

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

Held on the 26th day of April 2023

PRESENT Commissioner Mark C. Crocker, Chairman  
Commissioner Don MacSwan, Vice-chairman  
Commissioner Steve Broderick  
Commissioner Wright H. Ellis  
Commissioner Joel M. Maerten

EXCUSED: Commissioner Lee Wallace

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 (remote)  
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 Joel M. Maerten, it was resolved that the minutes of the March 22, 2023 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick 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	60.47
National Fuel	Plant	6,344.66
National Fuel	Townline Rd PS	181.76

National Grid	East Canal	1,863.08
National Grid	Mapleton Rd PS	237.13
National Grid	Moyer Lift PS	142.40
National Grid	Plant	12,798.88
National Grid	Shawnee Rd PS	190.16
National Grid	Tonawanda Creek Rd PS	915.64
National Grid	Townline Rd PS	1,264.13
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (February)	543.73
Niagara County Public Works	Elec Supply - Mapleton PS (March 2023)	161.22
Niagara County Public Works	Elec Supply - East Canal PS (March 2023)	1,277.62
Niagara County Public Works	Elec Supply - Moyer Lift (March 2023)	59.25
Niagara County Public Works	Elec Supply - Shawnee Rd (March 2023)	96.18
Niagara County Public Works	Elec Supply - Townline Rd (March 2023)	742.00
Niagara County Public Works	Elec Supply - Plant (March 2023)	14,181.11
NYSEG	Rapids Rd PS	136.99
QLT	Townline Rd PS	13.35
Town of Wheatfield Water	Mapleton Rd PS	17.85
Town of Wheatfield Water	Moyer Lift PS	17.85
Town of Wheatfield Water	Shawnee Rd PS	17.85
Town of Wheatfield Water	Townline Rd PS	242.50
U-DIG	Digging Notifications	125.44
Verizon	East Canal	34.23
Verizon	Moyer Lift PS	33.81
Verizon	Plant	173.69
Verizon	Rapids Rd PS	32.04
Verizon	Shawnee Rd PS	33.85
Verizon	Tonawanda Creek Rd PS	38.70
Verizon Wireless	Cellular Phone	291.75
Alpha Analytic, Inc.	Lab Analysis	388.70
American Contracting & Environmental Services, Inc.	2022 O&M Project	53,200.00
American Public Works Assoc.	Membership Renewal for T. Blodgett	244.00
Blair Supply Corp	Maintenance Supplies	314.58
Buffalo Lift Trucks	Forklift Maintenance	189.15
Cardio Partners	Replacement CPR Pads & Responder Pack AED/CPR	192.00
Cintas	Carpet Floor Protection	102.47
Dival	Gas Calibration	664.00
Elevator Maintenance of Buffalo	Repair at East Canal Rd PS	1,048.30
Evoqua	Lab Grade Water	676.60
Fisher Scientific	Laboratory Supplies	2,817.32

GHD	2022 O&M Project	5,730.00
GHD	Sewer Wide I/I	3,000.00
GHD	SCADA Upgrade - Project #12576479	1,961.25
GHD	Misc. Project Assistance - Project #630191	8,852.00
GHD	Monthly Retainer	750.00
GHD	2022 SPDES Annual Compliance Updates	3,925.00
Greater Niagara Mechanical	Air Handler Unit Repair	577.50
Hach	Laboratory Supplies	342.51
Idexx	Laboratory Supplies	310.96
Industrial Appraisal	Appraisal Services	935.00
JCI Jones Chemical	Sodium Hypochlorite	10,542.69
John's Motor & Transmission Shop	2013 Ford F-350 Repairs	1,749.10
JP Industrial Supply	Maintenance Supplies	220.00
Koester Associates	Maintenance Supplies	9,969.00
Linde Gas & Equipment	Maintenance Supplies	150.18
Maple Systems, Inc.	Maintenance Supplies	437.62
Masterman's	Laboratory Supplies	1,344.25
Modern Corporation	Sludge/Dumpsters	44,311.73
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Vehicle Supplies/Maintenance	206.18
Partstown	Laboratory Supplies	890.69
Polydyne Inc.	Polymer	19,136.00
RearEnd Specialists & Fleet Maint.	Vehicle Maint. & Tires on 2013 Ford F350	3,150.52
Rexel	Electrical Supplies	1,163.09
Share Corporation	Maintenance Supplies	155.60
Southworth Milton Inc.	Plant Generator Repair	5,347.17
Staples	Office Supplies	69.02
Sunrise Door & Woodworks, Inc.	Door Repair	197.90
TI sales	Maintenance Supplies	3,333.20
Water Environment Federation	Membership Renewal for A. Earsing, E. Knaebe & M. Scive	375.00
WW Grainger	Maintenance Supplies	521.00

**TOTAL**

**\$ 231,920.60**

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Charter Communications	Internet Service	760.38
Grace, William	2023 Clothing Allowance	400.00
Home Depot	Maintenance Supplies	598.92
JCI Jones Chemicals	Sodium Hypochlorite	10,627.25

John's Motor & Transmission Shop	2005 Chevy Inspection & repair	32.95
JP Industrial Supply	Maintenance Supplies	185.36
Koester	Maintenance Supplies	1,030.58
Lennox, David	2023 Clothing Allowance	400.00
Masterman's	Laboratory Supplies	242.70
McMaster-Carr	Maintenance Supplies	18.32
Napa Auto Parts	Vehicle Maint. Supplies	11.38
National Fuel	Shawnee Rd PS	72.07
National Fuel	Townline Rd PS	109.09
Greater Niagara Gazette	Public Notice - sign. Industrial pollution violations	106.40
NYSEG	Rapids Rd PS	639.26
NYWEA	2A Exam Application fee for Ryan Williams	150.00
Sampson	March 26, April 2, 9, 16, 23	350.00
Southworth-Milton, Inc	Generator Repair	1,812.85
Verizon	Townline Rd PS	33.89
Vona, P. Andrew	Legal Retainer	2,500.00
Wendt's Propane & Oil	Propane	98.25
<b>TOTAL</b>		<b>\$ 20,179.65</b>

<b>TOTAL FORWARDED</b>	<b>\$ 231,920.60</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>20,179.65</b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 252,100.25</b>

This motion was carried.

Review of the March 2023 Financial Report showed an Operation and Maintenance balance of \$11,018,225.68.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved that the Sewer District's March 2023 Financial Report be approved as presented. This motion was carried.

**Communications:**

Mr. Blodgett mentioned the District was approached with a request to implement a new program called Filebound to share and store all District contracts. The Commissioners stated they were familiar

with the request as the same request was discussed at the recent April Water District meeting. The Board agreed by consensus to not take any action on the request.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. Purchase 2024 Chevrolet Silverado 3500HD 4WD Double Cab 162" LT – Mr. Earsing stated the District 2023 budget included plans to purchase a new vehicle to replace the 2005 Chevrolet 2500. Mr. Earsing requested authorization to purchase a 2024 Chevrolet Silverado 3500HD 4WD Double Cab 162" LT from Basil Chevrolet for State Contract Bid Price of \$56,712.87.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved to authorize Mr. Earsing to purchase a 2024 Chevrolet Silverado 3500HD 4WD Double Cab 162" LT from Basil Chevrolet for State Contract Bid Price of \$56,712.87. This motion was carried.

b. OEM Purchase Waste Pump Rebuild Kit – Mr. Earsing stated the District need to purchase two waste pump rebuild kits for \$5,785.25 each. Mr. Earsing requested authorization to purchase two waste pump rebuild kits from GP Jager Inc. for the total price of \$11,570.50 plus freight charges.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved to authorize Mr. Earsing to purchase two waste pump rebuild kits from GP Jager Inc. for the total price of \$11,570.50 plus freight charges. This motion carried.

**Administrative Director's Report:**

a. Conference Room Chairs – Mr. Blodgett stated the District is waiting for price quotes from Prentice Office Environment in Buffalo to replace the old uncomfortable conference room chairs and he hoped to have additional information by the May Administrative Board meeting.

b. Proposal Request for Disinfection Feasibility Analysis – Mr. Blodgett stated due to the continued increasing costs of essential supplies and services such as sodium hypochlorite, the District has

been exploring cost cutting measures. Preliminary discussions have been held with the Town of Tonawanda to explore alternatives for cost cutting measures at a regional level. Mr. Blodgett requested Board authorization for GHD to submit a proposal for a Disinfection Feasibility Analysis to explore joint cost sharing initiatives with area municipalities.

Upon motion duly made by Wright H. Ellis and seconded by Don MacSwan, it was resolved to authorize GHD to submit a proposal for a Disinfection Feasibility Analysis to explore joint cost sharing initiatives with area municipalities. This motion carried.

c. Town I/I Projects – Mr. Blodgett reminded Commissioners that now is the time to begin planning their 2023 I/I projects for timely submission to the District for reimbursement. 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.

**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)
  - 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 submittals and RFIs. Progress meeting held April 21.
  - BOARD ACTION REQUESTED – None

5. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
  - SCADA install completed. Site visit scheduled for first week of May.
  - BOARD ACTION REQUESTED – None
  
6. Interceptor Lining Project (GHD Project No. 630191)
  - Design complete. Advertisement set for May 3 and bid opening on May 18.
  - 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 Joel M. Maerten and seconded by Don MacSwan, the meeting adjourned at 4:20 p.m.