

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

Held on the 25th day of January 2023

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner Steve Broderick
Commissioner Wright H. Ellis
Commissioner Joel M. Maerten

EXCUSED: Commissioner Don MacSwan, Vice-Chairman
Commissioner Lee Wallace
Joanne M. Teixeira, NCSD #1
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services
Anthony J. Nemi, Liaison, Niagara County Legislature

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

Chairman Crocker called the meeting to order at 4:04 p.m.

Roll call was taken by Donna Cody.

The Pledge of Allegiance was recited.

Upon motion duly made by Steve Broderick and seconded by Joel M. Maerten, it was resolved that the minutes of the December 14, 2022 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, 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	377.91
National Fuel	Shawnee Rd PS Natural Gas	156.64

National Fuel	Townline Rd PS Natural Gas	204.63
National Fuel	Plant Natural Gas	8,329.33
National Grid	Plant Electric	9,962.73
National Grid	Shawnee Rd PS Electric	350.15
National Grid	Moyer Rd PS Electric	144.76
National Grid	East Canal Rd PS Electric	1,489.45
National Grid	Tonawanda Creek Rd PS Electric	1,701.28
National Grid	Townline Rd PS Electric	820.65
NOCO Energy	Diesel Fuel for Generators/Stations	7,532.73
NYSEG	Rapids Rd PS Natural Gas & Electric	646.78
Verizon	Moyer Rd PS	33.81
Verizon	Rapids Rd PS	64.33
Verizon	Townline Rd PS	33.91
Verizon	Tonawanda Cr Rd PS	38.57
Verizon	East Canal Rd PS	33.96
Verizon	Plant	170.84
Verizon	Telephone Service Shawnee PS	107.30
Frontier	Mapleton Rd PS	50.39
QLT	Tonawanda Cr Rd PS Telephone Rotary	13.35
Town of Wheatfield	Water Usage, Plant	1,030.95
Town of Wheatfield	Water, Pump Stations	220.85
Town of Pendleton	Water, Pump Stations	32.80
Verizon Wireless	Cellular Phones	583.68
Alpha Analytical	Lab Analysis	7,909.76
Bobcat of Buffalo	Equipment Maintenance	89.31
Cintas Corporation	Carpet Floor Protection	102.47
Dival Safety	Electrical Gloves Safety Testing	130.20
Evoqua	Lab Grade Water	766.01
GHD Consulting Services, Inc	SCADA Upgrade - Project #12576479	120.00
GHD Consulting Services, Inc	Engineering Services #630191	10,260.00
GHD Consulting Services, Inc	2022 O & M Project	10,032.25
GHD Consulting Services, Inc	Monthly Retainer	750.00
Guis Lumber	Maintenance Supplies	89.81
Fisher Scientific	Laboratory Supplies	1,796.22
Hach Company	Laboratory Supplies	26.78
Hampton Inn	Ryan Williams Morrisville State College	96.00
Home Depot	Maintenance Supplies	94.00
JCI Jones Chemical Company	Sodium Hypochlorite Bleach - 3 deliveries	28,866.24
Kemira Water Solutions	Ferrous Chloride	5,345.38
Linde Gas	Maintenance Supplies, Gas Cylinders	160.90
Masterman's LLP	Laboratory Supplies, Gloves	1,393.88

Modern Corporation	Sludge Disposal	34,313.57
Modern Corporation	Weekly Disposal Service	258.69
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
NY Department of Health	Miscellaneous Lab fees	953.32
NY Water Environment Assoc	Application for Erik Gallineau 3A Certification	150.00
NYDEC	SPDES MSGP fees	110.00
North Central Laboratories	Laboratory Supplies	174.17
NAPA Auto Parts	Maintenance Supplies	187.04
Staples	Office Supplies	383.03
Superior Lubricants	Maintenance Supplies	867.93
The Pump Doctor	Cathodic Testing Pump Stations	500.00
Tolls By Mail	Travel Expenses, Bill Grace and Erik Gallineau	35.31
Town of Lockport	2022 I/I Reimbursement	20,000.00
Town of Wheatfield	4th Quarter, Fuel Charges	2,090.29
UDIG NY, Inc	Sewer Portion Dig Safe	133.60
Vona, Andrew P.	Monthly Retainer (November & December)	5,000.00
WW Grainger	Maintenance Supplies	2,171.17
Water Environment Federation	Membership, Dan Flanders	125.00
Water Environment Federation	Membership, Tom Blodgett	210.00
Williams, Ryan	Travel Expenses, Gas	20.00

TOTAL

\$170,004.11

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet Services	762.54
Irth Solutions	Digging Notifications Annual Fee	1,249.13
National Fuel	Townline Road Pump Station Gas Usage	348.03
National Fuel	Shawnee Road Pump Station Gas Usage	196.90
Verizon	Townline Pump Station	34.90
Alpha Analytical	Laboratory Testing	73.10
Cummins Sales and Service	Shawnee Road Pump Station Generator Repairs	1,104.48
Elevator Maintenance of Buffalo	East Canal Lift Repairs	382.40
Fisher Scientific	Laboratory Supplies	538.96
McMaster Carr	Maintenance Repairs, Parts	252.06
Polydyne, Inc.	Polymer	19,136.00
Sampson Cleaning	Cleaning Services, 5 Weeks	350.00
Staples	Office Supplies	43.67
UT Dallas	Online Bulk Storage Recording System	100.00

TOTAL

\$ 24,572.17

TOTAL FORWARDED	\$ 170,004.11
TOTAL APPROVED O&M (2023 BUDGET)	<u>24,572.17</u>
GRAND TOTAL APPROVED	\$ 194,576.28

This motion was carried.

Mr. Blodgett stated that due to the temporary absence of Joanne Teixeira, the December 2022 Financial Report is unavailable at this time and it will be provided as soon as it is available.

Communications:

2023 Meeting Dates -- Mr. Blodgett presented commissioners with the schedule of 2023 meeting dates requesting Commissioners plan accordingly for the monthly District Administrative Board Meetings.

February Meeting Date – Mr. Blodgett acknowledged that the February meeting date conflicts with the annual Association of Towns conference being held in NY City. Commissioner Broderick was the only Commissioner present who indicated he would be attending the conference. By consensus it was determined to hold the February meeting as scheduled.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Centrifuge Conveyor Liner - OEM Purchase - Mr. Earsing reported the plant's centrifuge conveyor liner which transports solids from the centrifuge to the Modern Disposal luggers has been in operation since 2009, and needs to be replaced. He presented a quote from Koester for a new O.E.M. JDV wear liner for \$9,969.00, which does not include installation as the installation will be done by NCSD staff. Mr. Earsing requested Board approval to purchase the new O.E.M. centrifuge conveyor liner from Koester for \$9,969.00.

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 gives approval to Mr. Earsing to purchase a new O.E.M. centrifuge conveyor liner from Koester for \$9,969.00. This motion was carried.

b. Westfalia Centrifuge Emergency Repairs – Mr. Earsing stated the Administrative Board approved extensive rebuild work on the Alfa Laval centrifuge at the October 2022 meeting. He said that the centrifuge left on January 5th and soon thereafter the Westfalia centrifuge broke down, leaving the District without a working centrifuge and no way to process sludge for removal and disposal. He stated a technician from GEA Mechanical Equipment was contracted to make emergency evaluation and repairs. The technician disassembled the centrifuge on January 24 and reassembled it today. Mr. Earsing reported the technician identified many major issues with the Westfalia centrifuge including the rotating assembly and scroll need to be rebuilt and the bowl needs to be completely replaced. He stated the Westfalia centrifuge was installed in 2009 and last overhauled in 2016. He said with both centrifuges being out of service he was looking toward renting a centrifuge in the interim. He was quoted \$850.00 per day to rent a centrifuge and he estimated the District would require renting for approximately 40 days until the Alfa Laval centrifuge would be returned. The Board briefly discussed the options of repairing or replacing the Westfalia centrifuge due to it not being equivalent to the main Alfa Laval unit and the issues/performance we have had with it since it's installation. Mr. Blodgett stated obtaining another equal unit to the Alfa Laval would be considered for future capital project work, but due to the long term scope of that solution, the District needs to continue looking at repairs for the Westfalia unit to keep it functional as a backup. Commissioner Broderick suggested looking into federal grant monies which might be available to offset the costs. Mr. Blodgett said he would be in contact with Bob Lannon at GHD to discuss any potential grant funds. Mr. Earsing stated he would continue to evaluate options and bring more information to the February meeting.

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 Mr. Earsing's emergency request to rent a centrifuge for approximately 40 days at a not to exceed cost of \$50,000. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the payment of

\$10,866.40 to GEA Mechanical Equipment for emergency travel and fees to evaluate the Westfalia centrifuge. This motion was carried.

Administrative Director's Report:

a. 2023 District I/I Policies and Procedures - Mr. Blodgett stated that as a part of our annual Management, Operations and Maintenance Plan the District is required to review the current I/I policies and procedures for their effectiveness, including the allocation that each individual town receives \$20,000 towards their own I/I projects and the additional amount of \$100,000 toward District-wide larger projects. Mr. Blodgett recommended continuing the I/I Policies and Procedures for 2023 without any changes.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the 2023 District I/I Policies and Procedures the same as 2022. This motion was carried.

b. 2023 Guidelines for Procurement of Goods and Services - Mr. Blodgett presented the 2023 Guidelines for Procurement of Goods and Services and suggested that the District keep the policies and limits the same as was approved by the Board in 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 the 2023 Guidelines for Procurement of Goods and Services as presented. This motion was carried.

c. Niagara County DOH letter - NYS Covid Wastewater Monitoring Program -- Mr. Blodgett distributed a letter from the Niagara County Health Department, which was sent to all wastewater treatment facilities in Niagara County, requesting the District's participation in the New York State's Covid-19 Wastewater Surveillance Monitoring Program which is currently implemented at the Niagara Falls Water Board. He indicated participation would incur no direct costs to the District and our operators would simply prepare an additional sample to be sent for testing for the program. Mr. Blodgett stated he was willing to participate in the New York State Covid-19 Wastewater Surveillance Monitoring Program.

Upon motion duly made by Steve Broderick and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves participation in the New York State Covid-19 Wastewater Surveillance Monitoring Program. This motion was carried.

d. Operator Resignation – Mr. Blodgett presented a letter of resignation from Albert Whitehead IV indicating his last day of employment with the District would be December 30, 2022 and stated Al left for a position at the Village of Wilson wastewater facility as Chief Operator. Chairman Crocker mentioned the letter indicated the major reason for Al leaving was the current pay scale in comparison to other operator positions within Niagara County. He stated we regretfully accept the resignation of Albert Whitehead.

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 accepts with regret the resignation of Albert Whitehead IV, plant operator, effective December 30, 2022. This motion was carried.

e. Permission to Fill – 2 Open Operator Positions — Mr. Blodgett reported that interviews were recently conducted to fill the vacant operator trainee positions from the certified list from civil service. Mr. Blodgett requested Board authorization to hire Kris Ritchie and Paul Hockwater to fill the vacant Wastewater Operator Trainee positions.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to hire Kris Ritchie to fill the new Wastewater Operator Trainee position approved in the 2023 Budget. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to hire Paul Hockwater to fill the vacant Wastewater Operator Trainee position created by Al Whitehead's resignation. This motion was carried.

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)
 - Notice to proceed issues Dec 22, 2022. Pre-construction meeting held Jan 18, 2023. Awaiting submittals from contractors.
 - 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)
 - Kick-off meeting held in Dec 2022. In the process of acquiring sewer maps for the entire District and identifying and prioritizing areas to be lined.
 - BOARD ACTION REQUESTED – None
7. 2022 SPDES Annual Compliance Updates (GHD Project No. 630191)
 - MOM Annual Update Report in development.
 - 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 Wright H. Ellis, the meeting adjourned at 4:38 p.m.