

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

Held on the 24th day of January 2024 at the Water Pollution Control Center

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| PRESENT: | Commissioner Mark C. Crocker, Chairman Commissioner, Don MacSwan, Vice-Chairman Commissioner Jon MacSwan Commissioner Sylvia Virtuoso |
| EXCUSED: | Commissioner Steve Broderick Commissioner Joel M. Maerten |
| 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 Anthony J. Nemi, Liaison, Niagara County Legislature |

Pursuant to written notice in accordance with New York State Law, the meeting was called to order by holdover Chairman, Mark C. Crocker, at 4:02 p.m.

Roll call was taken by Donna Cody.

The Pledge of Allegiance was recited.

Chairman Crocker deferred the election of Chairman to Mr. P. Andrew Vona, Attorney for the District. Mr. Vona called for nominations for District Chairman. It was moved by Don MacSwan and seconded by Jon MacSwan that Mark C. Crocker be nominated for Chairman.

Mark C. Crocker was duly re-elected as chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2026.

Chairman Crocker thanked Mr. Vona and resumed conducting the meeting. Chairman Crocker nominated Don MacSwan for Vice-chairman. It was moved by Mark C. Crocker and seconded by Sylvia Virtuoso that Don MacSwan be nominated for Vice-chairman.

Don MacSwan was duly elected as Vice-chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2026.

It was moved by Don MacSwan and seconded by Jon MacSwan that P. Andrew Vona be retained as Attorney for Niagara County Sewer District #1 for a two-year period commencing January 1, 2024 and ending with said District's re-organizational meeting in January 2026. This motion was carried.

It was moved by Don MacSwan and seconded by Sylvia Virtuoso that GHD Consulting Services be retained as engineering consultant for Niagara County Sewer District #1 for a two-year period commencing January 1, 2024 and ending with said District's re-organizational meeting in January 2026. This motion was carried.

It was moved by Sylvia Virtuoso and seconded by Don MacSwan that the Administrative Board of Niagara County Sewer District #1 shall meet on the fourth Wednesday of the month at 4:00 p.m. at the Water Pollution Control Center. This motion was carried.

The meeting continued with the Board's regular session.

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, it was resolved that the minutes of the December 20, 2023 meeting be approved as presented. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Jon 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 | 3,153.18 |
| National Fuel | Shawnee Rd PS | 85.30 |
| National Fuel | Townline Rd PS | 87.59 |

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| National Grid | East Canal PS | 1,156.75 |
| National Grid | Mapleton Rd PS | 225.60 |
| National Grid | Moyer Lift PS | 132.96 |
| National Grid | Plant | 11,685.75 |
| National Grid | Shawnee Rd PS | 155.92 |
| National Grid | Tonawanda Creek Rd PS | 941.41 |
| National Grid | Townline Rd PS | 922.74 |
| Niagara County Public Works | Elec Supply-Tonawanda Creek Rd PS - (November) | 360.61 |
| Niagara County Public Works | Elec Supply - Mapleton PS (December 2023) | 139.48 |
| Niagara County Public Works | Elec Supply - East Canal PS (December 2023) | 999.25 |
| Niagara County Public Works | Elec Supply - Moyer Lift (December 2023) | 66.01 |
| Niagara County Public Works | Elec Supply - Shawnee Rd (December 2023) | 83.72 |
| Niagara County Public Works | Elec Supply - Townline Rd (December 2023) | 698.74 |
| Niagara County Public Works | Elec Supply - Plant (December 2023) | 14,186.02 |
| Niagara County Public Works | Elec Supply - Rapids Rd (Nov. & Dec. 2023) | 380.23 |
| NYSEG | Rapids Rd PS (Natural Gas) | 607.61 |
| QLT | Tonawanda Creek Rd PS | 13.35 |
| 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 | 135.00 |
| U-DIG | Digging Notifications | 87.32 |
| Verizon | East Canal | 36.02 |
| Verizon | Moyer Lift PS | 35.89 |
| Verizon | Plant | 181.98 |
| Verizon | Rapids Rd PS | 32.40 |
| Verizon | Shawnee Rd PS | 35.93 |
| Verizon | Tonawanda Creek Rd PS | 40.45 |
| Verizon | Townline Rd PS | 36.00 |
| Amazon | Gate Remote Controls | 118.40 |
| Buffalo State University | Basic Operations & Activated Sludge Classes for P. Hockwater, K. Ritchie, D. Erb & E. Lyons | 3,000.00 |
| Cintas | Carpet Floor Protection | 110.36 |
| CIR Electrical Construction | 2022 O&M Project | 4,940.00 |
| Dival | Electrical Rubber Gloves | 794.20 |
| Earsing, Aaron | 2024 Clothing Allowance | 400.00 |
| Erb, David | 2024 Clothing Allowance | 399.23 |
| Evoqua | Laboratory Supplies | 647.52 |
| Fisher Scientific | Laboratory Supplies | 1,836.27 |

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| Flanders, Daniel | 2024 Clothing Allowance | 400.00 |
| GHD | Misc. Project Assistance & SCADA Support (Project #630191) | 13,342.00 |
| GHD | Monthly Retainer | 750.00 |
| GHD | Sewer Wide I/I | 2,915.00 |
| GHD | 2022 O&M Project | 4,065.00 |
| Greater Niagara Gazette | Liquid Polymer Bid Advertising | 135.40 |
| Gui's Lumber | Maintenance Supplies | 49.93 |
| Hach | Laboratory Supplies | 257.82 |
| Herc Rental | Equipment Rental | 645.04 |
| Home Depot | Maintenance Supplies | 209.88 |
| JCI Jones Chemical | Sodium Hypochlorite | 10,878.80 |
| Kemira | Ferrous Chloride | 5,204.14 |
| L&S Metals, Inc. | Shafts for Fine Screens | 850.00 |
| Linde Gas & Equipment | Maintenance Supplies | 216.09 |
| Masterman's | Laboratory Supplies | 1,810.42 |
| Modern Corporation | Sludge/Dumpsters | 24,019.34 |
| Moley Magnetics | Annual Crane & Hoist Inspection | 1,945.00 |
| Nelson, Daniel | CDL License Reimbursement | 100.00 |
| Occustar Workplace Compliance | Respirator Exam (1) | 100.00 |
| Pace Analytical Services | Laboratory Analyses | 2,412.83 |
| Polydyne Inc. | Polymer | 19,136.00 |
| Power-Flo Technologies, Inc. | Motor Pickup - diagnostic | 250.00 |
| Staples | Office Supplies | 68.70 |
| STC Construction | 2020 O&M Project #11205045 | 6,258.00 |
| The Pump Doctor | Annual Cathodic Testing at the following pump stations: Ton. Crk Rd, Shawnee Rd, Townline Rd | 500.00 |
| Tolls by Mail | Toll/Travel Expense for class at Morrisville State College | 26.66 |
| Town of Lockport | 2023 I/I Reimbursement | 20,000.00 |
| Town of Wheatfield | 2023 I/I Reimbursement | 20,000.00 |
| Town of Wheatfield | Fuel for County Vehicles - 4th Qtr. 2023 | 1,865.64 |
| Upstate Equipment (Bob Cat of Bflo) | BobCat Skidsteer Diagnostic & Repair | 10,397.73 |
| WW Grainger | Maintenance Supplies | 2,355.74 |
| WellNow | New Hire Physical/Drug Testing | 147.00 |
| Xylem | Engine Filter Kit | 566.19 |
| TOTAL | | \$ 200,944.87 |

TO BE PAID

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|------------------------|---|----------------------|
| Charter Communications | Internet Services | 770.75 |
| Dival | Electrical Glove Testing | 65.10 |
| Earsing, Aaron | Continuing Education Reimbursement | 34.95 |
| Fisher Scientific | Laboratory Supplies | 88.61 |
| JCI Jones Chemicals | Sodium Hypochlorite | 7,783.89 |
| JP Industrial | Maintenance Supplies | 560.40 |
| LandPro Equipment | Maintenance Supplies | 120.96 |
| National Fuel | Shawnee Rd PS | 109.74 |
| National Fuel | Townline Rd PS | 146.10 |
| Petty Cash | Postage/Keys | 56.56 |
| Power-Flo Technologies | Maintenance Supplies | 561.00 |
| Sampson | Cleaning Services (Dec 23, 30, Jan 6, 13, 20) | 350.00 |
| Sherwin Williams | Paint Supplies | 223.31 |
| Verizon | Townline Rd PS | 35.97 |
| Verizon Wireless | Cellular/Data Service | 292.00 |
| Vona, P. Andrew | Legal Retainer | 2,500.00 |
| WW Grainger | Maintenance Supplies | 1,377.46 |
| TOTAL | | \$ 15,076.80 |

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| TOTAL FORWARDED | \$ 200,944.87 |
| TOTAL APPROVED O&M | 15,076.80 |
| GRAND TOTAL APPROVED | \$ 216,021.67 |

This motion was carried.

Review of the December 2023 Financial Report showed an Operation and Maintenance balance of \$10,284,139.05.

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, it was resolved that the Sewer District's December 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:

Mr. Earsing welcomed the new commissioners and extended an invitation to the Board to tour the facility to familiarize themselves with the plant's operation. Commissioner Don MacSwan said there definitely was interest among his staff and he would like to set something up. Chairman Crocker suggested Mr. Earsing select a few dates in the spring and email Board members to confirm tour plans.

Administrative Director's Report:

a. 2024 District I/I Policies and Procedures – Mr. Blodgett stated that as a part of our annual Management, Operations and Maintenance plan the District is required to review the current I/I policies and procedures for their effectiveness, including the allocation that each individual Town receives \$20,000 towards their own I/I projects and the additional amount of \$100,000 toward District-wide larger projects. Mr. Blodgett stated the DEC is very complimentary of our policies and recommended continuing the I/I Policies and Procedures for 2024 without any changes.

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 the 2024 District I/I Policies and Procedures the same as 2023. This motion was carried.

b. 2024 Guidelines for Procurement of Goods and Services – Mr. Blodgett presented a tentative 2024 Guidelines for Procurements of Goods and Services and suggested that the District keep the policies and limits the same as was approved by the Board in 2023. Chairman Crocker asked if the District is satisfied with the current guidelines. Mr. Blodgett stated that with the current economy it seems that an excessive amount of purchases need to be brought to the Board for approval. Chairman Crocker suggested this item be deferred and Mr. Blodgett work with the District staff to develop parameters that are more functional with the current economic situation.

c. Electronics Technician Position – Mr. Blodgett stated the approved new Electronics Technician position was posted and the District has only received three applications, none of which fully meet the requirements of the job description. As a result the job will be reposted on the County website,

in addition to exploring more methods of advertising the position to hopefully receive more candidates.

Mr. Blodgett stated he would update the Board at the February Administrative Board meeting.

d. Filter Feed Pump 1 – Additional OEM Work – Mr. Blodgett stated that two years ago filter feed pump #1 was installed and since then the unit has experienced recurring vibration issues. Koester, who installed the unit, as well as the OEM and our engineers at GHD have determined the original foundation is inadequate and to resolve the issue they will need to make modifications to the existing pump as well as reconstruct the foundation. Mr. Blodgett requested Board approval to accept the quote of \$20,151.00 from Koester as sole source contractor to repair the filter feed pump #1 vibration issues.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to accept the quote of \$20,151.00 from Koester as sole source contractor to repair the filter feed pump #1 vibration issues. This motion was carried.

e. Town of Niagara Project – Mr. Blodgett stated Commissioner Virtuoso has been in contact with Mr. Lannon and himself regarding Town of Niagara sewer fee structure concerns. Currently the Town of Niagara sends most of their wastewater to the District, but a few small sections of the town flows to the City of Niagara Falls Water Board facility. Commissioner Virtuoso outlined the discrepancy in fee structures between the two facilities, indicating the Town of Niagara is paying twice as much to the City of Niagara Falls Water Board for significantly less flow. She stated it is her intention to explore the feasibility of directing all of the Town of Niagara flow to the District and has been in contact with Municipal Solutions to consider applying for grant monies to cover some of the expenses. Mr. Lannon briefly outlined the scope of work involved with the potential project and stated there are obviously other issues that would need to be explored since the area in question is technically not currently considered part of the District boundary. Chairman Crocker suggested the Board look at expanding the District to include the entire Town of Niagara. Commissioner Don MacSwan encouraged Commissioners to

explore what is necessary to begin the process. Mr. Vona indicated the first step is Board approval to seek further information in support of Commissioner Virtuoso's request to seek approval from the Town of Niagara Board to initiate a study to further explore the feasibility of the project.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to honor Commissioner Virtuoso's request to seek approval from the Town of Niagara Board to initiate a study to further explore the feasibility of the project. 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. Target to finalize list of projects in February.
 - BOARD ACTION REQUESTED – None
3. 2020/2021 O&M Project - Clarifier Rehabilitation (GHD Project No. 11205045)
 - Project closed out.
 - BOARD ACTION REQUESTED – None
4. 2022 O&M Project (GHD Project No. 630191)
 - Construction ongoing.
 - BOARD ACTION REQUESTED – None
5. 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

6. Interceptor Lining Project (GHD Project No. 630191)
 - Project ongoing.
 - BOARD ACTION REQUESTED – None
7. 2023 SPDES Annual Compliance Updates (GHD Project No. 12629530)
 - Project ongoing. MOM Update Report development is underway.
 - BOARD ACTION REQUESTED – None
8. 2024 O&M Project (GHD Project No. 12629537)
 - Need to schedule a project kick-off meeting.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona stated the District received a letter from the NYS Office of the Attorney General indicating the State would be acquiring a section of District property through existing eminent domain procedures. Mr. Vona stated he has been subsequently informed the State is actually seeking an easement rather than an acquisition of said property for the area in question.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, the meeting adjourned at 4:52 p.m.