

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

Held on the 16th day of November 2022

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

EXCUSED: P. Andrew Vona, NCSD #1 Attorney

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
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Crocker called the meeting to order at 4:02 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 October 26, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by 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>
Frontier	Mapleton Rd PS	59.61
National Fuel	Plant	2,255.42
National Grid	Plant	10,171.59

National Grid	Tonawanda Creek Rd PS	761.19
NYSDEC	Hazardous Substance Bulk Storage Application for: Plant, Townline Rd PS, Tonawanda Creek Rd PS	500.00
U-DIG	Digging Notifications	71.34
Verizon	East Canal	33.66
Verizon	Plant	170.65
Verizon	Tonawanda Creek Rd PS	38.13
AAI	Maintenance Supplies	1,108.95
Alpha Analytic, Inc.	Lab Analysis	138.40
Cintas	Carpet Floor Protection (2 Months)	204.94
Cummins Sales & Service	Semi-Annual Maintenance of the emergency generators at E. Canal, Rapids Rd, Shawnee & Ton. Creek Rd PS. Generator repair at Shawnee Rd PS	4,977.89
Dana Roetzer's Exec. Landscaping	Weed Control Maintenance & Tree Maintenance	3,311.50
Elevator Maintenance of Buffalo	PM at Mapleton Rd, Ton. Creek Rd, Shawnee Rd Pump Stations	10,345.00
Empire Safety Council, Inc.	NYS Defensive Driving Course	390.00
Fisher Scientific	Laboratory Supplies	504.87
GHD	SCADA Upgrade - Project #12576479	885.00
GHD	Misc. Project Assistance - Project #630191	5,050.00
GHD	Monthly Retainer	750.00
Greater Niagara Mechanical	Admin Building HVAC Repair	526.06
Gui's Lumber	Maintenance Supplies	27.45
Hach	Laboratory Supplies	163.56
Linde Gas & Equipment	Maintenance Supplies	141.71
Masterman's	Laboratory Supplies	913.74
Microbac	Laboratory Analyses	454.50
Modern Corporation	Sludge/Dumpsters	44,988.19
Morrisville State College	Basic Operations, Activated Sludge, Basic Laboratory Wastewater classes for Shannon Ian Kroening	2,075.00
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Vehicle Supplies/Maintenance	207.92
Niagara Fire Extinguisher	Annual Inspection & dry chemical recharge of fire extinguishers	428.50
Niagara Truck Equipment	Maintenance Supplies	75.98
Pesaresi, Peter	2022 Clothing Allowance	400.00
Rochester Midland	Sanor Restroom Services 11/1/22 - 10/31/23	950.40

Seagulls Industrial	Fan for Centrifuge	1,207.59
Sharp Labels & Printing	Post Cards for Mailing	75.00
Superior Lubricants	Grease/Oil	1,789.00
Town of Pendleton	2022 I/I Reimbursement	20,000.00
United States Postal Service	Stamps (postcard, \$.10, \$.05 and forever stamps)	455.80
WB Mason	2 Chairs for Operations	1,178.00
WW Grainger	Maintenance Supplies	492.28
TOTAL		\$ 118,438.82

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	38.70
Evoqua	Lab Grade Water	672.31
Hampton Inn Hotels	W. Grace - Review class at Morrisville State College	96.00
Masterman's	Laboratory Supplies	299.70
Polydyne	Polymer	14,352.00
Sampson	October 29, November 5, 12	210.00
Staples	Office Supplies	92.04
Verizon	Moyer Lift PS	33.80
Verizon	Shawnee Rd PS	33.89
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	74.55
TOTAL		\$ 18,402.99

TOTAL FORWARDED	\$ 118,438.82
TOTAL APPROVED O&M	\$ 18,402.99
GRAND TOTAL APPROVED	\$ 136,841.81

This motion was carried.

Review of the October 2022 Financial Report showed an Operation and Maintenance balance of \$9,843,333.73.

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

a. NYS DEC Inspection Update – Mr. Earsing reported that he received a letter from the New York State Department of Environmental Conservation regarding the inspection which was conducted on November 3, 2022, stating that the Niagara County Sewer District #1 is in substantial compliance with the requirements of its SPDES Permit. Chairman Crocker stated substantial compliance doesn't happen by accident and thanked Mr. Earsing and the staff for their hard work and dedication.

b. Motor Control Center Breaker Rebuild of Two Units – Mr. Earsing stated there are two 480V circuit breakers in need of service and presented three quotes to complete the work. Mr. Earsing requested Board authorization to accept the low bid of O'Connell Electric to perform the rebuild and preventative maintenance services on the two 480V circuit breakers for \$10,438.00.

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 authorizes Mr. Earsing's request to accept the quote from O'Connell Electric to perform the rebuild and preventative maintenance services on the two 480V circuit breakers for \$10,438.00. This motion was carried.

Administrative Director's Report

a. 2023 Budget and 2023 Final Tax Computation Schedule - Mr. Blodgett reported that the County Legislature will have the final 2023 Budget vote on Tuesday, December 13, 2022. He also reported that the final 2023 Tax Computation schedule is complete and was distributed to the Board for their information.

b. Public Hearing Regarding Sewer District Assessment - Mr. Blodgett reported that the public hearing regarding the Budget and Sewer District Assessment for 2023 will be held at the Niagara County Legislature meeting on December 6, 2022.

c. December Meeting – Mr. Blodgett reminded the Administrative Board that due to the Christmas holiday, the next board meeting will be held on December 14, 2022.

d. Teamsters Update – Mr. Blodgett stated the Teamsters contract revision was still in discussion between the union and the county. Chairman Crocker stated he wished to discuss the matter in executive session.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Board adjourn to executive session to discuss contract negotiations. This motion was carried.

Upon motion duly made by Joel M. Maerten 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.

Engineer's 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 O&M Project (GHD Project No. 630191)
 - Working through contract execution with the contractor.
 - BOARD ACTION REQUESTED – Authorize execution of contract subject to attorney review

5. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - SCADA install completed. HMI screen development in progress. Waiting on hardware to install the HMI in the filter building. Site visit to be scheduled to finalize the SCADA Backup and Recovery Plan.
 - BOARD ACTION REQUESTED – None
6. Interceptor Lining Project (GHD Project No. 630191)
 - Project ongoing.
 - BOARD ACTION REQUESTED – None
7. 2022 SPDES Annual Compliance (GHD Project No. 630191)
 - Proposal for Professional Engineering Services
 - **BOARD ACTION REQUESTED - Discuss/consider authorization for proposal**

Mr. Lannon presented a Proposal from GHD dated November 16, 2022 requesting Board approval for GHD to prepare the District's Management, Operation, and Maintenance (MOM) Plan and Mercury Minimization Plan (MMP) updates for annual compliance required by NYSDEC for our SPDES Permit for the lump sum fee of \$15,700.00, same scope and fee as in previous years.

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 the Proposal from GHD for the 2022 SPDES Regulatory Reporting Compliance Updates with a lump sum fee in the amount of \$15,700.00. This motion was carried.

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 Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:52 p.m.