

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

Held on the 28th day of June 2023

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner Don MacSwan, Vice Chairman
Commissioner Steve Broderick
Commissioner Joel M. Maerten

EXCUSED: Commissioner Wright H. Ellis
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, 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 Steve Broderick and seconded by Joel M. Maerten, it was resolved that the minutes of the May 24, 2023 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	760.50
Frontier	Mapleton Rd PS	60.14
National Fuel	Plant	822.11
National Grid	East Canal	1,456.57

National Grid	Mapleton Rd PS	206.63
National Grid	Moyer Lift PS	95.78
National Grid	Plant	10,443.38
National Grid	Shawnee Rd PS	140.47
National Grid	Tonawanda Creek Rd PS	764.77
National Grid	Townline Rd PS	859.82
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (April)	365.77
Niagara County Public Works	Elec Supply - Mapleton PS (May 2023)	97.68
Niagara County Public Works	Elec Supply - East Canal PS (May 2023)	962.16
Niagara County Public Works	Elec Supply - Moyer Lift (May 2023)	40.00
Niagara County Public Works	Elec Supply - Shawnee Rd (May 2023)	74.07
Niagara County Public Works	Elec Supply - Townline Rd (May 2023)	565.53
Niagara County Public Works	Elec Supply - Plant (May 2023)	10,690.72
NYSEG	Rapids Rd PS (Natural Gas)	65.46
Town of Wheatfield Water	Plant	1,437.35
U-DIG	Digging Notifications	99.30
Verizon	East Canal	33.91
Verizon	Moyer Lift PS	33.83
Verizon	Plant	170.77
Verizon	Rapids Rd PS	32.09
Verizon	Shawnee Rd PS	33.86
Verizon	Tonawanda Creek Rd PS	38.34
Verizon	Townline Rd PS	33.88
Verizon Wireless	Cellular Phone	291.74
Alpha Analytic, Inc.	Lab Analysis	1,663.44
AAI	Maintenance Supplies	3,029.41
Blair Supply Corp	Maintenance Supplies	120.34
Bobcat of Buffalo	Maintenance Supplies	13.80
Buffalo Road Marking, Inc.	Parking lot sealing for the Plant and all pump stations	22,800.00
Cintas	Carpet Floor Protection	220.72
CIR Electrical Construction	2022 O&M Project	14,962.50
Dana Roetzer's Executive Landscap.	Weed Control Maintenance - Plant & Pump Stations	3,969.00
Evoqua	Lab Grade Water	589.50
Fisher Scientific	Laboratory Supplies	953.38
GHD	2022 O&M Project	2,969.51
GHD	2022 Sewer Wide I/I	9,000.00
GHD	SCADA Upgrade - Project #12576479	8,460.00
GHD	Misc. Project Assistance - Project #630191	1,570.00
Greater Niagara Mechanical	RTU Repairs	1,385.00

Gui's Lumber	Maintenance Supplies	3.38
H A Treichler & Sons, Inc.	Flowers for outside Admin Bldg. Flower Beds	54.68
JCI Jones Chemical	Sodium Hypochlorite	10,540.48
Kemira	Ferrous Chloride	8,233.53
Linde Gas & Equipment	Maintenance Supplies	160.91
Modern Corporation	Sludge/Dumpsters	43,971.54
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Vehicle Supplies/Maintenance	60.10
NYSDEC	Annual Air Pollution Control Regulatory Fee	160.00
Sherwin Williams	Paint Supplies	389.47
Staples	Office Supplies	32.14
Tolls by Mail	Toll/Travel Expense for class at Morrisville State College	35.70
Town of Wheatfield	Fuel for County Vehicles - 1st Quarter 2023	1,648.10
Tractor Supply	Maintenance Supplies	40.95
WW Grainger	Maintenance Supplies	2,306.93
TOTAL		\$ 170,181.14

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	70.00
DiVal	Electrical Glove Testing	130.20
National Fuel	Shawnee Rd PS	75.87
National Fuel	Townline Rd PS	30.09
National Grid	East Canal Rd PS	872.13
National Grid	Mapleton Rd PS	162.16
National Grid	Moyer Lift PS	47.44
National Grid	Shawnee Rd PS	118.31
National Grid	Townline Rd PS	475.48
Sampson	May 27, June 3, 10, 17, 24	350.00
Staples	Office Supplies	55.42
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	404.21
TOTAL		\$ 5,291.31

TOTAL FORWARDED	\$ 170,181.14
TOTAL APPROVED O&M	\$ <u>5,291.31</u>
GRAND TOTAL APPROVED	\$ 175,472.45

This motion was carried.

Review of the May 2023 Financial Report showed an Operation and Maintenance balance of \$13,903,540.11.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, it was resolved that the Sewer District's May 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. OEM purchase Centrifuge Controls Upgrade – Mr. Earsing presented an OEM quote from Alfa Laval for the plant's centrifuge control panel upgrade. He is requesting authorization to purchase OEM Alfa Laval centrifuge decanter system controls upgrades for \$72,480.65.

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. Earsing's request to purchase OEM Alfa Laval centrifuge decanter system controls upgrades for \$72,480.65. This motion was carried.

b. OEM Purchase Probe for Turbidity Meter – Mr. Earsing stated the plant needs to replace a submersible turbidity meter and presented an OEM quote from HACH. Mr. Earsing requested authorization to purchase an OEM probe for the turbidity meter from HACH for \$5,340.82.

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 Mr. Earsing's request to purchase an OEM probe for the turbidity meter from HACH for \$5,340.82. This motion was carried.

c. Influent Building 4” Solids Handling Sump Pump – Mr. Earsing stated he obtained three quotes to replace a submersible pump in the influent building. He requested authorization to purchase a 4” solids handling sump pump for the influent building from Manufacturers Edge for \$4,316.88.

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. Earsing’s request to purchase a 4” solids handling sump pump for the influent building from Manufacturers Edge for \$4,316.88. This motion was carried.

Administrative Directors Report:

a. 2022 Audit Schedule- Drescher & Malecki – Mr. Blodgett reported representatives from Drescher & Malecki will be available at the July Administrative Board Meeting to address the annual audit report. A draft of the report and presentation highlights will be forwarded to the Board prior to the July meeting.

b. Sodium Hypochlorite bids – Mr. Blodgett stated Mr. Earsing requested and received 6 month price quotes for sodium hypochlorite and presented the quotes from Bison Laboratories, Inc. and JCI Jones Chemicals, Inc. Mr. Blodgett requested Board authorization to contract with the lowest quote from JCI Jones Chemicals, Inc. to purchase sodium hypochlorite for \$2.22/gal plus delivery charge through 12/31/2023.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved to approve Mr. Blodgett’s request to contract with JCI Jones Chemicals, Inc. to purchase sodium hypochlorite for \$2.22/gal plus delivery charge through 12/31/2023. This motion was carried.

c. Authorize Sludge Bidding – Mr. Blodgett stated the 3-year current contract with Modern Disposal, Inc. expires on September 30, 2023. Mr. Blodgett requested Board authorization to prepare the specifications and advertisement for bid for a new contract.

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 authorizes the Administrative Director to obtain bids for a new Sludge Hauling and Disposal Contract. This motion was carried.

d. August Board Meeting Date – Mr. Blodgett stated he will be out of town for the regularly scheduled Board meeting in August and suggested moving the meeting to Wednesday, August 30th. He noted that August is budget approval month. Commissioner MacSwan noted he would not be available for either date and Commissioner Maerten stated he was unavailable for Wednesday the 16th or the 23rd. Mr. Blodgett stated a final decision will be discussed and approved at the July meeting.

e. Personnel Items – Permission to fill Maintenance Supervisor position – Mr. Blodgett requested authorization to fill the vacant Maintenance Supervisor position with Bradley Becken who is currently employed as Wastewater Maintenance Person II with the District.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Administrative Director to fill the vacant Maintenance Supervisor position with Bradley Becken. This motion was carried.

Permission to Fill Operator Trainee Position – Mr. Blodgett explained the District had an employee who did not pass a certification exam as required by the civil service job specifications and unfortunately, employment was terminated. Mr. Blodgett requested authorization to fill the vacant position with Eric Lyons.

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 Mr. Blodgett's request to hire Eric Lyons as a Wastewater Treatment Plant Operator Trainee to fill the vacancy. This motion was carried.

General Staff Update/concerns - Mr. Blodgett requested the Board adjourn to executive session to discuss personnel matters.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved that the Board adjourn to executive session to discuss personnel matters. This motion was carried.

Upon motion duly made by Joel M. Maerten 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.

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 started at East Canal Pump Station.
 - 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)
 - Contracts executed. Pre-construction meeting to be scheduled.
 - BOARD ACTION REQUESTED – None

7. Disinfection Feasibility Study
 - Developing proposal/scoping
 - BOARD ACTION REQUESTED - None

Attorney's Report:

Mr. Vona stated he had reviewed and signed the District's 2023 Manhole Lining Project documents and the proposal is ready for execution.

New Business:

Town of Niagara 2023 I/I Project Request – Mr. Blodgett presented a request from the Town of Niagara outlining their 2023 I/I Project to repair 9 sewer manholes and sanitary sewer laterals for a total cost of \$19,976.45.

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 Town of Niagara request for reimbursement of \$19,976.45 for their 2023 I/I project to repair 9 sewer manholes and sanitary sewer laterals. This motion was carried.

Adjournment:

Upon motion duly made Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:53 p.m.