

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

Held on the 18th day of December 2024

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

EXCUSED: Commissioner Joel M. Maerten
Aaron Earsing, Chief Operator, NCSD #1

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
Teresa Misiti, GHD Consulting Services
Anthony J. Nemi, Liaison, Niagara County Legislature

Chairman Crocker called the meeting to order at 6:15 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 Sylvia Virtuoso, it was resolved that the minutes of the October 30, 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 - NOVEMBER

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Frontier	Mapleton Rd PS	62.82
Charter Communications	Internet Service	773.24
National Fuel	Plant	360.74
National Fuel	Shawnee Rd PS	63.72
National Fuel	Townline Rd PS	18.90

National Grid	East Canal Rd PS	616.70
National Grid	Mapleton Rd PS	186.17
National Grid	Moyer Lift PS	71.78
National Grid	Plant	10,709.64
National Grid	Shawnee Rd PS	123.86
National Grid	Tonawanda Creek Rd PS	838.27
National Grid	Townline Rd PS	710.28
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS-(Sept & Oct 2024)	595.45
Niagara County Public Works	Elec Supply - Mapleton PS (October 2024)	99.48
Niagara County Public Works	Elec Supply - East Canal PS (October 2024)	608.43
Niagara County Public Works	Elec Supply - Moyer Lift (October 2024)	26.05
Niagara County Public Works	Elec Supply - Shawnee Rd (October 2024)	67.04
Niagara County Public Works	Elec Supply - Townline Rd (October 2024)	456.34
Niagara County Public Works	Elec Supply - Plant (October 2024)	15,886.85
Niagara County Public Works	Elec Supply - Rapids Rd PS (Sept & Oct 2024)	243.74
QLT	Townline Rd PS	14.42
Town of Pendleton Water	East Canal Rd PS	19.00
Town of Pendleton Water	Tonawanda Creek Rd PS	19.00
U-DIG	Digging Notifications	72.86
Verizon	East Canal	35.76
Verizon	Moyer Lift PS	36.44
Verizon	Plant	180.29
Verizon	Rapids Rd PS	32.51
Verizon	Shawnee Rd PS	36.51
Verizon	Townline Rd PS	36.66
Verizon	Tonawanda Creek Rd PS	40.18
Verizon Wireless	Cellular Phone/Data	292.07
Bailey Electric	Motor Repair	220.00
Blackhalk Supply	Maintenance Supplies	130.93
Cintas	Carpet Floor Protection (2 months)	230.62
Evoqua	Lab Grade Water	652.57
Federal Express	Maintenance Supply Return	56.58
Fisher Scientific	Laboratory Supplies	2,934.01
GHD	2024 O&M Project #12629537	750.00
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & Scada Support (Project #12640903	8,162.25

GHD	2024 Sewer Wide I/I Project #12640902	3,285.00
Greater Niagara Mechanical	Replaced Unit Heater in Tunnel	5,640.00
Gui's Lumber	Maintenance Supplies	23.90
John's Motor & Transmission Shop	2013 Ford F-350 Transmission Repair	1,626.82
Kemira	Ferrous Chloride	6,469.50
Land Pro	Maintenance Supplies	28.64
Liberty Process Equipment, Inc.	Maintenance Supplies	633.92
Linde Gas & Equipment	Maintenance Supplies	222.23
Lyons, Eric	Reimbursement for 2A License Fee & 2024 Clothing Allowance	512.00
Mielcarek, Joshua	2024 Clothing Allowance	400.00
Modern Corporation	Sludge/Dumpsters	52,667.43
Napa Auto parts	Motor Oil	118.94
New York State Dept. of Health	Annual ELAP Fees	887.52
Noco Energy Corp	Fuel for Plant, Townline Rd PS, East Canal PS & Tonawanda Creek Rd PS Generators	4,813.65
NYSDEC	SPDES Municipal Fees	15,500.00
Pace Analytical Services	Laboratory Analyses	561.90
RAM Industrial Services, LLC	Gearbox & Motor Replacement	13,313.18
Reeds Auto Truck	RustKote Undercoating on 2015 Ford F150 & 2024 Chevy Silverado	260.00
Sampson Cleaning	Cleaning Services (Nov. 2, 9, 16)	210.00
Sharp Labels & Printing	Post Card for mailing	66.00
Staples	Office Supplies	286.56
The Pump Doctor	Cathodic testing at Mapleton, Tonawanda Creek, & Townline Road Pump Stations	731.25
Thermo Fisher Scientific	Tension Catch for Lab	58.50
Vona, P. Andrew	Legal Retainer - November 2024	2,500.00
Voss Manufacturing	Maintenance Supplies	1,298.50
WellNow	New Hire Physical & Drug Screen	155.00
WW Grainger	Maintenance Supplies	522.21

TOTAL FORWARDED - NOVEMBER \$ 160,014.81

FORWARDED - DECEMBER

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Frontier	Mapleton Rd PS	62.82
National Fuel	Plant	922.82

National Grid	Plant	11,313.97
Niagara County Public Works	Elec Supply - Mapleton PS (November 2024)	86.84
Niagara County Public Works	Elec Supply - East Canal PS (November 2024)	472.17
Niagara County Public Works	Elec Supply - Moyer Lift (November 2024)	27.59
Niagara County Public Works	Elec Supply - Shawnee Rd (November 2024)	56.72
Niagara County Public Works	Elec Supply - Townline Rd (November 2024)	444.17
Niagara County Public Works	Elec Supply - Plant (November 2024)	15,265.09
NYSEG	Rapids Rd PS (Natural Gas)	83.50
Town of Wheatfield Water	Plant	1,707.55
U-DIG	Digging Notifications	111.46
Verizon	East Canal	36.87
Verizon	Plant	186.47
Verizon	Shawnee Rd PS	36.37
Verizon	Tonawanda Creek Rd PS	41.28
Cintas	Carpet Floor Protection	116.73
Hockwater, Paul	2024 Clothing Allowance	400.00
Home Depot	Maintenance Supplies	230.48
JCI Jones Chemical	Sodium Hypochlorite	8,482.40
Kemira	Ferrous Chloride	3,288.17
Kwiatkowski, Ronald	2024 Clothing Allowance	400.00
Miller, Kevin	2024 Clothing Allowance	400.00
Modern Corporation	Sludge/Dumpsters	43,539.93
New England Bioassay, Inc.	Actute LC50 Testing & Shipping Charges	1,295.00
Niagara Fire Extinguisher	Annual Inspection & Dry chemical recharge of Fire Extinguishers	1,514.00
NSI Lab Solutions	Laboratory Supplies	356.00
NYSDEC	Chemical Bulk Storage Fees	500.00
Pace Analytical Services	Laboratory Analyses	7,994.20
Power-Flo Technologies, Inc.	Maintenance Supplies	1,173.60
Scive, Matthew	2024 Clothing Allowance	400.00
Scive, Michael	2024 Clothing Allowance	400.00
Sharp Labels & Printing	San. Chemist & Admin. Director Business Cards	102.00
Staples	Office Supplies	24.72
Southworth Milton Inc.	Generators at Townline Rd, Mapleton Rd Pump Stations and Plant; battery replacement	5,911.15
Superior Lubricants	Grease/Oil	627.00
Thermo Fisher Scientific	Gasket for Lab	74.31
WW Grainger	Maintenance Supplies	303.30

Wilson, Peter	2024 Clothing Allowance (pro-rated)	133.32
Xylem	Maintenance Supplies	1,500.00

TOTAL FORWARDED - DECEMBER \$ 110,022.00

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Becken, Bradley	2024 Clothing Allowance	400.00
Broderick, David S., Jr.	Travel Mileage - 2024	125.69
Carl, Andrew	2024 Clothing Allowance	400.00
Clark, Devon	2024 Clothing Allowance - Prorated	94.58
Crocker, Mark	Travel Mileage - 2024	237.18
Evoqua	Lab Grade Water	585.60
Fisher Scientific	Laboratory Supplies	274.82
MacSwan, Don	Travel Mileage - 2024	50.65
MacSwan, Jon	Travel Mileage - 2024	161.60
Maerten, Joel	Travel Mileage - 2024	86.43
Napa	Maintenance Supplies	52.24
North Central Laboratories	Laboratory Supplies	112.74
Pace Analytical Services	Laboratory Analyses	985.20
Sampson Cleaning	November 23, 30, Dec 7, 14	280.00
Verizon	Moyer Lift	36.34
Verizon	Rapids Rd PS	32.49
Virtuoso, Sylvia	Travel Mileage - 2024	76.11
Vona, P. Andrew	2024 Travel Mileage & Legal Retainer (December)	2,747.90
WellNow	New Hire Physical/Drug Testing	155.00
WW Grainger	Maintenance Supplies	951.84
Xylem	Flygt Model Chopper Pump	15,332.00
Young, James	2024 Clothing Allowance - Prorated	266.64

TOTAL APPROVED - DECEMBER \$ 23,445.05

TOTAL FORWARDED NOVEMBER	\$	160,014.81
TOTAL FORWARDED DECEMBER	\$	110,022.00
TOTAL APPROVED O&M DECEMBER	\$	<u>23,445.05</u>
GRAND TOTAL APPROVED	\$	293,481.86

This motion was carried.

Review of the October 2024 Financial Report showed an Operation and Maintenance balance of \$12,576,048.63.

Review of the November 2024 Financial Report showed an Operation and Maintenance balance of \$12,263,875.40.

Upon a motion duly made by Jon MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Sewer District's October and November 2024 Financial Reports 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 Sodium Hypochlorite Dosing Pump (spare) – Mr. Blodgett presented a quote from Koester Associates for a replacement Sodium Hypochlorite Bleach Dosing Pump and requested Board approval for the purchase in the amount of \$11,630.44. Chairman Crocker questioned why the District would require a spare pump. Mr. Blodgett explained this was due to the lead time required to obtain a replacement and the importance of having the pump for disinfection of the plant effluent functional at all times.

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. Blodgett's request to purchase an OEM replacement Sodium Hypochlorite Bleach Dosing Pump from Koester Associates in the amount of \$11,630.44. This motion was carried.

b. Lugger Building Gutter and Drip Edge Replacement – Mr. Blodgett presented four quotes for the necessary repairs to the gutter area of the Lugger Building at the treatment plant. Mr.

Blodgett requested authorization to accept the repair quote from the lowest bidder, Weaver Metal & Roofing, to replace the lugger building gutters and drip edges at the main plant at a cost of \$12,644.00.

Upon motion duly made by Sylvia Virtuoso 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 accept the repair quote from Weaver Metal & Roofing, to replace the lugger building gutters and drip edges at the main plant at a cost of \$12,644.00. This motion was carried.

Administrative Director's Report:

a. 2025 Budget and Final Tax Computation Schedule - Mr. Blodgett stated that the County Legislature approved the final 2025 Budget and the final 2025 Tax Computation schedule is complete and was distributed to the Board for their information. Commissioner Don MacSwan asked if the I/I reimbursement increase was approved and Mr. Blodgett stated it was.

b. Emergency Repair Contract – Mr. Blodgett presented two updated 2025 pricing quotes from Milherst Construction Inc. as well as N.F.P. & Sons, Inc. and stated GHD is still waiting for other companies to submit proposals. Mr. Blodgett requested the Board approve selecting Milherst Construction Inc. as well as N.F.P. & Sons, Inc. to be listed as non-exclusive service providers for emergency repairs for calendar year 2025.

Upon a motion duly made by Jon MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Sewer District approve selecting Milherst Construction, Inc. and N.F.P. & Sons, Inc. to be listed as non-exclusive service providers for emergency repairs for calendar year 2025. This motion was carried.

c. Sodium Hypochlorite Bids – Mr. Blodgett reported Bison Laboratories and JCI Jones Chemicals submitted bids for a one-year contract period for Sodium Hypochlorite Solution (Bid #NCSD24-03) and noted the current supplier is JCI Jones Chemicals, Inc. and the current price is \$1.81/gallon. JCI Jones Chemicals, Inc. submitted the lowest bid in the amount of \$1.68/gallon. Mr.

Blodgett is requesting Board approval to award said contract to the lowest bidder, JCI Jones Chemicals, Inc., in the amount of \$1.68/gallon for a one-year contract period.

Upon motion duly made by Jon MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the bid of JCI Jones Chemicals, Inc., for Sodium Hypochlorite Solution (Bid #NCSD24-03), in the amount of \$1.68/gallon for a one-year contract period (January 1, 2025 – December 31, 2025). This motion was carried.

d. Polymer and Sludge Bids – Mr. Blodgett stated both the liquid polymer and sludge contracts will be expiring soon. At this time, Mr. Blodgett is requesting authorization to advertise for bids for liquid polymer and sludge hauling/disposal contracts.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Administrative Director to advertise for bids for liquid polymer and sludge hauling/disposal contracts. This motion was carried.

e. Staffing Updates

Sanitary Chemist Position – Mr. Blodgett reported Edward Guido has joined the District in the role of Sanitary Chemist and he feels confident that this is a good match, as Ed seems to mesh very well with all the staff.

Vacant Wastewater Maintenance Person II – Mr. Blodgett reported the District had three candidates approved and interviews will begin after the holidays.

Vacant Operator Trainee – Permission To Fill – Mr. Blodgett presented a resignation letter from Operator Trainee David Erb, who is the second Operator Trainee to be recruited by an instructor at Buffalo State University after attending required operator schooling there. Mr. Blodgett stated the District has expressed our displeasure to NYWEA regarding these incidents as it is difficult enough in the current employment scene to retain employees and get them certified. Mr. Blodgett presented the

Certification Of Eligibles listing and requested permission to hire Jacob Haskell to fill the vacant full-time permanent Wastewater Operator Trainee position.

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 authorizes Mr. Blodgett to hire Jacob Haskell for the full-time permanent Wastewater Operator Trainee position. This motion was carried.

Engineer's 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 and Lockport.
 - Assisting with pretreatment, laboratory training and ELAP audit items.
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Finalizing list of projects. Meeting to be scheduled in January
 - 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
6. 2024 Infiltration & Inflow Project (GHD Project No. 12640902)
- Comments received, finalizing Report
 - BOARD ACTION REQUESTED – None
7. 2024 SPDES Annual Compliance Updates (GHD Project No. 12658140)
- Proposal for Professional Engineering Services
 - **BOARD ACTION REQUESTED – Discuss/consider authorization for proposal**

Mr. Lannon presented a proposal from GHD and requested Board approval for GHD to prepare the District's Management, Operation, and Maintenance (MOM) Plan and Mercury Minimization Plan (MMP) updates for annual compliance as required by NYSDEC for our SPDES Permit for the lump sum fee of \$16,700.00.

Upon motion duly made by Steve Broderick and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for GHD to prepare the District's Management, Operation, and Maintenance (MOM) Plan and Mercury Minimization Plan (MMP) updates for annual compliance required by our SPDES Permit for the lump sum fee of \$16,700.00. This motion was carried.

Mr. Lannon also stated GHD and the District has identified the need to conduct a capacity analysis on the overall District infrastructure due to the increasing housing developments being proposed and/or approved. He stated the current model they use is about 10 years old and needs to be updated to reflect current conditions. He stated he will prepare and present a Flow Metering and Capacity Analysis proposal to be considered at the January meeting and anticipated doing the model upgrade in two phases.

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Wheatfield 2024 I/I Request – Mr. Blodgett presented a request from the Town of Wheatfield for their 2024 I/I project of approximately 58 vertical feet of 6 manhole rehabs/relining projects for a total reimbursement not to exceed \$20,000.00.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Wheatfield's 2024 I/I project of approximately 58 vertical feet of 6 manhole rehabs/relining projects for a total reimbursement not to exceed \$20,000.00. This motion was carried.

b. Town of Lockport 2024 I/I Request – Mr. Blodgett presented a request from the Town of Lockport for their 2024 I/I project of televising and flushing approximately 6,350 vertical feet of the sanitary sewer tributaries at the Tonawanda Creek 8 pump station to evaluate possible causes of high water alarms during small rain events for a total reimbursement not to exceed \$20,000.00.

Upon motion duly made by Mark Crocker and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Lockport's 2024 I/I project for a total reimbursement not to exceed \$20,000.00. This motion was carried.

c. Town of Pendleton 2024 I/I Request – Mr. Blodgett presented a request from the Town of Pendleton for their 2024 I/I project of approximately 60 vertical feet of 7 manhole rehabs/relining projects for a total reimbursement not to exceed \$20,000.00.

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 the Town of Pendleton's

2024 I/I project of approximately 60 vertical feet of 7 manhole rehabs/relining projects for a total reimbursement not to exceed \$20,000.00. This motion was carried.

Adjournment:

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, the meeting adjourned at 6:33 p.m.