

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

Held on the 25th day of October 2023 at the Water Pollution Control Center

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

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
Donna Cody, NCSD #1  
Joanne M. Teixeira, NCSD #1  
P. Andrew Vona, NCSD #1 Attorney  
Robert P. Lannon, GHD Consulting Services

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 Joel M. Maerten and seconded by Don MacSwan, it was resolved that the minutes of the August 30, 2023 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten, it was resolved that the following vouchers be paid from their respective accounts:

**OCTOBER - FORWARDED**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Frontier	Mapleton Rd PS	60.15
National Fuel	Plant	57.49
National Grid	Plant	9,775.92
National Grid	Tonawanda Creek Rd PS	678.55
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (August)	306.60

Niagara County Public Works	Elec Supply - Mapleton PS (September 2023)	97.14
Niagara County Public Works	Elec Supply - East Canal PS (September 2023)	655.64
Niagara County Public Works	Elec Supply - Moyer Lift (September 2023)	27.03
Niagara County Public Works	Elec Supply - Shawnee Rd (September 2023)	64.24
Niagara County Public Works	Elec Supply - Townline Rd (September 2023)	464.03
Niagara County Public Works	Elec Supply - Plant (September 2023)	14,154.62
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	129.70
U-DIG	Digging Notifications	117.94
Verizon	East Canal	34.21
Verizon	Moyer Lift PS	36.06
Verizon	Plant	173.08
Verizon	Rapids Rd PS	32.39
Verizon	Shawnee Rd PS	36.10
Verizon	Tonawanda Creek Rd PS	38.44
Alpha Analytic, Inc.	Lab Analysis	248.70
CDW-G	Printer & Monitor for SCADA	505.82
Chudy Paper	Towels & Toilet Paper	379.38
Cintas	Carpet Floor Protection	110.36
Cummins Sales & Service	Semi-Annual Maintenance of the emergency generators at E. Canal, Rapids Rd, Shawnee & Ton. Creek Rd, P.S	4,475.00
Cyncon	Vac Truck Supplies	364.08
Evoqua	Lab Grade Water & Maint. Supplies	647.90
Fisher Scientific	Laboratory Supplies	1,179.96
GHD	2022 O&M Project	16,130.00
GHD	Monthly Retainer (2 months)	1,500.00
GHD	Sewer Wide I/I	4,283.00
Greater Niagara Mechanical	Preventative HVAC Maint. Service & Lab A/C Repair	2,562.14
Hach	Controller for All Weather Refrigerated Sampler & Laboratory Supplies	4,404.68
Herc Rentals	Equipment Rental	1,263.03
Irr Supply Centers	Maintenance Supplies	20.73
Kemira	Ferrous chloride	3,661.13
Kistner Concrete Products	Maintenance Supplies	443.00
Knaebe, Egon	2023 Clothing Allowance	400.00

Linde Gas & Equipment	Maintenance Supplies	201.98
Martech (Safety, Inc.)	Gas Detectors (3) Calibration Service	350.00
Masterman's	Laboratory Supplies	774.60
Modern Corporation	Sludge/Dumpsters	34,944.22
Napa Auto Parts	Vehicle Supplies/Maintenance	128.75
Power-Flo Technologies, Inc.	Maintenance Supplies	786.78
Schwaab Inc.	Date Stampers (2)	170.49
Superior Lubricants	Grease/Oil	293.00
Town of Niagara	2023 I/I Reimbursement	19,976.45
Town of Wheatfield Water	Fuel for County Vehicles - 3rd Qtr. 2023	2,215.63
WB Mason	Lateral Files for Operations	1,105.58
WW Grainger	Maintenance Supplies	691.25
Watson Marlow	Maintenance Supplies	960.92
Wolf Creek Portable Piping Products	Maintenance Supplies	2,715.20
<b>TOTAL</b>		<b>\$ 134,899.99</b>

**TO BE PAID - OCTOBER**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Charter Communications	Laboratory Analysis	768.10
JCI Jones Chemical	Sodium Hypochlorite	9,445.85
Kemira	Ferrous Chloride	2,591.67
National Fuel	Shawnee Rd PS	22.11
National Fuel	Townline Rd PS	18.90
NYSEG	Rapids Rd PS	351.00
Sampson	Cleaning Services (Sept. 16, 23, 30, Oct. 7, 14, 21)	420.00
Staples	Office Supplies	382.24
United States Postal Service	Stamps (postcard and forever stamps)	417.00
Verizon	Townline Rd P.S.	36.43
Verizon Wireless	Cellular Phone/Data	291.99
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	55.25
<b>TOTAL</b>		<b>\$ 17,300.54</b>

<b>TOTAL FORWARDED - OCTOBER</b>	<b>\$ 134,899.99</b>
<b>TOTAL APPROVED O&amp;M - OCTOBER</b>	<b>\$ <u>17,300.54</u></b>
<b>GRAND TOTAL APPROVED - OCTOBER</b>	<b>\$ 152,200.53</b>

This motion was carried.

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED - SEPTEMBER**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Charter Communications	Internet Service	768.10
National Fuel	Plant	32.48
National Fuel	Shawnee Rd PS	23.93
National Fuel	Townline Rd PS	18.90
National Grid	Plant	10,455.39
National Grid	Tonawanda Creek Rd PS	925.01
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (July)	342.99
Niagara County Public Works	Elec Supply - Mapleton PS (August 2023)	135.71
Niagara County Public Works	Elec Supply - East Canal PS (August 2023)	907.20
Niagara County Public Works	Elec Supply - Moyer Lift (August 2023)	41.16
Niagara County Public Works	Elec Supply - Shawnee Rd (August 2023)	88.93
Niagara County Public Works	Elec Supply - Townline Rd (August 2023)	689.94
Niagara County Public Works	Elec Supply - Plant (August 2023)	16,464.10
Niagara County Public Works	Elec Supply - Rapids Rd (July & August 2023)	310.33
Town of Wheatfield Water	Plant	1,655.15
U-DIG	Digging Notifications	119.42
Verizon	East Canal	34.07
Verizon	Moyer Lift PS	33.94
Verizon	Plant	174.15
Verizon	Rapids Rd PS	32.06
Verizon	Shawnee Rd PS	33.99
Verizon	Tonawanda Creek Rd PS	38.49
Verizon	Townline Rd PS	34.01
Verizon Wireless	Cellular Phones	291.74
Alpha Analytic, Inc.	Lab Analysis	480.27
American Contracting & Environmental Services, Inc.	2022 O&M Project	114,009.50
Becken, Bradley	Reimbursement for DOT Physical (CDL License)	95.00
Cintas	Carpet Floor Protection	110.36
Coorstek Inc.	Laboratory Supplies	461.69
Empire Scale Corporation	Calibration of Chart Recorder	728.75
Evoqua	Lab Grade Water & Maint. Supplies	757.44
Ferguson Enterprises (Pollardwater)	Maintenance Supplies	242.00
Find It Parts	Accelerometer for Westfalia Centrifuge	1,040.98

GHD	2022 Sewer Wide I/I	5,355.00
GHD	Monthly Retainer	750.00
Home Depot	Maintenance Supplies	182.96
JCI Jones Chemical	Sodium Hypochlorite	10,477.22
Kemira	Ferrous chloride	2,784.19
L&S Metals, Inc.	ACME Shaft	1,550.00
Linde Gas & Equipment	Maintenance Supplies	44.84
Lyons, Eric	2023 Clothing Allowance Prorated	166.65
Modern Corporation	Sludge/Dumpsters	46,674.46
Morrisville State College	Basic Operations of Wastewater Treatment Plants for Kris Ritchie & Paul Hockwater	1,950.00
Napa Auto Parts	Vehicle Supplies/Maintenance	1,109.56
Outdoor Equipment Dist	Maintenance Supplies	132.97
Pepperl Fuchs	Inductive Sensor for the Westfalia Centrifuge	293.83
Power-Flo Technologies, Inc.	Motor Repair	1,567.00
Rexel	Electrical Supplies	5,398.85
Shortys HVAC Supplies	Carrier Condenser fan motor for Lab A/C Unit	342.00
Southworth Milton, Inc.	Plant Generator Repairs	1,451.29
Staples	Office Supplies	140.45
TECsmith, Inc.	Flow Monitoring Equipment	28,250.64
WellNow	New Hire Physical/Drug Testing	147.00
WW Grainger	Maintenance Supplies	1,463.25

**TOTAL**

**\$ 261,809.34**

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Alpha Analytical	Laboratory Analysis	2,174.32
Fisher Scientific	Laboratory Analysis	1,731.67
Fisher Scientific	Laboratory Analysis	260.41
Global-Pak	Screening Bags	1,859.35
Idexx	Laboratory Supplies	1,048.77
Kemira	Ferrous Chloride	5,340.59
National Grid	East Canal P.S.	959.17
National Grid	Mapleton Rd P.S.	157.64
National Grid	Moyer Lift P.S.	57.13
National Grid	Shawnee Rd P.S.	117.60
National Grid	Townline Rd P.S.	463.56
NYSEG	Rapids Rd PS	41.43
Sharp Printing	Sewer District Envelopes	105.00
Superior Lubricants	Maintenance Supplies	36.00

Vona, P. Andrew	Legal Retainer	2,500.00
VWR International, LLC	Laboratory Supplies	276.81
Walker Process Equipment (McNish Corporation)	Maintenance Supplies	369.45
<b>TOTAL</b>		<b>\$ 17,498.90</b>

<b>TOTAL FORWARDED -SEPTEMBER</b>	<b>\$ 261,809.34</b>
<b>TOTAL APPROVED O&amp;M - SEPTEMBER</b>	<b>\$ <u>17,498.90</u></b>
<b>GRAND TOTAL APPROVED – SEPTEMBER</b>	<b>\$ <u>279,308.24</u></b>

This motion was carried.

Review of the August 2023 Financial Report showed an Operation and Maintenance balance of \$12,297,600.69.

Review of the September 2023 Financial Report showed an Operation and Maintenance balance of \$11,874,619.72.

Upon motion duly made by Steve Broderick and seconded by Joel M. Maerten, it was resolved that the Sewer District's August and September 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. Submersible Pump Plant Tank Maintenance – Mr. Blodgett stated the maintenance department uses large submersible pumps when plant process tanks such as the chlorine contact and aeration tanks are emptied for cleaning. He presented three quotes and requested approval to purchase a 4" submersible pump from Xylem, the lowest bidder, for \$13,367.00.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved to approve Mr. Blodgett's request to purchase a 4" submersible pump from Xylem, the lowest bidder, for \$13,367.00. This motion was carried.

b. OEM Purchase – Raw Sewage Pump Check Valve Assemblies – Mr. Blodgett stated in March the Board approved ordering one check valve assembly kit and our maintenance personnel recently completed the rebuild of one of the plant's main influent check valves. Mr. Blodgett presented a quote from Blair Supply Corp. for two raw sewage check valve assemblies for \$20,339.64. Mr. Blodgett requested Board approval to purchase two sole source raw sewage pump check valve assemblies from Blair Supply Corp. for \$20,339.64.

Upon motion duly made by Don MacSwan and seconded by Wright H. Ellis, it was resolved to approve Mr. Blodgett's request to purchase sole source raw sewage pump check valve assemblies from Blair Supply Corp. for \$20,339.64. This motion was carried.

c. OEM Purchase of EIM/Bettis Bypass Gate Actuator – Mr. Blodgett stated the main plant bypass gate is very critical for plant operation during wet weather flows. The current actuator is about 25 years old and has recently began triggering position errors on the SCADA system. Mr. Blodgett requested authorization to purchase a new OEM bypass gate actuator from R.M. Headlee for \$10,187.00.

Upon motion duly made by Wright H. Ellis and seconded by Don MacSwan, it was resolved to approve Mr. Blodgett's request to purchase a new OEM bypass gate actuator from R.M. Headlee for \$10,187.00. This motion was carried.

d. (2) 10HP VFD Drives – Sludge Pumps – Mr. Blodgett stated the 25 year old sludge pump VFDs at the plant have been having performance issues and require replacement. He presented three quotes and requested approval to purchase two 10-horsepower VFD drives for the sludge pumps from Ferguson Electric, the lowest bidder, for \$10,997.00.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved to approve Mr. Blodgett's request to purchase two 10-horsepower VFD drives for the sludge pumps from Ferguson Electric, the lowest bidder, for \$10,997.00. This motion was carried.

**Administrative Directors Report:**

a. 2024 Budget and Preliminary Tax Computation Schedule – Mr. Blodgett reported he and Joanne Teixeira met yesterday with the County Manager and Budget Office to review the Tentative 2024 Budget, and the District's final budget will be presented to the Niagara County Legislature for final approval in December.

Mr. Blodgett distributed a spreadsheet containing each individual town's preliminary EDU numbers as provided to us by the Office of Real Property Tax Services. He stated he would coordinate with John Shoemaker at Real Property for the final tax roll EDU and assessment numbers, which are typically available in early November. He urged Commissioners to compare this year's numbers to last year's and reach out to Joanne or himself if they have any questions. A final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

b. Public Hearing Notification regarding Sewer District Assessment – Mr. Blodgett reported that the District is responsible for notifying property owners subject to special assessments of the public hearing regarding the 2024 budget. In the past, postcards have been sent to property owners in the Towns of Pendleton, Lewiston, and Wheatfield with assessments of \$350,000 and above. Mr. Blodgett requested Board authorization to send out said notifications for this year.

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 authorizes Mr. Blodgett to notify property owners, subject to special assessments with assessed values of \$350,000 and above in the Towns of Lewiston, Pendleton, and Wheatfield, of the Public Hearing regarding the 2024 County Budget. This motion was carried.



c. 2024 Emergency Repair Contract – Mr. Blodgett reported the current Emergency Repair Contract expires on December 31, 2023. He stated he would begin to work with GHD to seek bids for a new emergency repair contract for 2024. The proposed rates and contractors will be presented for review and approval once they are obtained.

d. Niacet Agreement – Mr. Blodgett distributed the tentative Niacet agreement and stated Niacet has requested a one-year instead of a three-year contract. He noted the District proposal included a significant rate increase due to our operating costs, especially sludge disposal and chemicals used to treat their waste. He requested Board authorization to approve and execute the Niacet agreement.

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 for Board approval to authorize Chairman Mark C. Crocker to execute the Wastewater Treatment Services Agreement between Niacet and the Niagara County Sewer District No. 1 (NCSD) contract on behalf of the District. This motion was carried.

e. 2023 Town I/I Requests – Mr. Blodgett stated the District has approved 2023 Town I/I project requests from every town with the exception of Pendleton. He reminded Supervisors to be sure to submit their paperwork so that those funds can be reimbursed.

f. Maintenance Position – Mr. Blodgett stated four applications were received and two candidates were interviewed for the open temporary maintenance position. He requested Board authorization to hire Joshua Mielcarek to fill the vacant temporary Wastewater Maintenance Person position.

Upon motion duly made by Joel M. Maerten and seconded by Wright H. Ellis, it was resolved to authorize Mr. Blodgett to hire Joshua Mielcarek to fill the vacant temporary Wastewater Maintenance Person position. This motion was carried.

i. Upcoming Chemical bids – Sodium Hypochlorite and Liquid Polymer – Mr. Blodgett reported the District's sodium hypochlorite and liquid polymer contracts are both due for renewal soon.

He stated the liquid polymer expires in February 2024, but the potential bidders need time to arrange on site testing prior to submitting bids. At this time Mr. Blodgett is requesting authorization to advertise for bids for sodium hypochlorite and liquid polymer contracts.

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 advertise for bids for sodium hypochlorite and liquid polymer contracts. This motion was carried.

**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 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

Mr. Blodgett expressed concern regarding the outstanding work that still needs to be completed before payment can be processed on these 2020 and 2021 projects and indicated he would like to see them closed out instead of rolling them over again to 2024.

4. 2022 O&M Project (GHD Project No. 630191)
  - Construction ongoing at East Canal Pump Station - roof and valve replacement almost complete. Plant effluent water pump replacement installation to begin in October.
  - 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)
  - Project ongoing.
  - BOARD ACTION REQUESTED – None

**Attorney's Report:**

Mr. Vona distributed a copy of a Notice of Claim received by the District referencing an incident which occurred in the City of Niagara Falls, as well as the District's response to the claim. Mr. Vona stated his letter indicated the incident occurred outside the boundaries of Niagara County Sewer District, and therefore the District is not an appropriate respondent in the matter.

**New Business:**

a. November and December Administrative Board Meeting Dates – Due to the Thanksgiving and Christmas holidays, the Board is rescheduling the November meeting to Wednesday, November 15, 2023 and the December meeting to Wednesday, December 20, 2023.

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 rescheduling the November meeting to Wednesday, November 15, 2023 and the December meeting to Wednesday, December 20, 2023. This motion was carried.

b. Town of Wheatfield 2023 I/I Request – Mr. Blodgett presented a request from the Town of Wheatfield for their 2023 I/I project of repairing an 8" pipe patch in a sewer main on Niagara Falls Boulevard and various manhole rehabs/relining projects for a total cost of \$20,940.00 and requested reimbursement of \$20,000.00 for their 2023 I/I projects.

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 Town of Wheatfield's 2023 I/I projects for a total reimbursement of \$20,000.00. This motion was carried.

c. Town of Pendleton Connection Request – Mr. Blodgett reported that the Town of Pendleton requests Board approval to connect into the Niagara County Sewer District #1 Manhole #3-09 in order to provide gravity sewer service for 6764, 6770 and 6772 Transit Road in the Town of Pendleton due to failed on-site septic system testing.

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 approves the Town of Pendleton's request to connect into the Niagara County Sewer District #1 manhole #3-09 in order to provide gravity sewer service for 6764, 6770 and 6772 Transit Road in the Town of Pendleton contingent upon technical review by the District. This motion was carried.

**Adjournment:**

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten, the meeting adjourned at 4:44 p.m.