

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

Held on the 22nd day of February 2023

PRESENT Commissioner Mark C. Crocker, Chairman
Commissioner Don MacSwan, Vice-Chairman
Commissioner Lee Wallace
Commissioner Joel M. Maerten

EXCUSED: Commissioner Steve Broderick
Commissioner Wright H. Ellis
Joanne M. Teixeira, NCSD #1
Anthony J. Nemi, Niagara County Legislature
Teresa Misi, GHD Consulting Services

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Aaron Earsing, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, 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 Joel M. Maerten and seconded by Lee Wallace, it was resolved that the minutes of the January 25, 2023 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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
National Fuel	Shawnee Rd PS Natural Gas	168.35
National Fuel	Plant Natural Gas	7,299.46
National Grid	Plant Electric	9,893.57

National Grid	Shawnee Rd PS Electric	173.67
National Grid	Moyer Rd PS Electric	130.55
National Grid	East Canal Rd PS Electric	1,908.79
National Grid	Tonawanda Creek Rd PS Electric	841.20
National Grid	Townline Rd PS Electric	1,155.07
NYSEG	Rapids Rd PS Natural Gas & Electric	194.13
Verizon	Moyer Rd PS	34.20
Verizon	Rapids Rd PS	32.30
Verizon	Shawnee Rd PS	34.26
Verizon	Tonawanda Cr Rd PS	38.80
Verizon	East Canal Rd PS	34.29
Verizon	Plant	172.83
Frontier	Mapleton Rd PS Telephone Service	61.25
Alpha Analytical	Lab Analysis	1,185.37
Elevator Maintenance of Buffalo	Maintenance and Repair Pump Station Lifts	4,905.00
Cintas Corporation	Carpet Floor Protection	102.47
Cummins Inc.	Tonawanda Creek Rd PS Generator Repair	43,094.75
Dival Safety	Electrical Gloves Safety Testing	65.10
Earsing, Aaron	2023 Clothing Allowance	400.00
Empire Scale Corporation	Lab Scale Calibration	800.00
Evoqua	Lab Grade Water	651.86
GEA Mechanical Equipment	Westfalia Centrifuge Repair, Travel fees	10,592.43
GHD Consulting Services, Inc	Engineering Services #630191	19,632.01
GHD Consulting Services, Inc	Monthly Retainer	750.00
Fisher Scientific	Laboratory Supplies	781.78
Global Pak	Wet Well Bags	4,012.13
Hampton Inn	Ryan Williams Morrisville State College	384.00
Idexx Laboratories	Laboratory Supplies	805.02
JCI Jones Chemical Company	Sodium Hypochlorite Bleach - 3 deliveries	10,302.15
JP Industrial	Maintenance, Gloves, Tools	251.16
Kemira Water Solutions	Ferrous Chloride	2,764.14
Linde Gas	Maintenance Supplies, Gas Cylinders	166.28
Modern Corporation	Sludge Disposal	30,088.01
Modern Corporation	Weekly Disposal Service	258.09
Moley Magnetics	Annual Crain and Hoist Inspections	1,835.00
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
NYWEA	GBEC Conference Registration Fees	390.00
North Central Laboratories	Laboratory Supplies	188.07
NSI Solutions	Laboratory Supplies	1,639.00
Optimal Imaging	Office Supplies, Printer Toner	520.00

Outdoor Equipment	Welder Repairs, Maintenance	106.10
Riverside Chemical	Maintenance Supplies, Road Salt	1,099.70
S T C Construction	2020 and 2021 O&M Projects	28,974.07
Southworth Milton Cat	Generator Maintenance	8,357.53
Super Breakers	Maintenance, Electrical, 2 pole breakers	810.00
Superior Lubricants	Maintenance Supplies	235.00
UDIG NY, Inc	Sewer Portion Dig Safe	97.98
Vona, Andrew P.	Monthly Retainer, January	2,500.00
VWR Funding	Laboratory Supplies	462.92
WW Grainger	Maintenance Supplies	1,542.76
Williams, Ryan	Travel Expenses, Gas & Food, Morisville	239.93
TOTAL		203,322.53

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AC & DC Power Technologies	Pump Station UPS Batteries	374.51
AED Superstore, Allied 100 LLC	AED Supplies	221.95
Alpha Analytical	Laboratory Testing Services	70.00
Charter Communications	Internet Service	760.38
Core & Main (Lock City Supply)	Maintenance Supplies	133.70
Fisher Scientific	Laboratory Testing Supplies	227.00
Grainger	Maintenance Supplies	1,257.02
Guis Lumber	Maintenance Supplies	59.72
John's Motorshop	Vehicle Maintenance, Oil Changes, Inspection	77.80
Samson's Cleaning	Cleaning Service - 1/28, 2/4, 2/11 & 2/18/2023	280.00
Superior Lubricants	Maintenance Supplies	590.00
TECsmith Inc.	Annual Flow Meter Calibrations	1,800.00
Tolls by Mail	Travel Expense, Ryan Williams to Morrisville	40.65
Verizon	Telephone Service Townline Rd Pump Station	34.32
Verizon Wireless	Cell Phone Service	291.89
Vona, Andrew P.	Monthly Retainer, February	2,500.00
TOTAL		8,718.94

TOTAL FORWARDED	\$ 203,322.53
TOTAL APPROVED O&M	8,718.94
GRAND TOTAL APPROVED	\$ 212,041.47

This motion was carried.

Mr. Blodgett stated that due to the temporary absence of Joanne Teixeira, the January 2023 Financial Report is unavailable at this time and it will be provided as soon as it is available.

Communications:

There is nothing new to report this month.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Centrifuge Updates – Mr. Earsing stated the District has had a representative from Sentrimax to troubleshoot the Alfa Laval centrifuge and they believe the problems we have been experiencing since it was reinstalled after repairs are associated with a faulty O-ring issue. He also stated he is working with Sentrimax and Westfalia to obtain quotes for the repair of the Westfalia centrifuge.

Administrative Director's Report:

a. Emergency Repair Contract – Mr. Blodgett presented updated rates for the Emergency Repair Contract for the District including Milherst Construction, Inc., Mark Cerrone Inc., and CATCO which were all three approved last year as non-exclusive providers due to their different levels of service capabilities. Mr. Blodgett again recommended approving all three for emergency repairs, which would give the District the option to reach out to any one of the three companies for emergency repairs depending on the complexity and/or specialty of the project.

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. Blodgett's request to approve the updated rates for the Emergency Repair Contract for the District as quoted by Milherst Construction, Inc., Mark Cerrone Inc., and CATCO. This motion was carried.

b. 2023 Town I/I Projects – Mr. Blodgett reminded the Commissioners to submit their individual 2023 Town I/I Projects to the District as soon as possible for approval. He encouraged Commissioners to work with their town’s sewer departments or engineers to develop and submit projects.

c. 2023 Direct Billed Rates – Mr. Blodgett reviewed a memo to the Board dated February 17, 2023 that contained four options in which to establish rates to be used for 2023 direct billed customers. The District uses these rates to bill significant users on a monthly, quarterly, or annual basis. These rates are for industrial and/or commercial businesses that are direct-billed based on flow readings (customers not billed based on water usage or typical Equivalent Dwelling Units (EDU’s)). Mr. Blodgett recommended that the Board increase the current rate consistent with the increase of the 2022 US Inflation Rate. Mr. Blodgett requested Board approval to establish rates to be used for 2023 direct billed customers at an increase to the current rate consistent with the 2022 Average Annual US Inflation Rate @ 6.0% = \$4.83/thousand gallons.

Upon motion duly made by Joel M. Maerten and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to establish rates to be used for 2023 direct billed customers at an increase to the current rate consistent with the 2022 Average Annual US Inflation Rate @ 6.0% = \$4.83/thousand gallons. This motion was carried.

d. County IDA Project – Mr. Lannon reported the preliminary downstream capacity analysis for the District for the projected flows being proposed by the County for a County IDA business park in the Town of Cambria. He stated that the preliminary results are being reviewed with District staff and he would keep the Board updated as further information regarding the project details become available.

e. Staffing update – Mr. Blodgett stated two new Operator Trainees started this week and he is hopeful that in about 6 months they should be familiar with the plant operation and begin training and schooling for certification. He also announced Joanne Teixeira was planning to return to work effective March 1st.

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)
 - Submittal submissions and GHD reviews are currently ongoing between the two contractors (ACE and CIR).
 - BOARD ACTION REQUESTED – None
5. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - SCADA install completed. HMI screen development in progress. HMI hardware for filter building has been received. 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)
 - In the process of acquiring sewer maps for the entire District and identifying and prioritizing areas to be lined. Design underway.
 - BOARD ACTION REQUESTED – None
7. 2022 SPDES Annual Compliance Updates (GHD Project No. 630191)
 - MOM Annual Update Report complete. MMP Report in development.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

Town of Pendleton Connection - Fee Waiver – Commissioner Maerten addressed a letter from the Town of Pendleton regarding the Town's previously approved request to connect to the District's manhole #21-39 for the purposes of serving the expanding Town park facilities located on Campbell Boulevard and requested the District waive the core/tap fee which is normally charged to developers. Mr. Blodgett stated there is probably not a precedent set for a Town tapping into District infrastructure since our fee structures have been put into place, but he is in favor of allowing the fee waiver for Member Town projects. It was decided to table the vote until a meeting where most of the Commissioners would be present to discuss and vote.

Adjournment:

Upon motion duly made by Joel M. Maerten and seconded by Lee Wallace, the meeting adjourned at 4:20 p.m.