

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

Held on the 23rd day of March 2022

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

EXCUSED: Commissioner Steve Broderick
Teresa Misiti, GHD Consulting Services

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

Chairman Crocker called the meeting to order at 4:00 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 Don MacSwan, it was resolved that the minutes of the February 23, 2022 meeting be approved as presented. This motion was carried.

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

FORWARDED

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|------------------------|---------------------------|----------------------|
| Charter Communications | Internet Service | 765.87 |
| Frontier | Mapleton Rd PS | 59.27 |
| National Fuel | Plant | 4,242.08 |
| National Grid | Plant | 15,251.41 |
| National Grid | Tonawanda Creek Rd PS | 987.95 |

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| Niagara County Public Works | Elec Supply - Tonawanda Creek Rd PS (Jan 2022) | 1,183.63 |
| Niagara County Public Works | Elec Supply - Mapleton PS (Feb 2022) | 431.20 |
| Niagara County Public Works | Elec Supply - East Canal PS (Feb 2022) | 3,251.36 |
| Niagara County Public Works | Elec Supply - Moyer Lift (Feb 2022) | 152.94 |
| Niagara County Public Works | Elec Supply - Shawnee Rd (Feb 2022) | 252.39 |
| Niagara County Public Works | Elec Supply - Townline Rd (Feb 2022) | 1,500.61 |
| Niagara County Public Works | Elec Supply - Plant (Feb 2022) | 34,736.09 |
| Niagara County Public Works | Elec Supply - Rapids Rd PS (Jan & Feb 2022) | 1,067.81 |
| NYSEG | Rapids Rd PS | 747.34 |
| U-DIG | Digging Notifications | 91.82 |
| Verizon | East Canal | 33.74 |
| Verizon | Moyer Lift PS | 34.25 |
| Verizon | Plant | 168.82 |
| Verizon | Rapids Rd PS | 32.12 |
| Verizon | Shawnee Rd PS | 34.18 |
| Verizon | Tonawanda Creek Rd PS | 38.21 |
| AAI | Maintenance Supplies | 768.75 |
| Alpha Analytic, Inc. | Lab Analysis | 1,470.70 |
| American Public Works Association | T. Blodgett Membership Renewal | 237.00 |
| Bison Laboratories, Inc. | Sodium Hypochlorite | 6,801.85 |
| Chudy | Towels & Toilet Paper | 336.25 |
| Cintas | Floor Protection | 97.22 |
| Control System Labs | Ultrasonic flow & level meter repair | 3,100.00 |
| Evoqua | Laboratory Supplies | 450.93 |
| Fisher Scientific | Laboratory Supplies | 621.02 |
| Gui's Lumber | Maintenance Supplies | 139.47 |
| Hampton Inn Hotels | Activated Sludge classes at Morrisville State College for A. Whitehead - 2 weeks | 384.00 |
| Harbor Freight | Maintenance Supplies | 23.37 |
| JP Industrial Supply | Maintenance Supplies | 115.50 |
| Kemira | Ferrous Chloride | 2,623.62 |
| Linde Gas & Equipment | Maintenance Supplies | 146.44 |
| Modern Corporation | Sludge/Dumpsters | 31,417.58 |
| Musial, Eugene (Ryan's Exterminating) | Spray Filter Building | 160.00 |
| North Central Laboratories | Laboratory Supplies | 329.23 |
| Pentair | Maintenance Supplies | 45.59 |
| Staples | Office Supplies | 106.82 |
| Tolls by Mail | Toll/Travel Expense for classes at Morrisville State College | 31.62 |

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| Town of Cambria | 2021 I/I Reimbursement | 20,000.00 |
| Town of Wheatfield Water | Plant | 1,421.50 |
| WW Grainger | Maintenance Supplies | 818.95 |
| Water Environment Federation | Membership Renewal for Matthew Scive | 125.00 |
| Whitehead, Albert | 2022 Clothing Allowance | 400.00 |
| TOTAL | | \$ 137,235.50 |

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------------|------------------------------------------------------------------------------------------------|----------------------|
| GHD | January & February Monthly Retainer | 1,500.00 |
| GHD | 2021 SPDES Annual Compliance Updates | 7,850.00 |
| GHD | Misc. Project Assistance & Scada Support (Project #630191) | 10,811.50 |
| GHD | 2020 O&M Project #11205045 | 1,195.00 |
| Idexx | Laboratory Supplies | 792.29 |
| National Grid | East Canal Rd PS | 2,606.80 |
| National Grid | Mapleton Rd PS | 330.88 |
| National Grid | Moyer Lift PS | 157.95 |
| National Grid | Shawnee Rd PS | 295.16 |
| National Grid | Townline Rd PS | 1,580.99 |
| NYWEA | 4A Renewal Application Operator Certification - Aaron Earsing | 160.00 |
| Sampson | February 26, March 5, 12, 19 | 280.00 |
| Staples | Office Supplies | 197.97 |
| Verizon | Townline Rd PS | 34.12 |
| Verizon Wireless | Cellular Phone/Data | 291.54 |
| Vona, P. Andrew | Legal Retainer | 2,500.00 |
| Whitehead, Albert | Travel Expenses for Basic Laboratory Class @ Morrisville State College / Activated Sludge Book | 249.00 |
| WW Grainger | Maintenance Supplies | 226.24 |
| TOTAL | | \$ 31,059.44 |

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| TOTAL FORWARDED | \$ 137,235.50 |
| TOTAL APPROVED O&M | 31,059.44 |
| GRAND TOTAL APPROVED | \$ 168,294.94 |

This motion was carried.

Review of the February 2022 Financial Report showed an Operation and Maintenance balance of \$6,427,562.48.

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

a. Godwin/Xylem Sole Source Bypass Pump Purchase – Mr. Earsing presented a quote from Xylem Dewatering Solutions, Inc. for an emergency bypass pump similar to the one the District purchased in 2019 after emergency pumping was needed at a pump station. Mr. Earsing explained the District saw the need to purchase a second pump and trailer and budgeted for it in the capital equipment line in the 2022 budget. Mr. Vona stated that since Xylem is a sole source provider for these pumps, the District is not subject to the bid requirements of the County's procurement policies. Mr. Earsing requested Board approval to purchase a portable Xylem Dewatering Solutions, Inc. 6" Diesel Engine Dri-Prime Pump for \$48,897.00 and a Global Series 6 Trailer Kit for \$3,771.00 as quoted, in the total amount of \$52,668.00 plus shipping.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved to approve Mr. Earsing's request to sole source purchase a portable Xylem Dewatering Solutions, Inc. 6" Diesel Engine Dri-Prime Pump for \$48,897.00 and a Global Series 6 Trailer Kit for \$3,771.00 as quoted, in the total amount of \$52,668.00 plus shipping. This motion was carried.

Administrative Director's Report:

a. 2022 Town and District I/I Projects – Mr. Blodgett reminded commissioners to begin working on their I/I project submissions and noted there were two town projects to be addressed later on the Agenda. He has also been working with GHD on the District's 2022 project and expected a proposal would be presented to the Board within the next few meetings.

b. Summer Employment – Mr. Blodgett stated there are 3 positions the District is currently seeking to fill for summer help in the Maintenance Department for \$15.00 per hour, 40 hours per week to primarily perform grass mowing and tank cleaning. Joanne has reached out to NCCC to advertise for candidates from their students. Mr. Blodgett expressed concern about being able to fill the positions due to the higher wages being offered by most companies in the area and the nature of the job. Commissioner Wallace suggested contacting mowing services as an alternative to trying to hire summer help. Mr. Blodgett stated the District would look into that option and bring that information to the Board if no candidates came forward.

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)
 - Final draft report under development.
 - 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 submitted to DEC. Draft MMP Report submitted to District for review.
 - BOARD ACTION REQUESTED – None
6. 2022 O&M Project (GHD Project No. 630191)
 - Proposal for Professional Engineering Services

- **BOARD ACTION REQUESTED – Discuss/consider authorization for proposal**

Mr. Lannon presented a proposal from GHD to provide professional engineering services for the District 2022 Operation and Maintenance project consisting of plant water pumping system replacement, replacement of plant slide gates and renovations and upgrades at the East Canal pump station. Mr. Lannon requested Board authorization to provide engineering services for the 2022 O&M project. Total cost for engineering services is \$175,400.00 which was budgeted for in the District's capital line in the 2022 budget.

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 Mr. Lannon's request for GHD to provide engineering services for the 2022 O&M project at a total cost of \$175,400.00, which was budgeted for in the District's capital line in the 2022 budget. This motion was carried.

7. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - Equipment ordered.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Lockport 2022 I/I Request – Chairman Crocker presented the Town of Lockport's 2022 I/I project consisting of a televising and flushing of approximately 22,500 linear feet of 8" to 15" gravity sanitary sewer and evaluation of approximately 80 manholes. Total cost for the project is \$98,450.00. Chairman Crocker requested authorization to reimburse the Town of Lockport \$20,000.00 for their 2022 I/I project.

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 authorization to reimburse the Town of Lockport \$20,000.00 for their 2022 I/I project. This motion was carried.

b. Town of Cambria 2022 I/I Request – Commissioner Ellis presented the Town of Cambria’s 2022 I/I project request to be reimbursed an additional \$20,000.00 for the second installment toward the trailer mounted high pressure sewer cleaner as a continuation of the Town’s previously approved 2021 project.

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 Commissioner Ellis’s 2022 I/I project request for the Town of Cambria to be reimbursed an additional \$20,000.00 for the second installment toward the trailer mounted high pressure sewer cleaner as a continuation of the Town’s previously approved 2021 project. This motion was carried.

Adjournment:

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, the meeting adjourned at 4:20 p.m.