

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

Held on the 26th day of July 2023

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner, Don MacSwan, Vice Chairman
Commissioner Steve Broderick
Commissioner Wright H. Ellis

EXCUSED: Commissioner Joel M. Maerten
Commissioner Lee Wallace

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Aaron Earsing, Chief Operator NCSD #1
Joanne 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
Carl A. Widmer, CPA, Drescher & Malecki

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 Steve Broderick, it was resolved that the minutes of the June 28, 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

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Frontier	Mapleton Rd PS	60.14
National Fuel	Plant	210.53
National Grid	Plant	9,829.06
National Grid	Tonawanda Creek Rd PS	631.37
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (May)	261.37
Niagara County Public Works	Elec Supply - Mapleton PS (June 2023)	83.70
Niagara County Public Works	Elec Supply - East Canal PS (June 2023)	596.28
Niagara County Public Works	Elec Supply - Moyer Lift (June 2023)	17.76
Niagara County Public Works	Elec Supply - Shawnee Rd (June 2023)	51.83
Niagara County Public Works	Elec Supply - Townline Rd (June 2023)	382.48
Niagara County Public Works	Elec Supply - Plant (June 2023)	14,133.73
QLT	Tonawanda Creek 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	172.00
U-DIG	Digging Notifications	106.62
Verizon	East Canal	33.90
Verizon	Moyer Lift PS	33.95
Verizon	Plant	171.31
Verizon	Rapids Rd PS	32.09
Verizon	Shawnee Rd PS	33.97
Verizon	Tonawanda Creek Rd PS	38.36
Alpha Analytic, Inc.	Lab Analysis	1,214.83
Amazon	Laboratory Supplies (Temperature Gauge)	210.95
American Contracting & Environmental Services, Inc.	2022 O&M Project	34,200.00
Evoqua	Lab Grade Water & Maint. Supplies	847.65
Fisher Scientific	Laboratory Supplies	352.66
GHD	2022 O&M Project	1,820.00
GHD	SCADA Upgrade - Project #12576479	10,027.50
GHD	Misc. Project Assistance & SCADA Support- Project #630191	9,444.75
GHD	Monthly Retainer	750.00
Greater Niagara Mechanical	Laboratory AC Repair	348.23
Hach	Maintenance Supplies	5,340.82
Home Depot	Maintenance Supplies	486.66
Independent Publishers	Training & Education	132.06

JCI Jones Chemical	Sodium Hypochlorite	10,744.98
John W. Danforth	Annual Fume Hood Certification	397.00
John's Motor & Transmission Shop	Trailer Inspection & Repair	101.32
Linde Gas & Equipment	Maintenance Supplies	166.28
LOE Trailer Sales of WNY	Brake Magnet for Trailer	32.00
Manufacturers Edge Inc	Submersible Non-Clog 4" Pump	4,316.88
Masterman's	Laboratory Supplies	925.15
Modern Corporation	Sludge/Dumpsters	54,880.74
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
O'Connell Electric	Motor Control Center Breaker rebuild (2 units)	10,438.00
Power-Flo Technologies, Inc.	Maintenance Supplies	511.58
Share Corporation	Maintenance Supplies	316.42
Sharp Labels & Printing	Business Cards for B. Becken	41.00
Staples	Office Supplies	113.80
Rexel	Electrical Supplies	14,733.08
WNY Occupational Medicine	New Hire Physical/Drug Testing	107.00
WW Grainger	Maintenance Supplies	1,956.97
TOTAL		\$ 192,065.66

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	143.10
Blair Supply Corp	Maintenance Supplies	9,764.01
Charter Communications	Internet Service	760.50
CintAs	Carpet Floor Protection	110.36
DiVal	Electrical Glove Testing	65.10
Fisher Scientific	Laboratory Supplies	79.20
John's Motor & Transmission Shop	2013 Ford F-350 & 2016 Ford Explorer Inspections	47.00
Kemira	Ferrous Chloride	2,791.26
Krohne	Maintenance Supplies	2,624.44
Masterman's	Laboratory Supplies	303.81
National Fuel	Shawnee Rd PS	23.01
National Fuel	Townline Rd PS	7.72
Nelson, Daniel	CDL Permit Reimbursement	139.50
Niagara Lock & Key Service, Inc.	Master locks (12)	214.80
Office of Water Programs	Wastewater Manuals Vol 1 & 2 (10)	1,000.00
Polydyne Inc.	Polymer	19,136.00

Rexel	Maintenance Supplies	673.41
Sampson	July 1, 8, 15, 22	280.00
Staples	Office Supplies	110.40
Town of Wheatfield	2nd Quarter Fuel Purchases	2,040.44
Verizon	Townline Rd PS	34.02
Verizon Wireless	Cellular Service	291.82
Vona, P. Andrew	Legal Retainer	2,500.00
TOTAL		\$ 43,139.90

TOTAL FORWARDED	\$ 192,065.66
TOTAL APPROVED	\$ 43,139.90
GRAND TOTAL APPROVED	\$ 235,205.56

This motion was carried.

Review of the June 2023 Financial Report showed an Operation and Maintenance balance of \$13,287,064.46.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Sewer District's June 2023 Financial Report be approved as presented. This motion was carried.

Communications:

a. Financial Statement and Audit Report – Drescher & Malecki – Chairman Crocker recognized Carl A. Widmer, CPA, from Drescher & Malecki who was present to provide an overview of the Sewer District No. 1 Fund Financial Statements and Audit Report for year ended December 31, 2022 to the Board. Mr. Widmer explained the Sewer District is a funded entity of the County and Drescher and Malecki are retained as a third party, independent entity to perform the County's Audits. He stated he was presenting the part of that audit that pertains to the Sewer District Fund. Mr. Widmer's review of the report reflects compliance with financial related legal requirements and the District's stable financial position, including an analysis of an appropriate fund balance given the type, age, and amount of infrastructure owned and operated by the District. He stated the District's increased surplus revenue is due to significant encumbrances from recent capital projects from previous years. Overall, the report

reflected no reportable findings. Mr. Widmer stated the final report would be submitted to the County by the end of the month.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Influent Flow Meters – Mr. Earsing presented three quotes obtained to replace two of the plant's four influent flow meters. He noted they were 15 years old and beginning to have performance issues. Mr. Earsing requested Board authorization to accept the low bid of \$27,628.00 from TecSmith to replace two influent flow meters at the main plant.

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 gives approval to Mr. Earsing to accept the low bid of \$27,628.00 from TecSmith to replace two influent flow meters at the main plant.

This motion was carried.

Administrative Director's Report:

a. 2024 Draft Budget – Mr. Blodgett stated he and Joanne Teixeira would continue to work on the 2024 Budget over the next few weeks and present a draft to the Board for review before the August Administrative Board Meeting and the final budget will need to be approved at the meeting so that it can be submitted to the County Budget Office in September.

b. August Meeting Date – Mr. Blodgett reminded Board members he will be out of town on August 23rd and by consensus the Board agreed to reschedule the meeting to August 30th.

c. Town I/I Projects – Mr. Blodgett reminded all of the Commissioners who have 2023 I/I Program projects in the works to submit their paperwork prior to the end of the year in order to receive Board approval for their individual Town's allocated \$20,000 reimbursable funds toward their projects for this calendar year.

d. Niacet Contract – Mr. Blodgett stated the current Niacet agreement expires in November and he expects to begin negotiations soon for a new 3-year contract for wastewater treatment services.

e. Sludge Hauling & Disposal – Mr. Blodgett stated Modern Disposal is requesting that the District consider accepting their leachate wastewater during wetter months when it is more dilute and meets parameters that would allow the plant to potentially accept their waste. He stated at this time, Modern's boron levels are too high to be accepted based on our Sewer Use Law and pretreatment program. He noted Modern has offered to extend the District's current Sludge Hauling & Disposal contract for 8 months for exploring options and feasibility of accepting leachate from Modern Disposal.

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 gives approval to accept Modern Disposal's offer to extend the District's current contract through May 2024 while the District explores the possibility of accepting leachate from Modern Disposal, contingent upon approval by the District's Attorney. This motion was carried.

f. Staff Update – Mr. Blodgett requested the Board adjourn to executive session to discuss personnel matters.

Upon motion duly made by Wright H. Ellis and seconded by Don MacSwan, it was resolved that the Board adjourn to executive session to discuss personnel matters. This motion was carried.

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

Mr. Blodgett stated the District had a Wastewater Treatment Plant Operator Trainee, Mr. Ian Kroening resign. Mr. Blodgett requested authorization to fill the vacant position with David Erb off the certified list of eligibles.

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

hire David Erb as a Wastewater Treatment Plant Operator Trainee to fill the vacancy. 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.
 - BOARD ACTION REQUESTED – None

Mr. Lannon stated he was requesting change orders for the 2022 O&M project. He explained CIR Electric contract budget was being reduced by \$47,639.00 and ACE needs an additional \$46,881.39 to their budget allocation to replace influent gate at East Canal Pump Station that was not part of the original contract bid.

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 gives approval to reduce the CIR Electric contract budget by \$47,639.00. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval to increase the ACE contract budget by \$46,881.39 to replace influent gate at East Canal Pump Station that was not part of the original contract bid. This motion was carried.

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:

Town of Lockport 2023 I/I Request – Mr. Blodgett presented a request from the Town of Lockport outlining their 2023 I/I project to perform repairs and lining of multiple areas within the Town of Lockport collection system. Total cost of the project is \$1.729M.

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 the Town of Lockport's request for reimbursement of \$20,000.00 for their 2023 I/I project to perform repairs and lining of multiple areas within the Town of Lockport collection system. Total cost of the project is \$1.729M. This motion was carried.

Adjournment:

Upon motion duly made by Steve Broderick and seconded by Don MacSwan the meeting adjourned at 4:55 p.m.