

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

Held on the 24th day of May 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 M. Teixeira, NCSD #1
Anthony J. Nemi, Liaison, Niagara County Legislature
P. Andrew Vona, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Crocker called the meeting to order at 4:01 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 Don MacSwan, it was resolved that the minutes of the April 26, 2023 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis, 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	3,073.68
National Grid	East Canal	1,918.55

National Grid	Mapleton Rd PS	224.92
National Grid	Moyer Lift PS	130.58
National Grid	Plant	12,401.95
National Grid	Shawnee Rd PS	175.64
National Grid	Tonawanda Creek Rd PS	841.20
National Grid	Townline Rd PS	1,257.34
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (March)	530.22
Niagara County Public Works	Elec Supply - Mapleton PS (April 2023)	115.52
Niagara County Public Works	Elec Supply - East Canal PS (April 2023)	1,064.33
Niagara County Public Works	Elec Supply - Moyer Lift (April 2023)	47.58
Niagara County Public Works	Elec Supply - Shawnee Rd (April 2023)	73.48
Niagara County Public Works	Elec Supply - Townline Rd (April 2023)	640.46
Niagara County Public Works	Elec Supply - Plant (April 2023)	12,211.89
Niagara County Public Works	Elec Supply - Rapids Rd PS (March & April 2023)	437.31
U-DIG	Digging Notifications	127.44
Verizon	East Canal	33.99
Verizon	Moyer Lift PS	33.81
Verizon	Plant	172.20
Verizon	Rapids Rd PS	32.04
Verizon	Shawnee Rd PS	33.89
Verizon	Tonawanda Creek Rd PS	38.38
Verizon Wireless	Cellular Phone	291.71
Alpha Analytic, Inc.	Lab Analysis	283.10
AAI	Maintenance Supplies	4,648.32
American Contracting & Environmental Services, Inc.	2022 O&M Project	4,487.33
Bobcat of Buffalo	Skidsteer Repair	320.00
Chudy Paper	Towels & Toilet Paper	573.52
Cintas	Carpet Floor Protection	102.47
Evoqua	Lab Grade Water	238.37
Federal Express	Overnight Lab Samples	374.67
Ferguson Enterprises (Pollardwater)	Maintenance Supplies	769.00
Fisher Scientific	Laboratory Supplies	875.27
Forbest Products	Maintenance Supplies	825.00
GHD	2022 O&M Project	2,520.00
GHD	2022 Sewer Wide I/I	15,000.00
GHD	SCADA Upgrade - Project #12576479	600.00
GHD	Misc. Project Assistance - Project #630191	3,308.00
GHD	Monthly Retainer	750.00
GHD	2022 SPDES Annual Compliance Updates	3,925.00

Greater Niagara Gazette	2023 Sanitary Sewer Systems Improvement (CIPP Lining & Manhole rehab Project)	344.00
Greater Niagara Mechanical	Semi Annual HVAC Preventative Maintenance	699.00
Gui's Lumber	Maintenance Supplies	76.56
Hampton Inn	Basic Operation classes at Morrisville State College for Shannon Ian Kroening	480.00
Harbor Freight	Maintenance Supplies	99.92
Idexx	Laboratory Supplies	714.62
John's Motor & Transmission Shop	2013 Ford F-350 Repairs	21.00
Kemira	Ferrous Chloride	5,298.06
Kroening, Shannon Ian	Reimbursement for expenses for Basic Operation Classes at Morrisville State College	661.00
Land Pro Equipment	John Deere Gator / Maintenance Supplies	26,819.73
Linde Gas & Equipment	Maintenance Supplies	166.28
Metal Supermarkets	Maintenance Supplies	367.26
Modern Corporation	Sludge/Dumpsters	34,119.71
Motion Ai	Freight Charge/Air Drop Cost	66.78
Musial, Eugene (Ryan's Exterminating)	Spray Filter Building	160.00
Napa Auto Parts	Vehicle Supplies/Maintenance	242.48
NSI Lab Solutions	Laboratory Supplies	1,906.00
Rexel	Electrical Supplies	1,644.86
Ritchie, Kristopher	2023 Clothing Allowance	328.24
Sampson Cleaning Service	March 26, April 2, 9, 16 23	350.00
Staples	Office Supplies	78.89
Superbreakers	Circuit Breaker	669.62
Superior Lubricants	Grease/Oil	1,047.75
Tractor Supply	Maintenance Supplies	272.52
WW Grainger	Maintenance Supplies	1,167.07
TOTAL		\$ 153,369.65

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AAI Power Flo	Freight & Handling for Maint. Supplies	41.41
Charter Communications	Internet Service	760.50
Dana Roetzer's Executive Landscap.	Spraying - weed control	2,768.50
Environmental Resource Associates	Laboratory Supplies	199.83
Evoqua	Lab Grade Water & Lab Supplies	1,385.41
Fisher Scientific	Laboratory Supplies	1,451.55
Flanders, Daniel	Reimbursement for Continuing Education Class	200.00

GP Jager, Inc.	Maintenance Supplies	12,127.11
Gui's Lumber	Maintenance Supplies	44.57
Hach	Laboratory Supplies	51.38
Hampton Inn	Basic Operation classes at Morrisville State College for Shannon Ian Kroening	480.00
National Fuel	Shawnee Rd PS	57.36
National Fuel	Townline Rd PS	20.85
Nelson, Daniel	2023 Clothing Allowance	400.00
North Central Laboratories	Laboratory Supplies	740.22
NYSDEC	Waste Transporter Fee	500.00
QLT	Townline Rd PS	13.35
Sampson	April 29, May 6, 13, 20	280.00
Town of Pendleton Water	East Canal Rd PS	30.10
Town of Pendleton Water	Tonawanda Creek Rd PS	19.00
Verizon	Townline Rd PS	33.91
Vona, P. Andrew	Legal Retainer	2,500.00
TOTAL		\$ 24,105.05

TOTAL FORWARDED	\$ 153,369.65
TOTAL APPROVED O&M	\$ <u>24,105.05</u>
GRAND TOTAL APPROVED	\$ <u>177,474.70</u>

This motion was carried.

Review of the April 2023 Financial Report showed an Operation and Maintenance balance of \$10,689,665.25.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved that the Sewer District's April 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. Blacktop Sealing & Crack Filling – Main Plant and Seven Pump Stations – Mr. Earsing provided three quotes for driveway sealing and requested authorization to accept the lowest quote from Buffalo Road Marking, Inc. at the cost of \$22,800.00.

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 authorizes Mr. Earsing to accept the lowest quote from Buffalo Road Marking, Inc. at the cost of \$22,800.00 to seal the plant and pump stations driveways. This motion carried.

b. OEM Purchase - Alfa Laval Centrifuge Controls Upgrade – Mr. Earsing stated this item is being tabled to the June meeting due to not having final quote information available at this time.

Administrative Director's Report:

a. Conference Room Chairs – Mr. Blodgett stated he was pleased to note that instead of an update on the status of replacing the 1970's conference room chairs that had reached the end of their useful life, Commissioners were actually sitting in the comfort of the new replacement chairs. He requested a motion to declare the old conference room chairs as surplus and authorize the District to dispose of them as they see fit.

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 declare the old Conference Room chairs as surplus and authorize the District to dispose of them as they see fit. This motion carried.

b. Investment – Fund Balance – Mr. Blodgett noted Commissioner Broderick had previously inquired about whether the District is actively investing the fund balance the District carries with the County. He stated he was recently informed \$4 million of the District's fund balance is currently being invested in a Treasury bond yielding approximately 5% interest which will be added to the Sewer District funds.

c. 2024 Budget Schedule – Mr. Blodgett reported that the 2024 Budget process is already upon us and that a tentative Budget will be presented to the Commissioners in July, and then the final tentative budget for Board approval in August for presentation to the Niagara County Budget Office in September.

d. Staffing Update – Commissioner Broderick asked if the District is struggling to hire summer help this year as they did last year. Mr. Blodgett reminded Commissioners the District received authorization to eliminate temporary summer help and add one full time maintenance position as part of the approved 2023 budget. Mr. Blodgett requested the Board adjourn to executive session to discuss personnel matters.

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

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Board authorizes Mr. Blodgett to hire Andrew Carl to fill the newly created Wastewater Maintenance Person position. 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)
 - Working through submittals and RFIs. Progress meeting held April 21.
 - BOARD ACTION REQUESTED – None

5. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - SCADA install completed. Site visit conducted first week of May.
 - BOARD ACTION REQUESTED – None

6. Interceptor Lining Project (GHD Project No. 630191)
 - Bids opened on May 18th.
 - BOARD ACTION REQUESTED – **Consider/award contract**

Mr. Lannon reported the District received three bids for the 2023 O&M project of CIPP Lining and Manhole Rehabilitation general contract. He requested Board authorization to award the bid contract to Kenyon Pipeline Inspection, LLC, the lowest bidder, for \$574,900.00.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Lannon to award the bid contract to Kenyon Pipeline Inspection, LLC, the lowest bidder, for \$574,900.00. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Don MacSwan, it was resolved that the District authorize the Chairman to sign and execute the agreement contingent upon the availability of project funding and review by the District's legal counsel. 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 authorizes a line item transfer from the 2023 budget of \$100,000.00 from the 2023 I/I project to the District O&M project to insure adequate funding for the entire project. This motion was carried.

7. Disinfection Feasibility Study
 - Developing proposal/scoping

- 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 Don MacSwan and seconded by Wright H. Ellis, the meeting adjourned at 4:48 p.m.