

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

Held on the 15th day of November 2023

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

EXCUSED: Commissioner Lee Wallace
P. Andrew Vona, NCSD #1 Attorney

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
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Crocker called the meeting to order at 3:56 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 October 25, 2023 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis 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	60.63
National Fuel	Plant	501.11

National Grid	East Canal	974.26
National Grid	Mapleton Rd PS	171.01
National Grid	Moyer Lift PS	53.26
National Grid	Plant	10,452.61
National Grid	Shawnee Rd PS	121.24
National Grid	Tonawanda Creek Rd PS	720.06
National Grid	Townline Rd PS	459.26
NYSDEC	SPDES MSGP Fees	110.00
U-DIG	Digging Notifications	99.30
Verizon	East Canal	36.71
Verizon	Plant	185.77
Verizon	Tonawanda Creek Rd PS	41.20
Alpha Analytic, Inc.	Lab Analysis	1,091.24
American Contracting & Environmental Services, Inc.	2022 O&M Project	298,647.78
Buffalo Tractor Trailer Institute	CDL-B Training for Daniel Nelson	3,000.00
Cintas	Carpet Floor Protection	110.36
CIR Electrical Construction	2022 O&M Project	57,129.20
Core & Main	Maintenance Supplies	43.90
Dana Roetzer's Executive Landscaping	Maple Tree Maintenance (2)	986.00
Federal Express	Overnight Shipping	73.22
Fisher Scientific	Laboratory Supplies	239.04
GHD	Misc. Project Assistance & SCADA Support (Project #630191)	2,282.00
GHD	2022 O&M Project	39,213.85
GHD	Sewer Wide I/I	10,530.00
Greater Niagara Mechanical	HVAC Repair	274.00
Koester	Maintenance Supplies	152.88
Krohne Inc.	Maintenance Supplies	655.82
Linde Gas & Equipment	Maintenance Supplies	198.86
Modern Corporation	Sludge/Dumpsters	34,327.02
Noco Energy Corp	Pick up & removal of used oil	125.00
NYWEA	T. Blodgett Continuing Education Class	60.00
Pesaresi, Peter	2023 Clothing Allowance	400.00
Polydyne Inc	Polymer	19,136.00
Rochester Midland	Sanor Restroom Services (11/2/23-10/31/24)	950.40
Sentrimax	Westfalia Centrifuge Repair	57,735.16
Sharp Labels & Printing	Post Cards for Mailing	64.00
Southworth Milton Inc.	Generator Repair	1,898.55

Staples	Office Supplies	32.07
WW Grainger	Maintenance Supplies	839.69
WellNow	New Hire Physical/Drug Testing	147.00
Wendt's Propane	Propane	196.50
Williams, Ryan	2023 Clothing Allowance	400.00

TOTAL

\$ 544,925.96

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytical	Lab Analysis	832.22
ARG Industrial	Maintenance Supplies - retaining rings & expansion joints	2,287.56
Core & Main	Magnetic Manhole Lifter	1,139.13
Evoqua	Lab Grade Water	759.03
Greater Niagara Gazette	Bleach Bid Advertising	111.80
Masterman's	Laboratory Supplies	1,172.09
Modern Corporation	Recycling	40.29
Kenyon Pipeline Inspection, LLC	2023 Sanitary Sewer Improvements	201,889.25
R.M. Headlee	Maintenance Supplies	2,286.74
Sampson	Cleaning Services (Oct. 28, November 4, 11)	210.00
Verizon	Moyer Lift PS	35.89
Verizon	Shawnee Rd PS	35.94
Vona, P. Andrew	Legal Retainer	2,500.00
Wendt's Propane & Oil	Propane	75.49

TOTAL

\$ 213,375.43

TOTAL FORWARDED

\$ 544,925.96

TOTAL APPROVED O&M

\$ 213,375.43

GRAND TOTAL APPROVED

\$ 758,301.39

This motion was carried.

Review of the October 2023 Financial Report showed an Operation and Maintenance balance of \$11,631,542.83

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Sewer District's October 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 Report:

a. OEM Repairs to the S850 Bobcat Skidsteer – Mr. Earsing stated the 6 year old Bobcat Skidsteer is experiencing emissions issues and is currently at Bobcat of Buffalo for the repair estimate. Mr. Earsing requested authorization to accept the repair quote from Upstate Equipment/Bobcat of Buffalo to repair the S850 Bobcat Skidsteer at a cost of \$6,103.45.

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. Earsing's request to accept the repair quote from Upstate Equipment/Bobcat of Buffalo to repair the S850 Bobcat Skidsteer at a cost of \$6,103.45. This motion was carried.

Administrative Director's Report:

a. 2024 Budget and 2024 Final Tax Computation Schedule - Mr. Blodgett reported that the County Legislature will have the final 2024 Budget vote on Tuesday, December 12, 2023. He stated if there were any modifications between now and the budget vote, there would be changes made between budget lines, keeping the total budgeted amount as presented. He also reported that the final 2023 Tax Computation schedule is complete and was distributed to the Board for their information.

b. Public Hearing Regarding Sewer District Assessment - Mr. Blodgett reported that the public hearing regarding the Budget and Sewer District Assessment for 2024 will be held at the Niagara County Legislature meeting on December 5, 2023.

c. December Meeting – Mr. Blodgett reminded the Administrative Board that due to the Christmas holiday, the next board meeting will be held on December 20, 2023.

d. Vacant Operator Trainee Position – Mr. Blodgett stated interviews are still being conducted and he is hoping to bring a recommendation to the Board at the December meeting to fill the last staff vacancy.

Engineer's 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 November. Target to finalize list of projects in January.
 - BOARD ACTION REQUESTED – None
3. 2020/2021 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)
 - 2021 Project – pursuing contractor completion of minor punch list.
 - BOARD ACTION REQUESTED – None
4. 2022 O&M Project (GHD Project No. 630191)
 - Construction ongoing at East Canal Pump Station.
 - BOARD ACTION REQUESTED – None
5. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - Progress and Coordination Meeting scheduled for November 15th.
 - 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:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, the meeting adjourned at 4:11 p.m.