

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

Held on the 28th day of August 2024

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner Don MacSwan, Vice Chairman
Commissioner Steve Broderick
Commissioner Jon MacSwan

EXCUSED: Commissioner Joel M. Maerten
Commissioner Sylvia Virtuoso

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 Don MacSwan and seconded by Jon MacSwan, it was resolved that the minutes of the July 31, 2024 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>
Charter Communications	Internet	770.26
Frontier	Mapleton Rd PS	62.69
National Fuel	Plant	77.28
National Fuel	Shawnee Rd PS	22.78
National Fuel	Townline Rd PS	18.90

National Grid	Plant	10,461.32
National Grid	Tonawanda Creek Rd PS	760.36
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (June 2024)	271.00
Niagara County Public Works	Elec Supply - Mapleton PS (July 2024)	122.44
Niagara County Public Works	Elec Supply - East Canal PS (July 2024)	910.54
Niagara County Public Works	Elec Supply - Moyer Lift (July 2024)	40.34
Niagara County Public Works	Elec Supply - Shawnee Rd (July 2024)	77.15
Niagara County Public Works	Elec Supply - Townline Rd (July 2024)	663.34
Niagara County Public Works	Elec Supply - Plant (July 2024)	19,475.25
Niagara County Public Works	Elec Supply - Rapids Rd (May & June 2024)	485.98
Town of Pendleton Water	East Canal Rd PS	26.00
Town of Pendleton Water	Tonawanda Creek Rd PS	19.00
U-DIG	Digging Notifications	90.02
Verizon	East Canal	35.39
Verizon	Moyer Lift PS	35.47
Verizon	Plant	178.97
Verizon	Rapids Rd PS	32.39
Verizon	Shawnee Rd PS	35.52
Verizon	Tonawanda Creek Rd PS	39.83
Verizon Wireless	Cellular Phones/Data	292.02
Amazon	Fishing Magnets (2)	39.90
Cintas	Carpet Floor Protection	113.89
Cooper Electric	Electrical Supplies	2,239.88
Cummins Sales & Service	Repairs at East Canal Generator	3,881.11
Dival	Electrical Glove Testing	189.90
Evoqua	Lab Grade Water	535.34
Falls Auto Spring	VAC Truck Inspection	20.00
Fisher Scientific	Laboratory Supplies	324.00
GHD	Misc. Project Assistance & SCADA Support (Project #630191/12640903)	26,207.25
GHD	2024 O&M Project #12629537	10,806.83
GHD	Monthly Retainer	750.00
GHD	2024 Sewer Wide I/I Project #12640902	23,625.00
Gui's Lumber	Maintenance Supplies	99.98
Harbor Freight	Maintenance Supplies	67.99
Home Depot	Maintenance Supplies / Fridge for Raw Sampler	508.00
Idexx	Laboratory Supplies	875.41
JCI Jones Chemical	Sodium Hypochlorite	8,784.10
J.R. Swanson Plumbing Co., Inc.	Damper - Administrative Offices	1,719.19

Kemira	Ferrous Chloride	3,338.21
Knaebe, Egon	2024 Clothing Allowance	400.00
Lake Pipe & Supply Corp	Maintenance Supplies	1,601.27
Linde Gas & Equipment	Maintenance Supplies	222.23
Lyons, Eric	Travel expenses - Buffalo State Univ. Lab. Classes	100.00
Manning Environmental, Inc.	Maintenance & Electrical Supplies	1,347.96
Martech (Safety, Inc.)	Calibration Kit & Span Gas Mixture	1,355.00
Modern Corporation	Sludge/Dumpsters	55,216.18
Motion Industries	Maintenance Supplies	93.50
Niagara Lock & Key	Master Padlocks (48)	980.64
North Central Laboratories	Laboratory Supplies	439.32
Pace Analytical Services	Laboratory Analyses	428.50
Piekos, Vicki (Outdoor Equip. Dist)	Maintenance Supplies	130.11
Power-Flo Technologies, Inc.	Baldor Motor	385.00
Radwell International	Maintenance Supplies	270.72
Rexel	Electrical Supplies	4,477.87
Solenis	Polymer	28,762.40
Staples	Office Supplies	52.57
TECsmith, Inc.	Effluent Meter Calibration	500.00
Town of Pendleton	2023 I/I Reimbursement	17,625.00
Velocity Dynamics	Spare Polymer Mixer	6,006.40
WW Grainger	Maintenance Supplies	2,445.43
TOTAL		\$ 241,970.32

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Cooper Electric	Electrical Supplies	190.41
Hurtubise Tire, Inc.	Tire for John Deere	40.00
LandPro Equipment	Belt, supplies for outdoor equipment	308.60
Masterman's	Maintenance Supplies	1,369.46
NSI Solutions	Laboratory Supplies	2,827.00
NYSEG	Rapids Rd PS	492.01
Pace Analytical Services	Laboratory Analyses	723.60
Power-Flo Technologies	Marathon Motor	248.00
QLT	Townline Rd PS	14.42
Sampson	Cleaning Services (July 27, August 3, 10, 17, 24)	350.00
Staples	Office Supplies	24.15
Town of Wheatfield Water	Mapleton Rd PS	18.90
Town of Wheatfield Water	Moyer Lift PS	18.90
Town of Wheatfield Water	Shawnee Rd PS	18.90

Town of Wheatfield Water	Townline Rd PS	175.00
Verizon	Townline Rd PS	35.53
Vona, P. Andrew	Legal Retainer	2,500.00
TOTAL		\$ 9,354.88

TOTAL FORWARDED	\$ 241,970.32
TOTAL APPROVED O&M	\$ 9,354.88
GRAND TOTAL APPROVED	\$ 251,325.20

This motion was carried.

Review of the July 2024 Financial Report showed an Operation and Maintenance balance of \$13,558,467.41.

Upon motion duly made by Jon MacSwan and seconded by Steve Broderick, it was resolved that the Sewer District's July 2024 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. NYSDEC Annual Inspection – Mr. Earsing stated the District was inspected a few weeks ago by the NYSDEC and is in substantial compliance with the requirements of its SPDES Permit.

Chairman Crocker stated the District should be proud that their inspection results are consistently in substantial compliance.

b. Replacement of Gear Reducer for Thickener and Storage Tanks – Mr. Earsing presented three quotes to repair the gear reducer for the thickener and the storage tanks at the main plant. He requested authorization to accept the quote from Industrial Service Solutions to purchase a gear reducer for the thickener and the storage tanks at the main plant at a cost of \$5,469.00.

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 approves Mr. Earsing's request to purchase a gear reducer for the thickener and the storage tanks at the main plant from Industrial Service Solutions at a cost of \$5,469.00. This motion was carried.

Administrative Directors Report:

a. 2025 Draft Budget – Mr. Blodgett distributed a copy of the tentative 2025 Budget to the Board for review and discussion. He stated that the tentative budget currently contains a 2.64% increase in appropriations from the 2024 budget. Mr. Blodgett explained final numbers for budgeting are still being updated from the County which may require some minor adjustments, but would still keep the overall increase percentage at 2.75% or less. Mr. Blodgett requested Board authorization to submit the Niagara County Sewer District #1 2025 Tentative Budget to the County Budget Office for approval.

Upon motion duly made by Steve Broderick and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to submit the Niagara County Sewer District #1 2025 Tentative Budget to the County Budget Office for approval at a not to exceed increase of 2.75%. This motion was carried.

b. Staffing Updates – Operator Trainee Position – Resignation/Permission to Fill – Mr. Blodgett stated Walter Wisniewski resigned from his Operator Trainee position effective August 17, 2024, after having worked about three months.

Upon motion duly made by Steve Broderick and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the resignation of Operator Trainee Walter Wisniewski. This motion was carried.

Operator Trainee Position – Retirement (4A Operator)/Permission to Fill – Mr. Blodgett stated Daniel Flanders retired from his 4A Operator position effective August 28, 2024. Mr. Blodgett noted Mr. Flanders served the District 30 years and was instrumental in all aspects of the Operations including pretreatment, lab procedures and employee training. Chairman Crocker noted the District accepts with

regret Mr. Flanders retirement while thanking him for his years of dedicated service and wishing him the best in his retirement.

Upon motion duly made by Steve Broderick and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the notice of retirement of Daniel Flanders as a 4A Operator at Niagara County Sewer District #1. This motion was carried.

Mr. Blodgett presented the Certification of Eligibles list from the County and noted that 4 of the 9 candidates declined. He and Mr. Earsing have conducted interviews for the positions and he requested authorization to fill the two vacant Operator Trainee positions.

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. Blodgett to hire two Operator Trainees from the Certification of Eligibles list from the County. This motion was carried.

Sanitary Chemist Update – Mr. Blodgett stated Rich LaTona will be resigning from his position as Sanitary Chemist effective September 6, 2024 to move out of state. Due to the importance of filling the position, he immediately posted the opening, and said the District was extremely fortunate enough to find a well-qualified candidate with 8 years of experience, with 4 of those years as the Lab Director at the Niagara Falls Water Board. Mr. Blodgett requested authorization to hire Jordan Boyd for the vacant Sanitary Chemist position effective September 16th as well as designate him as the District Pretreatment Coordinator.

Upon motion duly made by Jon MacSwan and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to hire Jordan Boyd for the vacant Sanitary Chemist position effective September 16th as well as designate him as the District Pretreatment Coordinator. This motion was carried.

Local and State Wastewater and Water Industry Update – Mr. Blodgett stated during the District's recent NYSDEC inspection, the DEC representative confirmed that the operator retention and

employment concerns the District is experiencing are both local and statewide. He said prospective operators are taking the test but frequently declining positions at a relatively high rate.

Engineers Report:

1. General Retainer (GHD Project No. 12640903)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services. Performing a DSCA for Niagara flow from NFWB – awaiting response from DEC on technical memo.
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Finalizing list of projects.
 - BOARD ACTION REQUESTED – None
3. 2022 O&M Project (GHD Project No. 630191)
 - Construction is ongoing.
 - BOARD ACTION REQUESTED – None
4. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - Developed and submitted backup/contingency plan.
 - BOARD ACTION REQUESTED – None
5. 2024 O&M Project (GHD Project No. 12629537)
 - Project ongoing.
 - BOARD ACTION REQUESTED – None

Mr. Lannon presented a proposal from GHD and requested Board approval for a second change order for the 2024 O&M Gate Improvement project consisting of demolition and installation of a 72x60” weir gate and to repair the influent pump S2. The additional work has been determined necessary to restore leak free flow control isolation and capabilities to bypass flow around the aeration tanks as well as improving performance and reliability of the main

influent pump. Mr. Lannon requested an additional \$118,375.82 be authorized for the 2024 O&M project and authorization for the Chairman to sign and execute the change order.

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for an additional \$118,375.82 be authorized for the 2024 O&M project and authorization for the Chairman to sign and execute the change order. This motion was carried.

6. 2024 Infiltration & Inflow Project (GHD Project No. 12640902)

- Project underway
- Illegal connection identified at 7246 Shawnee; further investigation has concluded this not an issue
- BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona reported he has been researching the procedures the District will need to follow regarding the reformation of the Town of Niagara boundaries to divert the entire town's flow to the District instead of splitting between the District and the Niagara Falls Water Board. He stated he has reviewed original documents from the 1970's when the original District boundaries were formed and will work with the appropriate entities to modify the District boundaries at the appropriate time.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, the meeting adjourned at 4:34 p.m.