

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

Held on the 25th day of May 2022

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner Don MacSwan, Vice Chairman
Commissioner Steve Broderick
Commissioner Wright H. Ellis
Commissioner Lee Wallace

EXCUSED: Commissioner Joel M. Maerten

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, Liaison, Niagara County Legislature
P. Andrew Vona, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Crocker called the meeting to order at 4:01 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 Lee Wallace, it was resolved that the minutes of the April 27, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis, 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	8,752.71

National Grid	Plant	11,196.90
National Grid	Tonawanda Creek Rd PS	796.48
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (March 2022)	547.09
Niagara County Public Works	Elec Supply - Mapleton PS (April 2022)	166.57
Niagara County Public Works	Elec Supply - East Canal PS (April 2022)	1,349.03
Niagara County Public Works	Elec Supply - Moyer Lift (April 2022)	70.49
Niagara County Public Works	Elec Supply - Shawnee Rd (April 2022)	109.91
Niagara County Public Works	Elec Supply - Townline Rd (April 2022)	725.93
Niagara County Public Works	Elec Supply - Plant (April 2022)	18,729.43
Town of Pendleton Water	East Canal	22.00
Town of Pendleton Water	Tonawanda Creek Rd PS	15.00
U-DIG	Digging Notifications	112.44
Verizon	East Canal	34.09
Verizon	Moyer Lift PS	34.09
Verizon	Plant	172.63
Verizon	Rapids Rd PS	64.24
Verizon	Shawnee Rd PS	34.09
Verizon	Tonawanda Creek Rd PS	38.59
AAI	Maintenance Supplies	150.00
Alpha Analytic, Inc.	Lab Analysis	797.00
Cintas	Floor Protection	102.47
Cummins Sales & Service	Semi-Annual Maintenance of the emergency generators at Tonawanda Creek Rd PS	300.00
Dana Roetzer's Executive Landscaping	Weed Control Maintenance	2,695.00
Discount Mugs	Disposable Masks	248.00
Dival	Gas Calibration cylinders/Maint. Supplies	1,070.06
Environmental Resource Associates	Laboratory Supplies	246.25
Evoqua	Laboratory Supplies	450.93
Fisher Scientific	Laboratory Supplies	1,915.73
Gui's Lumber	Maintenance Supplies	169.96
Industrial Appraisal	Appraisal Services	905.00
Instrumart	Maintenance Supplies	292.00
John's Motor & Transmission Shop	1989 Dodge Inspection	15.00
Linde Gas & Equipment	Maintenance Supplies	146.44
Masterman's	Laboratory Supplies	799.96
Modern Corporation	Sludge/Dumpsters	35,850.10
MTEK	Bio Bugs	1,101.52
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00

NYS Dept. of Environmental Conserv.	Waste Transporter Permit	500.00
Niagara Gazette (CHNI)	Public Notice of Violations - Advertising	135.40
Noco Energy Corp	Oil	125.00
NSI Lab Solutions	Laboratory Supplies	421.00
NYSDEC	Petroleum Bulk Storage Application Fee	300.00
Staples	Office Supplies	22.56
Superior Lubricants	Grease/Oil	573.29
Water Environment Federation	Membership Renewal for A. Earsing & E. Knaebe	250.00
WW Grainger	Maintenance Supplies	3,248.21
Xylem	Maintenance Supplies	3,134.00
TOTAL		\$ 99,155.73

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical	Lab Analysis	88.00
Charter Communications	Internet Services	764.48
Cintas	Carpet Floor Protection	102.47
Dana Roetzer's Executive Landscaping	Weed Maintenance	2,058.00
Fisher Scientific	Laboratory Supplies	322.36
Greater Niagara Mechanical	Semi Annual HVAC Preventative Maintenance	699.00
JP Industrial Supply	Maintenance Supplies	893.36
Kemira	Ferrous Chloride	2,622.48
National Fuel	Shawnee Rd PS	87.27
National Fuel	Townline Rd PS	134.50
NSI Lab Solutions	Laboratory Supplies	366.00
NYSDEC	Hazardous Substance Bulk Storage Application	125.00
Occustar Workplace Compliance	CPR/First Aid/ AED Employee Training	1,767.00
QLT	Townline Rd PS	13.35
Rexel	Maintenance Supplies	265.90
Sampson	April 30, May 7, 14,21	280.00
Town of Wheatfield	2021 I/I Reimbursement	19,278.45
Verizon	Townline Rd PS	34.09
Verizon Wireless	Cellular Phone/Data	291.61
Vona, P. Andrew	Legal Retainer	2,500.00
Wendt's Propane & Oil	Propane	75.49
TOTAL		\$ 32,768.81

TOTAL FORWARDED	\$ 99,155.73
TOTAL APPROVED O&M	\$ <u>32,768.81</u>
GRAND TOTAL APPROVED	\$ 131,924.54

This motion was carried.

Review of the April 2022 Financial Report showed an Operation and Maintenance balance of \$8,718,658.90.

Upon motion duly made by Don MacSwan and seconded by Lee Wallace, it was resolved that the Sewer District's April 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. Perforated Screen Parts – OEM Sole Source – Mr. Earsing presented a quote from Schrier-Martin for a Headworks drive shaft, transporter liner and transpactor liner replacement. Mr. Earsing stated that it is OEM sole source equipment from Schrier-Martin and requested Board approval for the parts in the amount of \$9,702.47, plus shipping.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Earsing's request of a Headworks drive shaft, transporter liner and transpactor liner replacement with Schrier-Martin OEM sole source equipment/parts in the amount of \$9,702.47, plus shipping. This motion was carried.

Administrative Directors Report:

a. Summer/Seasonal Employment Update – Mr. Blodgett reported two of the three seasonal positions have been filled and both employees begin Tuesday, May 31.

b. 2021 Town I/I Projects – Mr. Blodgett reminded all of the Commissioners who have I/I projects in the works to submit their paperwork soon in order to receive their individual Town's

\$20,000.00 allocated I/I funds for the 2022 fiscal year. Mr. Blodgett encouraged Commissioners or their appropriate town personnel to contact Mr. Lannon or himself for any assistance or to discuss any potential I/I projects.

c. 2023 Budget Schedule – Mr. Blodgett reported that the 2023 Budget schedule is already upon us and that a tentative Budget will be presented to the Commissioners in July, and then the final tentative budget for Board approval in August for presentation to the Niagara County Budget Office in September.

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)
 - Proposal for Professional Engineering Services
 - **BOARD ACTION REQUESTED – Discuss/consider authorization for proposal**

Mr. Lannon presented a proposal from GHD to provide professional services to conduct phase 1 of NCSD's 2022 Infiltration and Inflow Project to work in conjunction with District personnel and member town sewer departments to identify manholes that become submerged during extreme wet weather events, potentially introducing significant inflow into the town and District collection systems. Mr. Lannon requested Board authorization to approve GHD's proposal to initiate Phase 1 of the District's 2022 I/I project for the not to exceed fee of \$20,000.00.

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 GHD's proposal to initiate Phase 1 of the District's 2022 I/I project for the not to exceed rate of \$20,000.00. This motion was carried.

5. 2022 O&M Project (GHD Project No. 630191)

- Project underway.
- BOARD ACTION REQUESTED – None

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

- Hardware ordered. Configuration of new SCADA server ongoing.
- BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, the meeting adjourned at 4:14 p.m.