

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

Held on the 30th day of August 2023 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

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
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 4:02 p.m.

Roll call was taken by Donna Cody.

The pledge of allegiance was recited.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved that the minutes of the July 26, 2023 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet Service	768.10
Frontier	Mapleton Rd PS	60.15
National Fuel	Plant	9,413.27
National Fuel	Shawnee Rd PS	20.29
National Fuel	Townline Rd PS	18.90

National Grid	East Canal	816.94
National Grid	Mapleton Rd PS	171.45
National Grid	Moyer Lift PS	63.49
National Grid	Shawnee Rd PS	118.07
National Grid	Townline Rd PS	453.68
National Grid	Tonawanda Creek Rd PS	706.66
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (June)	243.19
Niagara County Public Works	Elec Supply - Mapleton PS (July 2023)	117.56
Niagara County Public Works	Elec Supply - East Canal PS (July 2023)	751.50
Niagara County Public Works	Elec Supply - Moyer Lift (July 2023)	36.28
Niagara County Public Works	Elec Supply - Shawnee Rd (July 2023)	70.38
Niagara County Public Works	Elec Supply - Townline Rd (July 2023)	505.24
Niagara County Public Works	Elec Supply - Plant (July 2023)	17,365.98
Niagara County Public Works	Elec Supply - Rapids Rd (May & June 2023)	319.45
QLT	Tonawanda Creek Rd PS	13.35
Town of Pendleton Water	East Canal Rd PS	24.60
Town of Pendleton Water	Tonawanda Creek Rd PS	19.00
U-DIG	Digging Notifications	104.94
Verizon	East Canal	34.06
Verizon	Moyer Lift PS	33.94
Verizon	Plant	172.34
Verizon	Rapids Rd PS	32.05
Verizon	Shawnee Rd PS	33.98
Verizon	Tonawanda Creek Rd PS	38.57
Verizon	Townline Rd PS	34.05
Verizon Wireless	Cellular Phones	291.74
Alpha Analytic, Inc.	Lab Analysis	978.66
American Contracting & Environmental Services, Inc.	2022 O&M Project	126,559.39
Cintas	Carpet Floor Protection	110.36
Columbia Weather Systems	Capricorn FLX Control Module - Replacement	1,847.50
Complete Security, Inc.	Camera Replacement (2) & Network Recorder	1,717.80
Core & Main	Maintenance Supplies	1,759.72
Empire Scale Corporation	Inspection & Service of Autoclave	320.25
Evoqua	Lab Grade Water & Maint. Supplies	693.43
Falls Auto Spring, Inc.	VAC Truck Inspection	20.00
Federal Express	Overnight Shipping	61.59
Fisher Scientific	Laboratory Supplies	1,656.51
GHD	SCADA Upgrade - Project #12576479	2,160.00

GHD	Misc. Project Assistance & SCADA Support- Project #630191	410.00
GHD	Monthly Retainer	750.00
Global-Pak	Screenings Bags	1,859.35
Gui's Lumber	Maintenance Supplies	31.58
Home Depot	Maintenance Supplies	94.97
JCI Jones Chemical	Sodium Hypochlorite	10,076.45
J.P. Industrial Supply	Maintenance Supplies	284.40
Kemira	Ferrous chloride	5,616.72
Linde Gas & Equipment	Maintenance Supplies	160.91
Masterman's	Laboratory Supplies	97.60
Modern Corporation	Sludge/Dumpsters	48,558.02
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Vehicle Supplies/Maintenance	329.68
North Central Laboratories	Laboratory Supplies	887.71
Parkhill Tree & Land Management	Ash Tree Treatments (11)	1,975.00
Power-Flo Technologies, Inc.	Maintenance Supplies	2,939.91
Share Corporation	Maintenance Supplies	399.06
Southworth Milton, Inc.	Semi-Annual Maintenance on Emergency Generators at Townline Rd & Mapleton Rd Pump Stations & Plant	11,434.61
Superior Lubricants	Grease/Oil	424.00
Water Environment Federation	Standard Methods for the Examination of Water & Wastewater 24th Edition	341.00
WellNow	New Hire Physical/Drug Testing	147.00
WW Grainger	Maintenance Supplies	2,239.31
TOTAL		\$ 259,955.69

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Advanced Exterminating	Spray for bees nest	200.00
Alpha Analytical	Laboratory Analysis	70.00
Erb, David	2023 Clothing Allowance (pro-rated)	133.32
Fisher Scientific	Laboratory Supplies	2,056.43
Frontier	Mapleton Rd PS	60.15
GHD	Sewer Wide I/I Project	410.00
GHD	SCADA Upgrade - Project #12576479	480.00
Linde	Maintenance Supplies	166.28
National Grid	East Canal Rd PS	2,176.00
National Grid	Mapleton Rd PS	214.19

National Grid	Moyer Lift PS	72.57
National Grid	Shawnee Rd PS	224.85
National Grid	Townline Rd PS	1,200.04
NSI	Laboratory Supplies	705.00
NYSEG	Rapids Rd PS	572.34
Sampson	July 29, August 5, 12, 19, 26	350.00
Southworth Milton	Generator Repairs	1,955.28
Town of Lewiston	2023 I/I Reimbursement	19,478.25
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	623.71
TOTAL		\$ 33,648.41

TOTAL FORWARDED	\$ 259,955.69
TOTAL APPROVED O&M	\$ 33,648.41
GRAND TOTAL APPROVED	\$ 293,604.10

This motion was carried.

Review of the July 2023 Financial Report showed an Operation and Maintenance balance of \$12,675,723.21.

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, it was resolved that the Sewer District's July 2023 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. Luger Building Repair – Mr. Earsing stated the lugger building exterior wall has about 35 concrete blocks that are water damaged and needing replaced. He presented 3 bids and requested authorization to accept the lowest bid from Magic Stone to repair the concrete wall structural damage in the lugger building at the main plant at a cost of \$ 7,885.00.

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 Mr. Earsing's request to accept the lowest bid from Magic Stone to repair the concrete wall structural damage in the lugger building at the main plant at a cost of \$ 7,885.00. This motion was carried.

b. Aeration Tank Repair – Mr. Earsing stated he obtained three quotes to repair the aeration tank at the main plant. He requested authorization to accept the quote from FSR Contracting, Inc. to repair the aeration tank at the main plant at a cost of \$7,200.00.

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 approves Mr. Earsing's request to accept the quote from FSR Contracting, Inc. to repair the aeration tank at the main plant at a cost of \$7,200.00. This motion was carried.

c. Final Effluent Composite Sampler – Backup Controller – OEM Purchase – Mr. Earsing stated the controller for the composite sampler was recently replaced and it is such a vital component for plant compliance, he feels we should have a backup replacement available. He requested authorization to purchase a backup controller for the final effluent composite sampler at a cost of \$4,232.80.

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 Mr. Earsing's request to purchase a backup controller for the final effluent composite sampler at a cost of \$4,232.80. This motion was carried.

Administrative Directors Report:

a. 2024 Draft Budget – Mr. Blodgett distributed a copy of the tentative 2024 Budget to the Board for review and discussion. He stated that the tentative budget contains a 2.87% increase in appropriations from the 2023 budget. Mr. Blodgett reported that the tentative budget includes scheduled

2024 operations & maintenance projects, various repairs & maintenance expenses as well as gates and valve replacement projects. He noted the tentative budget also reflects a significant increase in treatment and disposal expenses as well as increasing projected natural gas and electric costs. He stated he is also requesting Board authorization to seek approval to add a second Wastewater Electronics Technician to the staff, as well as to move the Chief Operator position from Grade 12A to 13A. He explained final numbers for budgeting are still being updated from the County which may require minor adjustments, but would still keep the overall increase percentage at 2.87%. Mr. Blodgett requested Board authorization to submit the Niagara County Sewer District #1 2024 Tentative Budget to the County Budget Office for approval.

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. Blodgett's request to submit the Niagara County Sewer District #1 2024 Tentative Budget to the County Budget Office for approval at 2.87%. This motion was carried.

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. Blodgett's request to seek County approval to add a second Wastewater Electronics Technician to the staff based on the justifications outlined in the new position request memo. This motion was carried.

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. Blodgett's request to move the Chief Operator position (Position #1760) from Flat Salary, Non-Department Head Grade 12A to Grade 13A based on the justifications outlined in the position upgrade request memo. This motion was carried.

b. Lamar Advertising Lease Renewal – Mr. Blodgett presented a proposed renewal lease agreement that he received from Lamar Advertising. The proposed lease shall be for a term of 5-years

beginning September 1, 2023, which is a guaranteed \$1,900/year or 20% of gross revenue whichever is greater. Mr. Blodgett stated this proposal is the same base amount as their 2018 contract and requested authorization from the Board to propose an approximately 10% increase to \$2,100.00/year or 20% of gross revenue whichever is greater.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to propose to Lamar Advertising an approximately 10% increase to \$2,100.00/year or 20% of gross revenue whichever is greater. This motion was carried.

c. Staffing Updates – Permission to Fill Open Wastewater Maintenance Person II Position – Mr. Blodgett stated the District has a temporary Wastewater Maintenance Person II position open due to the provisional appointment of Bradley Becken to Maintenance Supervisor. Daniel Nelson, currently working at the District as a Wastewater Maintenance Person, has applied and interviewed for the open Wastewater Maintenance Person II position. Mr. Blodgett requested Board authorization to appoint Daniel Nelson to the temporary Wastewater Maintenance Person II position.

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 appoint Daniel Nelson to the temporary Wastewater Maintenance Person II position. This motion was carried.

Permission to post for open Wastewater Maintenance Person position – Mr. Blodgett requested Board authorization to post the open temporary Wastewater Maintenance Person position created by the temporary promotion of Daniel Nelson to Wastewater Maintenance Person II.

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 Mr. Blodgett to post the open temporary Wastewater Maintenance Person position created by the temporary promotion of Daniel Nelson to Wastewater Maintenance Person II. This motion was carried.

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.
 - BOARD ACTION REQUESTED – None
4. 2022 O&M Project (GHD Project No. 630191)
 - Construction ongoing at East Canal Pump Station. Roof replacement work mostly complete. Valve replacement work ongoing.
 - BOARD ACTION REQUESTED – None
5. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - SCADA install completed. Finalizing Emergency Response Plan and HMI Program for the Filter Building.
 - BOARD ACTION REQUESTED – None
6. Interceptor Lining Project (GHD Project No. 630191)
 - Project ongoing.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Cambria 2023 I/I Request – Mr. Blodgett presented a letter from Commissioner Ellis outlining the Town of Cambria’s 2023 I/I project consisting of replacing deteriorated piping and manholes at Fair Village, formerly Lockport Air Force Station. The entire project has an estimated maximum cost of \$350,000.00.

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 approves the Town of Cambria’s 2023 I/I project consisting of replacing deteriorated piping and manholes at Fair Village, formerly Lockport Air Force Station, and the 2023 I/I program reimbursement of \$20,000.00. This motion was carried.

b. Town of Lewiston 2023 I/ I Request – Mr. Blodgett presented a request from the Town of Lewiston outlining their 2023 I/I Project of lining 6 sewer manholes for a total cost of \$19,478.25.

Upon motion duly made by Lee Wallace and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Lewiston request for reimbursement of \$19,478.25 for their 2023 I/I project of lining 6 sewer manholes. This motion was carried.

Adjournment:

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, the meeting adjourned at 4:38 p.m.