

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

Held on the 28th day of September 2022 at the Water Pollution Control Center

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  
Robert P. Lannon, 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, NCSD #1 Attorney  
Teresa Misiti, GHD Consulting Services  
Anthony J. Nemi, Liaison, Niagara County Legislature

Chairman Ellis 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 Don MacSwan, it was resolved that the minutes of the August 31, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, 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>
Charter Communications	Internet Service	764.16
Frontier	Mapleton Rd PS	60.00
National Fuel	Plant	111.90
National Fuel	Shawnee Rd PS	29.32

National Fuel	Townline Rd PS	17.81
National Grid	Plant	8,973.53
National Grid	Tonawanda Creek Rd PS	686.22
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd PS (July 2022)	578.95
Niagara County Public Works	Elec Supply - Mapleton PS (August 2022)	200.69
Niagara County Public Works	Elec Supply - East Canal PS (August 2022)	1,233.57
Niagara County Public Works	Elec Supply - Moyer Lift (August 2022)	30.92
Niagara County Public Works	Elec Supply - Shawnee Rd (August 2022)	112.18
Niagara County Public Works	Elec Supply - Townline Rd (August 2022)	800.03
Niagara County Public Works	Elec Supply - Plant (August 2022)	31,363.03
Niagara County Public Works	Elec Supply - Rapids Rd PS (July & August 2022)	559.49
Town of Wheatfield Water	Plant	1,252.95
U-DIG	Digging Notifications	81.16
Verizon	East Canal	34.88
Verizon	Moyer Lift PS	34.70
Verizon	Plant	178.20
Verizon	Rapids Rd PS	32.30
Verizon	Shawnee Rd PS	34.72
Verizon	Tonawanda Creek Rd PS	39.41
Verizon	Townline Rd PS	34.76
Verizon Wireless	Cellular Phone/Data	292.03
Alpha Analytic, Inc.	Lab Analysis	800.68
Amazon	Circuit Board	255.05
Bison Laboratories, Inc.	Sodium Hypochlorite	9,001.28
Cintas	Carpet Floor Protection	102.47
Evoqua	Laboratory Supplies	528.11
Fisher Scientific	Laboratory Supplies	318.01
Home Depot	Maintenance Supplies	42.94
John W. Danforth	Annual Fume Hood Certification	397.00
Manufacturers Edge, Inc.	Submersible Non-clog 4" pump	4,314.09
Masterman's	Laboratory Supplies	961.68
Modern Corporation	Sludge/Dumpsters	43,624.34
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Staples	Office Supplies	64.54
Vac2Go, LLC	Flex Hose	417.15
WW Grainger	Maintenance Supplies	499.31
Williams, Ryan	2022 Clothing Allowance	299.99

**TOTAL**

**\$ 109,323.55**

**TO BE PAID**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Laboratory Analysis	52.00
Fisher Scientific	Laboratory Supplies	164.90
GHD	Monthly Retainers (June & August)	1,500.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	2,340.00
GHD	2022 O&M Project	16,125.00
Kemira	Ferrous Chloride	6,179.41
Napa Auto Parts	Battery	175.99
National Grid	East Canal PS	620.28
National Grid	Mapleton Rd PS	177.40
National Grid	Moyer Lift PS	42.53
National Grid	Shawnee Rd PS	122.30
National Grid	Townline Rd PS	453.51
Sampson	September 3, 10, 17, 24	280.00
Vona, P. Andrew	Legal Retainer	2,500.00
<b>TOTAL</b>		<b>\$ 30,733.32</b>

<b>TOTAL FORWARDED</b>	<b>\$ 109,323.55</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ <u>30,733.32</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 140,056.87</b>

This motion was carried.

Review of the August 2022 Financial Report showed an Operation and Maintenance balance of \$10,316,291.56.

Upon motion duly made by Lee Wallace and seconded by Don MacSwan, it was resolved that the Sewer District's August 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. 2023 Budget and Preliminary Tax Computation Schedule – Mr. Blodgett reported that the Tentative 2023 Budget for the Sewer District was submitted to the County, and he and Joanne Teixeira would be meeting with the County Manager and Budget Office next month to review the Tentative Budget, and the District's final budget will be presented to the Niagara County Legislature for approval in December.

Mr. Blodgett distributed a spreadsheet containing each individual town's preliminary EDU numbers as provided to us by the Office of Real Property Tax Services. He stated he would coordinate with John Shoemaker at Real Property for the final tax roll EDU numbers, which are typically available in early November. He urged Commissioners to compare this year's numbers to last year's and reach out to Joanne or himself if they have any questions. A final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

b. Public Hearing Notification regarding Sewer District Assessment – Mr. Blodgett reported that the District is responsible for notifying property owners subject to special assessments of the public hearing regarding the 2023 budget. In the past, postcards have been sent to property owners in the Towns of Pendleton, Lewiston, and Wheatfield with assessments of \$350,000 and above. Mr. Blodgett requested Board authorization to send out said notifications for this year.

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. Blodgett to notify property owners, subject to special assessments with assessed values of \$350,000 and above in the Towns of Lewiston, Pendleton, and Wheatfield, of the Public Hearing regarding the 2023 County Budget. This motion was carried.

c. 2023 Emergency Repair Contract – Mr. Blodgett reported the current Emergency Repair Contract expires on December 31, 2022. Mr. Blodgett requested authorization to work with GHD to seek bids for a new emergency repair contract for 2023.

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 to work with GHD to seek bids for a new emergency repair contract for 2023. This motion was carried.

d. NFTA- Niagara Falls Airport Contract Agreement – Mr. Blodgett presented a three year (2023-2025) Wastewater Treatment Services Agreement for Niagara Falls International Airport for Board review and permission to execute. Mr. Blodgett requested Board approval to authorize Chairman Mark C. Crocker to execute the Wastewater Treatment Services Agreement between the Niagara Frontier Transportation Authority ("NFTA") and the Niagara County Sewer District No. 1 (NCSD) contract on behalf of the District.

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 approves Mr. Blodgett's request for Board approval to authorize Chairman Mark C. Crocker to execute the Wastewater Treatment Services Agreement between the Niagara Frontier Transportation Authority ("NFTA") and the Niagara County Sewer District No. 1 (NCSD) contract on behalf of the District. This motion was carried.

e. County Business Park Update – Mr. Blodgett stated he recently attended a meeting with Commissioner Ellis and County Engineering representatives and the District is anticipating receipt of additional information to begin the downstream capacity analysis to determine the feasibility of the District investing in this project. He stated he would keep the Board updated regarding the progress as more information is developed for the project.

f. Engineering Proposal for 2023 Sewer Lining Project – Mr. Blodgett stated the District has identified several locations of the aging infrastructure with the potential for emergency collapse and those locations are targeted for 2023 O&M project funding. He requested Board authorization for GHD to prepare a proposal for the design and bid of the 2023 Sewer Lining Project for review and consideration at the November Administrative Board Meeting.

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 authorizes GHD to prepare a proposal for the design and bid of the 2023 Sewer Lining Project for review and consideration at the November Administrative Board Meeting. This motion was carried.

g. Sodium Hypochlorite Additional Price Increase – Mr. Blodgett presented a letter from Bison Laboratories indicating they were imposing a second increase of the December 2021 bid price of \$1.49/gallon of sodium hypochlorite (increased in July 2022 to \$1.84) to \$3.28/gallon effective October 1, 2022. He thanked Mr. Earsing for reaching out to other suppliers including JCI Jones Chemical and securing a quote for \$2.0519/gallon plus \$0.6714 per mile at 131 miles round trip delivery fee valid through December 31, 2022, representing a significant savings to the District. Mr. Blodgett requested authorization to submit a purchase order to JCI Jones Chemical to purchase sodium hypochlorite for \$2.0519/gallon plus approximately \$88.00 delivery charges through December 31, 2022.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for Board authorization to submit a purchase order to JCI Jones Chemical to purchase sodium hypochlorite for \$2.0519/gallon plus \$0.6714 per mile at 131 miles round trip delivery fee valid through December 31, 2022. This motion was carried.

h. Operator Position – Permission to Fill – Mr. Blodgett reported interviews were conducted to fill the vacant operator trainee position from the certified list from civil service. Mr. Blodgett requested Board authorization to hire Shannon Ian Kroening to fill the vacant Wastewater Operator Trainee position.

Upon motion duly made by Steve Broderick and seconded by Lee Wallace, it was resolved to authorize Mr. Blodgett to hire Shannon Ian Kroening to fill the vacant Wastewater Operator Trainee position. This motion was carried.

i. Operations Staffing – Mr. Blodgett requested the Board convene in executive session to discuss personnel matters.

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 personnel. This motion was carried.

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

Chairman Crocker stated that per the discussion in executive session regarding operations staffing concerns and an evaluation of the long-term needs of the District, the Board acknowledges the necessity of amending the 2023 Budget to permanently add an additional Wastewater Operator Trainee position.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the 2023 Budget be amended to permanently add an additional Wastewater Operator Trainee position and authorizes the Administrative Director to submit the required documents to execute this request. 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)
  - Final comments received from NCSD. To be advertised on September 27<sup>th</sup>. Bid opening scheduled for October 19<sup>th</sup>.
  - BOARD ACTION REQUESTED – None
6. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
  - SCADA Install completed on September 6<sup>th</sup>. 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

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

a. Town of Wheatfield I/I Request – Mr. Blodgett presented a request from the Town of Wheatfield for their 2022 I/I project of purchasing a Honda Inverter Generator to power their sewer camera system and trailer, two 48” x 8” pipe lining patches and various manhole rehabs/relining projects for a total cost of \$21,033.05 and requested reimbursement of \$20,000.00 for their 2022 I/I projects.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Wheatfield's 2022 I/I project of purchasing a Honda Inverter Generator to power their sewer camera system and trailer, two 48” x 8” pipe lining patches and various manhole rehabs/relining projects for a total reimbursement of \$20,000.00. This motion was carried.

**Adjournment:**



Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, the meeting adjourned at 4:49 p.m.