mr. Earsing presented four quotes obtained to replace the air conditioning units that service the maintenance break room and main office. He noted as a cost saving measure the electrical wiring needed for the project would be installed by District staff. Mr. Earsing requested Board authorization to accept the low bid of \$8,900.00 of TW Mechanical to install two air conditioning units to service the maintenance building break room and main office.

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 gives approval to Mr. Earsing to accept the low bid of \$8,900.00 of TW Mechanical to install two air conditioning units to service the maintenance building break room and main office. This motion was carried.

**Administrative Director's Report:**

a. 2023 Draft Budget – Mr. Blodgett stated he and Joanne Teixeira would continue to work on the 2023 Budget over the next few weeks and present a draft to the Board for review in early to mid August and the final budget will need to be approved at the August Board meeting so that it can be submitted to the County Budget Office in September.

b. NFTA – Niagara Falls Airport Agreement – Mr. Blodgett presented the three-year NFTA contract he has been updating for the Niagara Falls International Airport Site. Mr. Blodgett mentioned that NFTA requested keeping the annual rate increases at one and one half percent (1.5%) maximum but the Board recommended setting the NFTA rates for the new contract at a two and one half percent (2.5%) maximum annual increase. He stated he expected to bring the signed agreement to the Administrative Board meeting for execution once he receives the signed agreement from NFTA.

c. Sodium Hypochlorite Contract – Price Increase – Mr. Blodgett presented correspondence from Bison Laboratories indicating the intended price increase for the sodium hypochlorite purchased by the District was 35 cents per gallon. In response to the District's request for justification of the price increase Bison presented notification from their supplier of 25 cents per gallon charge increase and cited other inflation increases such as fuel cost and driver wage increases to account for the additional amount.

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 accepts the price change from Bison Laboratories based on the information provided. This motion was carried.

d. Niagara County IDA Park – Lockport Junction Road – Mr. Blodgett recognized Robert Klavoon of Wendel Engineering to address an ongoing project currently being proposed by the County for a County IDA business park in the Town of Cambria. Mr. Klavoon stated currently there is no sewer service at the site. Infrastructure and funding needed to service the proposed development and potential future development (as well as existing residents and businesses) were discussed in detail. Mr. Blodgett

stated that capacity to support the proposed project is not an issue for the District, and a downstream capacity analysis (DSCA) would be required to support this. He stated the question will come down to the cost effectiveness of any investment by the District, is there enough equivalent dwelling units (EDU's) to support the project capital and future O&M costs. He stated at this time that is unknown as the anticipated EDU's has not been established yet; therefore, the sizing of infrastructure required to support a project is difficult to determine. The area surrounding the proposed project within the District boundary is mostly agricultural and within an existing agriculture district which would limit the potential for future growth to support infrastructure improvements. It was also noted that the Industrial Park on Inducon Drive is now full, so the need for the development of a new business park in the County is an important topic for consideration. Mr. Blodgett also brought up the topic regarding infrastructure ownership and long-term maintenance, something that will ultimately need to be determined for the project to move forward. Providing sanitary sewer service through a connection to the District's existing infrastructure on Comstock Road to support the project would not be an issue; however, the detailed discussion indicated there are many unaddressed details that are needed in order for the Board to make any decisions at this time.

**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 underway. Flooding areas have been identified.
  - BOARD ACTION REQUESTED – None
  
5. 2022 O&M Project (GHD Project No. 630191)
  - Site visit held in May. Design ongoing and approaching 90%.
  - 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. Once complete, GHD will coordinate an install date with the District.
  - BOARD ACTION REQUESTED – None

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

Town of Pendleton 2022 I/I Request – Mr. Blodgett presented a request from the Town of Pendleton outlining their 2022 I/I project to repair 16 sewer risers to help stop ground water from leaking into the sanitary sewer system for a total cost of \$24,800.00.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Pendleton request for reimbursement of \$20,000.00 for their 2022 I/I project to repair 16 sewer risers. This motion was carried.

**Adjournment:**

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten the meeting adjourned at 4:47 p.m.