

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

Held on the 28th day of February 2024

PRESENT

Commissioner Mark C. Crocker, Chairman
Commissioner Don MacSwan, Vice-Chairman
Commissioner Steve Broderick
Commissioner Jon MacSwan
Commissioner Joel M. Maerten
Commissioner Sylvia Virtuoso

EXCUSED:

Anthony J. Nemi, Niagara County Legislature

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, Attorney for District
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

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 Joel M. Maerten and seconded by Don MacSwan, it was resolved that the minutes of the January 24, 2024 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Sylvia Virtuoso, 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 Service | 770.75 |
| Frontier | Mapleton Rd PS | 60.65 |
| Irth Solutions LLC | Digging Notifications | 1,349.06 |

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| National Fuel | Plant | 3,982.33 |
| National Fuel | Shawnee Rd PS | 16.06 |
| National Grid | East Canal PS | 2,101.00 |
| National Grid | Mapleton Rd PS | 251.98 |
| National Grid | Moyer Lift PS | 145.55 |
| National Grid | Plant | 15,482.50 |
| National Grid | Shawnee Rd PS | 180.04 |
| National Grid | Tonawanda Creek Rd PS | 1,249.85 |
| National Grid | Townline Rd PS | 1,007.74 |
| Niagara County Public Works | Elec Supply-Tonawanda Creek Rd PS - (December) | 474.12 |
| Niagara County Public Works | Elec Supply - Mapleton PS (January 2024) | 282.24 |
| Niagara County Public Works | Elec Supply - East Canal PS (January 2024) | 1,950.76 |
| Niagara County Public Works | Elec Supply - Moyer Lift (January 2024) | 100.08 |
| Niagara County Public Works | Elec Supply - Shawnee Rd (January 2024) | 150.45 |
| Niagara County Public Works | Elec Supply - Townline Rd (January 2024) | 1,313.97 |
| Niagara County Public Works | Elec Supply - Plant (January 2024) | 23,765.19 |
| NYSEG | Rapids Rd PS (Natural Gas) | 143.63 |
| Town of Pendleton Water | East Canal Rd PS | 19.00 |
| Town of Pendleton Water | Tonawanda Creek Rd PS | 19.00 |
| U-DIG | Digging Notifications | 119.26 |
| Verizon | East Canal | 35.98 |
| Verizon | Moyer Lift PS | 35.95 |
| Verizon | Plant | 181.46 |
| Verizon | Rapids Rd PS | 32.42 |
| Verizon | Shawnee Rd PS | 35.99 |
| Verizon | Tonawanda Creek Rd PS | 40.44 |
| Verizon Wireless | Cellular Phone/Data | 292.00 |
| Blair Supply Corp | Parts to rebuild two influent check valves | 20,339.64 |
| CDW-G | External SSD Supply for SCADA | 198.99 |
| Chudy Paper | Towels & Toilet Paper | 358.38 |
| Cintas | Carpet Floor Protection | 110.36 |
| Empire Scale Corporation | Analytical Balance & Install/Inspection, Cleaning & Calibration of balances | 2,964.98 |
| Erb, David | Travel Expenses - Buffalo State University Basic Op. Classes | 95.61 |
| Evoqua | Laboratory Supplies | 612.54 |
| Ferguson Electric | Troubleshoot | 938.00 |
| Fisher Scientific | Laboratory Supplies | 983.39 |
| GHD | 2022 Sewer Wide I/I | 855.00 |

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| GHD | Misc. Project Assistance & SCADA Support (Project #630191) | 23,080.17 |
| GHD | Monthly Retainer | 750.00 |
| GHD | 2022 O&M Project | 2,337.29 |
| GHD | 2024 O&M Project | 3,100.00 |
| GHD | 2023 SPDES Project #12629530 | 3,140.00 |
| Gleason Reel | Maintenance Supplies | 1,075.96 |
| Gordon Brush | Open Coil Brush | 885.87 |
| Greater Niagara Mechanical | HVAC Repair | 383.50 |
| Gui's Lumber | Maintenance Supplies | 145.96 |
| Hockwater, Paul | Basic Laboratory Classes @Buffalo State University - travel expenses | 55.00 |
| Idexx | Laboratory Supplies | 869.47 |
| Irr Supply Centers | Maintenance Supplies | 7.36 |
| JCI Jones Chemical | Sodium Hypochlorite | 8,463.95 |
| K&S Contractors Supply | Manhole Cover | 3,000.00 |
| Kemira | Ferrous Chloride | 6,132.43 |
| Linde Gas & Equipment | Maintenance Supplies | 222.23 |
| Lyons, Eric | Travel Expenses - Buffalo State University Basic Op. Classes | 95.61 |
| Modern Corporation | Sludge/Dumpsters | 33,000.43 |
| Napa Auto Parts | Motor Oil | 129.65 |
| North Central Laboratories | Laboratory Supplies | 901.88 |
| NSI Lab Solutions | Laboratory Supplies | 1,531.00 |
| NYWEA - Western Chapter | GBEC Registration for T. Blodgett & E. Knaebe | 260.00 |
| Pace Analytical Services | Laboratory Analyses | 1,414.80 |
| Power-Flo Technologies, Inc. | Output Seal | 834.87 |
| RAM Industrial Services, LLC | Gearbox | 3,392.34 |
| Rexel | Electrical Supplies | 9,861.53 |
| Ritchie, Kristopher | Basic Laboratory Classes @Buffalo State University - travel expenses | 55.00 |
| Share Corporation | Maintenance Supplies | 222.80 |
| Sherwin Williams | Paint Supplies | 276.30 |
| Shingle & Gibb Automation | Wireless Antenna cable | 188.64 |
| Staples | Office Supplies | 49.97 |
| Superior Lubricants | Grease/Oil | 1,050.00 |
| Tolls by Mail | Toll/Travel Expense for class at Morrisville State College | 26.26 |
| University of Texas at Dallas | Online Chemical Reporting Systems | 100.00 |
| Upstate Valve and Control | New Shaft for Bypass Gate | 5,301.15 |

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| WW Grainger | Maintenance Supplies | 2,076.02 |
| Water Environment Federation | Membership Renewal for T. Blodgett, D. Flanders & M. Scive | 460.00 |
| Xylem | Submersible Pump | 13,367.00 |
| TOTAL | | \$ 211,290.78 |

TO BE PAID

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------------------------|--|----------------------|
| Fisher Scientific | Laboratory Supplies | 928.64 |
| John's Motor & Transmission Shop | Repairs and maintenance on 2013 Ford F-350 | 2,377.51 |
| Napa Auto Parts | Vehicle Supplies | 33.18 |
| National Fuel | Townline Rd | 19.18 |
| National Grid | East Canal Rd PS | 3,259.43 |
| National Grid | Mapleton Rd PS | 433.65 |
| National Grid | Moyer Lift PS | 141.26 |
| National Grid | Shawnee Rd PS | 278.73 |
| National Grid | Townline Rd PS | 1,818.83 |
| NYSEG | Rapids Rd | 1,393.40 |
| QLT | Townline Rd PS | 13.35 |
| Pace Analytical | Laboratory Analysis | 950.30 |
| Petroleum Service | Rust Inhibitor | 208.25 |
| Sampson | Cleaning Services (Jan 27, Feb 3, 10, 17) | 280.00 |
| Staples | Office Supplies | 33.47 |
| Town of Cambria | 2023 I/I Reimbursement | 20,000.00 |
| Verizon | Townline Rd PS | 36.01 |
| Vona, P. Andrew | Legal Retainer | 2,500.00 |
| WW Grainger | Water Discharge Hose | 1,256.48 |
| Xylem (YSI) | Probe Repair | 884.68 |
| TOTAL | | \$ 36,846.35 |

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| TOTAL FORWARDED | \$ 211,290.78 |
| TOTAL APPROVED O&M | 36,846.35 |
| GRAND TOTAL APPROVED | \$ 248,137.13 |

This motion was carried.

Review of the January 2024 Financial Report showed an Operation and Maintenance balance of \$9,778,642.49.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Sewer District's January 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. Wet Weather Event – January 26, 2024 – Mr. Earsing provided a handout describing the impact storm waters and snow melt can have when manholes are submerged by floodwaters. He stated a 24" manhole with two (2) one-inch holes can potentially let in 45 gallons per minute of additional stormwater to the sanitary sewer collection systems. Commissioner MacSwan identified a few manholes in his district that were underwater for a few days during the most recent wet weather event. Various mitigation effort ideas were discussed. Chairman Crocker suggested each township identifies their most troublesome areas and concentrate efforts in those areas to prevent excessive flow to the District, while noting that some state and federal regulations may prevent or limit the towns from being able complete work in areas to mitigate the flooding. Chairman Crocker encouraged Mr. Earsing to continue to identify and present these types of issues to the Board.

Administrative Director's Report:

a. 2024 Procurement Guidelines – Mr. Blodgett presented an updated 2024 Guidelines for Procurement of Goods and Services proposal to the Board, increasing the dollar amounts for purchases of goods and services which require Board approval due to the recent inflationary pressures that we have all seen.

Upon motion duly made by Don MacSwan and seconded by Joel Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr.

Blodgett's request to approve the updated 2024 Guidelines for Procurement of Goods and Services as presented. This motion carried.

b. Emergency Repair Contract - Authorize NFP & Sons – Mr. Blodgett presented quoted rates for the Emergency Repair Contract for the District from NFP & Sons. Mr. Blodgett recommended approving NFP & Sons, Inc. as an emergency contractor, which would give the District the option to reach out to the local company for smaller emergency repairs, as well as the three previously approved, depending on the complexity and/or specialty of the project.

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 approve NFP & Sons, Inc. for the Emergency Repair Contract for the District in addition to Milherst Construction, Inc., Mark Cerrone Inc., and CATCO. This motion was carried.

c. 2024 Town I/I Projects – Mr. Blodgett reminded the Commissioners to submit their individual 2024 Town I/I Projects to the District as soon as possible for approval. He encouraged Commissioners to work with their town's sewer departments or engineers to develop and submit projects.

d. 2024 Direct Billed Rates – Mr. Blodgett reviewed a memo to the Board dated February 23, 2024 that contained four options in which to establish rates to be used for 2024 direct billed customers. The District uses these rates to bill significant users on a monthly, quarterly, or annual basis. These rates are for industrial and/or commercial businesses that are direct-billed based on flow readings (customers not billed based on water usage or typical Equivalent Dwelling Units (EDU's)). Mr. Blodgett recommended that the Board increase the current rate consistent with the increase of the 2024 District Budget @ 2.9%. Mr. Blodgett requested Board approval to establish rates to be used for 2024 direct billed customers at an increase to the current rate consistent with the 2024 District Budget @ 2.9% = \$4.97/thousand gallons.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to

establish rates to be used for 2024 direct billed customers at an increase to the current rate consistent with the 2024 District Budget @ 2.9% = \$4.97/thousand gallons. This motion was carried.

e. Polymer Bids – Mr. Blodgett reported we received two bids for the District’s Polymer Contract. One bid was from Polydyne Inc. (our current supplier) and the other bid was from Solenis, LLC. He stated that GHD completed a review of each bid and an analysis as to which product each company submitted will provide the lowest possible cost to the District. Mr. Blodgett recommended Board approval to accept the bid of Solenis, LLC for Liquid Polymer (Bid No. NCSD24-01) at the one-year contract price of \$1.57 per pound active Polymer. The one-year contract is effective from February 1, 2024 to February 1, 2025.

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 accepts the bid of Solenis, LLC for Liquid Polymer (Bid No. NCSD24-01) at the one-year contract price of \$1.57 per pound active Polymer. The one-year contract is effective from February 1, 2024 to February 1, 2025. This motion was carried.

f. Sludge Hauling and Disposal Bids – Mr. Blodgett stated the current contract with Modern disposal was extended through May 2024. Mr. Blodgett requested Board authorization for GHD to seek another extension from Modern Disposal, as well as to assist with reviewing and structuring the bid documents including looking into splitting the hauling and disposal portions of the contract.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes GHD to seek another extension from Modern Disposal of the Sludge Hauling and Disposal Contract, as well as assist with reviewing and structuring the bid documents including looking into splitting the hauling and disposal portions of the contract. This motion was carried.

g. 2024 District I/I Project – Proposal Request – Mr. Blodgett stated the second half of the manhole inspection project needs to be finished by the end of this year and recommended that this be the

District's 2024 I/I Project, and he requested GHD to prepare a proposal for the work for consideration at the March meeting.

h . Electronics Technician Position Update – Mr. Blodgett stated the District received four applications for the new Electronics Technician position approved for the 2024 budget year, but none of the applicants meet all of the qualifications. He requested Board authorization to expand the search for an Electronics Technician by advertising online and work with Civil Service to request permission to work with the County to possibly start the position at a higher step as necessary.

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to expand the search for an Electronics Technician by advertising online and work with Civil Service to request permission to start the position at a higher step as necessary. This motion was carried.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services. Arc Flash refresher and training scheduled. DSCA being performed for Niagara County IDA Business Park. Assisting with filter feed pump installation
 - 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. Finalizing list of projects.
 - BOARD ACTION REQUESTED – None
3. 2022 O&M Project (GHD Project No. 630191)
 - Construction ongoing.
 - BOARD ACTION REQUESTED – None
4. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)
 - Progress and Coordination Meeting held in November; developing backup/contingency plan.
 - BOARD ACTION REQUESTED – None

5. Interceptor Lining Project (GHD Project No. 630191)
 - Project ongoing.
 - BOARD ACTION REQUESTED – None
6. 2023 SPDES Annual Compliance Updates (GHD Project No. 12629530)
 - Project ongoing. MOM Update Report finalized and submitted to DEC. MMP Update Report in development.
 - BOARD ACTION REQUESTED – None
7. 2024 O&M Project (GHD Project No. 12629537)
 - Project underway.
 - BOARD ACTION REQUESTED – None

Mr. Lannon requested authorization to advertise for bids for the District's 2024 gate replacement project contingent upon the availability of project funding and review by the District staff and legal counsel.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request to advertise for bids for the District's 2024 gate replacement project contingent upon the availability of project funding and review by the District staff and legal counsel. This motion was carried.

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 Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:52 p.m.