

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

Held on the 26th day of October 2022 at the Water Pollution Control Center

PRESENT:	Commissioner Mark C. Crocker, Chairman Commissioner Don MacSwan Vice Chairman Commissioner Wright H. Ellis Commissioner Joel M. Maerten Commissioner Lee Wallace
EXCUSED:	Commissioner Steve Broderick Aaron Earsing, Chief Operator, NCSD #1
ALSO PRESENT:	Thomas W. Blodgett, Administrative Director, NCSD #1 Donna Cody, NCSD #1 Joanne M. Teixeira, 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 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 Lee Wallace, it was resolved that the minutes of the September 28, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, 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	60.00
National Fuel	Plant	262.12
National Grid	Plant	9,057.86
National Grid	Tonawanda Creek Rd PS	686.53
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS -Aug. & Sept 2022	975.37
Niagara County Public Works	Elec Supply - Mapleton PS (September 2022)	175.96
Niagara County Public Works	Elec Supply - East Canal PS (September 2022)	1,115.60
Niagara County Public Works	Elec Supply - Moyer Lift (September 2022)	30.47
Niagara County Public Works	Elec Supply - Shawnee Rd (September 2022)	108.91
Niagara County Public Works	Elec Supply - Townline Rd (September 2022)	725.97
Niagara County Public Works	Elec Supply - Plant (September 2022)	27,908.19
NYSEG	Rapids Rd PS	46.01
QLT	Tonawanda Creek Rd PS	13.35
Town of Pendleton Water	East Canal Rd PS	15.00
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	92.50
U-DIG	Digging Notifications	136.06
Verizon	East Canal	34.77
Verizon	Moyer Lift PS	33.74
Verizon	Plant	177.76
Verizon	Rapids Rd PS	32.02
Verizon	Shawnee Rd PS	33.78
Verizon	Tonawanda Creek Rd PS	39.20
Verizon Wireless	Cellular Phone/Data	291.78
Alpha Analytic, Inc.	Lab Analysis	2,351.02
Bison Laboratories, Inc.	Sodium Hypochlorite	9,016.00
Cyncon	Vac Truck Supplies	2,494.80
Evoqua	Laboratory Supplies	507.49
Fisher Scientific	Laboratory Supplies	944.78
GHD	SCADA Upgrade - Project #12576479	22,059.01

GHD	Misc. Project Assistance - Project #630191	12,507.50
GHD	2022 O&M Project	7,125.00
GHD	Monthly Retainer	750.00
Greater Niagara Gazette	2022 O&M Project Ad	315.20
Greater Niagara Mechanical	Admin Building HVAC Repair	1,028.61
Gui's Lumber	Maintenance Supplies	48.55
Idexx	Laboratory Supplies	615.68
Kwiatkowski, Ronald	Reimbursement for 3A Certification Class	189.95
Linde Gas & Equipment	Maintenance Supplies	146.44
Lock City Supply	Maintenance Supplies	93.18
Masterman's	Laboratory Supplies	105.26
Modern Corporation	Sludge/Dumpsters	39,825.71
Morrisville State College	Review Class for ABC Exam - William Grace	100.00
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Battery	170.99
New York Water Environment Assoc.	Renewal fee for R. Kwiatkowski 3A Wastewater License	160.00
North Central Laboratories	Laboratory Supplies	206.38
NSI Lab Solutions	Laboratory Supplies	1,387.50
NYSDEC	SPDES Municipal Fees	15,500.00
Occustar Workplace Compliance	Respirator Exam (1)	125.00
Staples	Office Supplies	27.82
Town of Lewiston	2022 I/I Reimbursement	14,667.50
Town of Wheatfield	Fuel for Sewer Dist. Vehicles - 3rd qtr. 2022 charges	2,792.09
University Enterprises, Inc.	WW Manuals (3 each)	564.00
WW Grainger	Maintenance Supplies	166.73
<b>TOTAL</b>		<b>\$ 178,269.49</b>

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Alpha Analytic, Inc.	Lab Analysis	52.00
Best Buy	Dishwasher for Laboratory	499.00
Charter Communications	Internet Service	764.16
Kemira	Ferrous Chloride	5,724.18
Knaebe, Egon	2022 Clothing Allowance	400.00
Miller, Kevin	2022 Clothing Allowance	400.00

National Fuel	Shawnee Rd PS	65.29
National Fuel	Townline Rd PS	103.03
National Grid	East Canal Rd PS	970.30
National Grid	Mapleton Rd PS	197.81
National Grid	Moyer Lift PS	47.70
National Grid	Shawnee Rd PS	164.34
National Grid	Townline Rd PS	831.69
Radwell International	Fan for Centrifuge	801.73
Sampson	October 1, 8, 15, 22	280.00
Verizon	Townline Rd PS	33.79
Vona, P. Andrew	Legal Retainer	2,500.00
Wegman Motor Works, Inc.	Maintenance Supplies	279.99
WW Grainger	Maintenance Supplies	30.72
<b>TOTAL</b>		<b>\$ 14,145.73</b>

<b>TOTAL FORWARDED</b>	<b>\$ 178,269.49</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ <u>14,145.73</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ <u>192,415.22</u></b>

This motion was carried.

Review of the September 2022 Financial Report showed an Operation and Maintenance balance of \$10,128,749.40.

Upon motion duly made by Don MacSwan and seconded by Lee Wallace, it was resolved that the Sewer District's September 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. NYSDEC Annual Inspection – Mr. Blodgett reported the District is scheduled for the NYSDEC Annual Inspection on Thursday, November 3<sup>rd</sup> and Mr. Earsing will have a preliminary report at the November Administrative Board Meeting.

b. Alfa Laval Centrifuge Rebuild – Mr. Blodgett stated Mr. Earsing attempted to obtain three quotes to repair the Alfa Laval centrifuge and requested authorization to accept the quote from Sentrimax in the amount of \$46,255.03. He stated Sentrimax would transport the centrifuge to their facility for the repair and return for reinstallation in approximately five to seven weeks.

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 authorizes Mr. Blodgett's request to accept the quote from Sentrimax in the amount of \$46,255.03 to repair the Alfa Laval centrifuge. This motion was carried.

c. Plant Electrical Switchgear Preventative Maintenance – Mr. Blodgett stated Mr. Earsing obtained three quotes to perform preventive maintenance on each of the plant's two main electrical switchgears, presenting each as a separate quote, and requested authorization to accept the quote from O'Connell Electric for both.

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett's request to accept the quote from O'Connell Electric of \$4,874.00 to perform 13.2KV electrical switchgear preventative maintenance services on the plant electrical line #1. This motion was carried.

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett's request to accept the quote from O'Connell Electric of \$3,809.00 to perform 13.2KV electrical switchgear preventative maintenance services on the plant electrical line #2. This motion was carried.

**Administrative Directors Report:**

a. Proposal Request for 2022 SPDES Compliance Assistance – Mr. Blodgett reported that the District is required to give an annual update of the District's SPDES Compliance Items to the NYSDEC. Mr. Blodgett stated GHD will prepare a proposal to update and prepare the District's Annual

SPDES Compliance Reporting Items which will be presented for Board consideration at the November 2022 Administrative Board Meeting.

b. 2023 Budget and Tax Computation Schedule – Mr. Blodgett reported he and Joanne Teixeira met with the budget office on Tuesday, October 25, 2022 to review the tentative 2023 Budget. The District’s final budget will be presented to the Niagara County Legislature in November for final approval in December.

Also, Mr. Blodgett stated that he would coordinate with John Shoemaker at Real Property for the final tax roll EDU numbers, which are typically available in early November. A final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

c. Sodium Hypochlorite Bid Update – Mr. Blodgett reported that Mr. Lannon had met with the Town of Tonawanda and other local municipalities to discuss the escalating costs of sodium hypochlorite solution. He stated the USEPA has issued guidance and indicates this issue is a consistent problem across the nation. The EPA suggested obtaining quarterly quotes to insure the District is getting current pricing as well as obtaining alternate suppliers to get the lowest competitive pricing each quarter.

d. Teamsters MOA/Staffing Update – Mr. Blodgett requested the Board convene in executive session to discuss personnel matters.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, it was resolved that the Board adjourn to executive session to discuss personnel. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, it was resolved that the District accept the Memorandum of Agreement regarding the current Teamsters Contract and authorize the Chairman to sign and execute the agreement upon approval and execution by the Union. 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 District Wide I/I Project (GHD Project No. 630191)
  - Project summary sent to NCSD – deciding on next steps.
  - BOARD ACTION REQUESTED – None
5. 2022 O&M Project (GHD Project No. 630191)
  - Bids opened on October 19th.
  - **BOARD ACTION REQUESTED –Consider/award contract**

Mr. Lannon reported the District received three bids for the 2022 O&M project of plant process water improvements and East Canal pump station upgrades general contract. He requested Board authorization to award the base bid contract to American Contracting and Environmental Services, Inc., the lowest bidder, for \$845,000.00 contingent upon the availability of project funding and review by the District's legal counsel.

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 authorizes Mr. Lannon to award the base bid contract to American Contracting and Environmental Services,

Inc., the lowest bidder, for \$845,000.00 contingent upon the availability of project funding and review by the District's legal counsel. This motion was carried.

Mr. Lannon reported the District received two bids for the 2022 O&M project of plant process water improvements and East Canal pump station upgrades electrical portion of the project. He requested Board authorization to award the base bid electrical contract to CIR Electrical Construction Corp., the lowest bidder, for \$139,300.00 contingent upon the availability of project funding and review by the District's legal counsel.

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Lannon to award the bid electrical contract to CIR Electrical Construction Corp., the lowest bidder, for \$139,300.00 contingent upon the availability of project funding and review by the District's legal counsel. This motion was carried.

6. 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

7. Interceptor Lining 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's 2023 sewer lining projects. He stated due to the aging infrastructure the District has experienced three emergency collapse incidents over the past several years. As a result, the District is taking a proactive measure to identify and perform preventative lining to prevent future failures. He requested Board approval to provide professional engineering services for \$110,700.00 for the 2023 Interceptor Lining Project.

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 Mr. Lannon's proposal to provide professional engineering services for \$110,700.00 for the 2023 Interceptor Lining Project. This motion was carried.



**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

a. November and December Administrative Board Meeting Dates – Due to the Thanksgiving and Christmas holidays, the Board is rescheduling the November meeting to Wednesday, November 16, 2022 and the December meeting to Wednesday, December 14, 2022.

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves rescheduling the November meeting to Wednesday, November 16, 2022 and the December meeting to Wednesday, December 14, 2022. This motion was carried.

b. Town of Pendleton Connection Request – Mr. Blodgett reported that the Town of Pendleton requests Board approval to connect into the Niagara County Sewer District #1 manhole #21-39 in order to provide gravity sewer service for a new Inclusive Splash Pad within the Town Park.

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 the Town of Pendleton's request to connect into the Niagara County Sewer District #1 manhole #21-39 in order to provide gravity sewer service for a new Inclusive Splash Pad within the Town Park. This motion was carried.

**Adjournment:**

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, the meeting adjourned at 4:54 p.m.