

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

Held on the 22nd day of June 2022

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner Steve Broderick
Commissioner Joel M. Maerten
Commissioner Lee Wallace

EXCUSED: Commissioner Wright H. Ellis
Commissioner Don MacSwan, Vice Chairman
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 3:59 p.m.

Roll call was taken by Donna Cody.

The pledge of allegiance was recited.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the minutes of the May 26, 2022 meeting be approved as presented. This motion was carried.

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

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Frontier	Mapleton Rd PS	59.14
National Fuel	Plant	1,442.92
National Grid	East Canal	1,224.57

National Grid	Mapleton Rd PS	223.59
National Grid	Moyer Lift PS	114.88
National Grid	Plant	9,862.88
National Grid	Shawnee Rd PS	148.35
National Grid	Tonawanda Creek Rd PS	746.07
National Grid	Townline Rd PS	792.40
Town of Wheatfield Water	Plant	1,913.00
U-DIG	Digging Notifications	115.94
Verizon	East Canal	34.09
Verizon	Moyer Lift PS	34.09
Verizon	Plant	173.53
Verizon	Rapids Rd PS	32.12
Verizon	Shawnee Rd PS	34.09
Verizon	Tonawanda Creek Rd PS	37.29
Alpha Analytic, Inc.	Lab Analysis	665.20
Applied Industrial Technologies	Maintenance Supplies	214.00
Bison Laboratories, Inc.	Sodium Hypochlorite	7,059.62
Cole-Parmer	Laboratory Supplies	1,175.81
Dana Roetzer's Executive Landscaping	Weed Control Maintenance	973.20
Drescher & Malecki	Audit Payment	2,500.00
Evoqua	Laboratory Supplies	603.23
Fisher Scientific	Laboratory Supplies	199.58
GHD	SCADA Upgrade - Project #12576479	1,948.87
Greater Niagara Mechanical	Boiler Repair	154.50
Gui's Lumber	Maintenance Supplies	332.52
Hach	Laboratory Supplies	82.96
Kemira	Ferrous Chloride	5,284.39
Land Pro Equipment	Lawn Maintenance Supplies	654.41
Linde Gas & Equipment	Maintenance Supplies	141.71
Lubrication Engineers, Inc.	Maintenance Supplies	431.52
M&T Bank	Administrative Bond Fees	442.00
Masterman's	Laboratory Supplies	1,010.08
Modern Corporation	Sludge/Dumpsters	47,889.15
Moley Magnetics	Screw Pump Repair at Plant	15,890.88
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Niagara Truck Equipment	Vehicle Supplies	140.25
North Central Laboratories	Laboratory Supplies	209.82
NYWEA	Application Fee for A. Whitehead (2A certification)	150.00

Service Bearing Transmission	Maintenance Supplies	538.87
Share Corporation	Maintenance Supplies	592.81
Southworth Milton Inc.	Semi-Annual Maintenance on Emergency Generators at Townline Rd & Mapleton Rd Pump Stations & Plant	8,944.22
Voss Manufacturing	Shaft Repair	2,330.00
WW Grainger	Maintenance Supplies	1,049.51
TOTAL		\$ 118,758.06

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet Services	764.48
Cintas	Carpet Floor Protection	102.47
Fisher Scientific	Laboratory Supplies	294.75
GHD	April & May Monthly Retainer	1,500.00
GHD	2022 O&M Project #630191	22,575.00
GHD	Misc. Project Assistance Project #630191	7,982.50
NSI Lab Solutions	Laboratory Supplies	223.00
Sampson	May 28, June 4, 11, 18	280.00
Sherwin-Williams	Paint Supplies	923.43
Teixeira, Joanne	Travel Mileage	21.89
Verizon Wireless	Cellular/Data	291.51
Vona, P. Andrew	Legal Retainer	2,500.00
Weldall, Inc.	Auger Welding & Repair	630.00
WNY Occupational Medicine	Seasonal Physical Exam & Drug Testing Charge	97.00
WW Grainger	Maintenance Supplies	314.37
Zep Sales & Service	Maintenance Supplies	118.87
TOTAL		\$ 38,522.27

TOTAL FORWARDED	\$ 118,758.06
TOTAL APPROVED O&M	\$ <u>38,522.27</u>
GRAND TOTAL APPROVED	\$ 157,280.33

This motion was carried.

Review of the May 2022 Financial Report showed an Operation and Maintenance balance of \$11,849,072.36.

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, it was resolved that the Sewer District's May 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 Directors Report:

a. 2021 Audit Schedule- Drescher & Malecki – Mr. Blodgett reported representatives from Drescher & Malecki will be available at the July Administrative Board Meeting to address the annual audit report. A draft of the report and presentation highlights will be forwarded to the Board prior to the July meeting.

b. 2023 Budget – Mr. Blodgett stated he has met with District staff and Mr. Lannon from GHD to discuss ideas and future projects for 2023 budget planning. He said the tentative 2023 budget will be presented to the Board within the next few months for review and discussion. Mr. Blodgett said he would need to request authorization to approve the Tentative Budget at the August meeting in order to present the proposed departmental 2023 Budget to the County Budget Office in early September.

c. NFTA Niagara Falls Airport – Wastewater Services Agreement Renewal – Mr. Blodgett stated the Wastewater Services Agreement with the Niagara Falls Airport expires December 31, 2022. Mr. Blodgett mentioned that NFTA requested decreasing the annual rate increases from the current two percent (2%) to one and one half percent (1.5%) maximum. After a brief discussion, the Board recommended setting the NFTA rates for the new contract at a two and one half percent (2.5%) maximum annual increase. Mr. Blodgett stated he would revise the agreement and work with NFTA for final execution.

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 in May.
 - BOARD ACTION REQUESTED – None
4. 2022 District Wide I/I Project (GHD Project No. 630191)
- Project underway. Member Towns have been contacted to determine list of potential projects.
 - BOARD ACTION REQUESTED – None
5. 2022 O&M Project (GHD Project No. 630191)
- Project underway.
 - BOARD ACTION REQUESTED

Mr. Lannon requested Board authorization to advertise for bids for the 2022 O&M Project contingent upon the District's review of the final plans and specifications.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to GHD to

advertise for bids for the 2022 O&M Project contingent upon the District's review of the final plans and specifications. This motion was carried.

6. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)

- Waiting to receive computer hardware from vendor.
- BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona presented information regarding last year's contract renewal for sodium hypochlorite solution. He reminded the Board at that time JCI Jones Chemicals presented the lowest bid, but their bid qualified that the price was only valid for 4 months and subject to periodic increases, therefore the District entered a three-year contract with Bison Labs. Mr. Vona stated that despite having a contract, Bison Laboratories has recently contacted the District and stated they are raising their rate effective July 1, 2022. After a brief discussion, Mr. Vona recommended placing an order before June 30th and stated he and Mr. Blodgett would make some inquiries to gather additional information, and revisit the issue at the July Administrative Board Meeting.

New Business:

Commissioner Wallace asked if Amazon officials had contacted the Sewer District regarding the required Downstream Capacity Analysis. Mr. Lannon stated they have not, but they have been made aware they are required to do so.

Adjournment:

Upon motion duly made Lee Wallace and seconded by Joel M. Maerten, the meeting adjourned at 4:25 p.m.