

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

Held on the 31st day of July 2024

PRESENT: Commissioner Mark C. Crocker, Chairman
Commissioner, Don MacSwan, Vice Chairman
Commissioner Jon MacSwan
Commissioner Joel M. Maerten
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner Steve Broderick

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Donna Cody, NCSD #1
Aaron Earsing, Chief Operator NCSD #1
P. Andrew Vona, NCSD #1 Attorney
Robert P. Lannon, GHD Consulting Services
Anthony J. Nemi, Liaison, Niagara County Legislature
Carl A. Widmer, CPA, Drescher & Malecki

Chairman Crocker called the meeting to order at 4:01 p.m.

Roll call was taken by Donna Cody.

The pledge of allegiance was recited.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, it was resolved that the minutes of the June 26, 2024 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel M. Maerten 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	62.54
National Fuel	Plant	300.34
National Grid	East Canal PS	743.31
National Grid	Mapleton Rd PS	179.45
National Grid	Moyer Lift PS	60.23

National Grid	Plant	10,524.80
National Grid	Shawnee Rd PS	127.13
National Grid	Tonawanda Creek Rd PS	699.86
National Grid	Townline Rd PS	749.95
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (May 2024)	288.00
Niagara County Public Works	Elec Supply - Mapleton PS (May 2024)	90.49
Niagara County Public Works	Elec Supply - East Canal PS (May 2024)	701.02
Niagara County Public Works	Elec Supply - Moyer Lift (May 2024)	27.98
Niagara County Public Works	Elec Supply - Shawnee Rd (May 2024)	60.25
Niagara County Public Works	Elec Supply - Townline Rd (May 2024)	494.47
Niagara County Public Works	Elec Supply - Plant (May 2024)	15,038.20
NYSDEC	Chemical Bulk Storage Fee	125.00
NYSDEC	Waste Transporter Fee	500.00
QLT	Tonawanda Creek Rd PS	14.42
U-DIG	Digging Notifications	89.48
Verizon	East Canal	35.72
Verizon	Moyer Lift PS	35.41
Verizon	Plant	180.87
Verizon	Rapids Rd PS	32.40
Verizon	Shawnee Rd PS	35.49
Verizon	Tonawanda Creek Rd PS	40.21
Verizon Wireless	Cellular Phones/Data	292.04
Amazon	Hydro Check Sump Pump Float	75.99
Dival	Electrical Glove Testing	65.10
Empire Scale Corporation	Inspection & service of autoclave	340.00
Evoqua	Lab Grade Water	645.01
Fisher Scientific	Laboratory Supplies	1,095.63
Forbest Products	Maintenance Supplies	834.00
FSR Contracting, Inc.	Spall Repair in dump tank + new concrete curb	2,370.00
GHD	Misc. Project Assistance & SCADA Support (Project #630191/12640903)	4,180.50
GHD	2024 O&M Project #12629537	7,175.75
Idexx	Laboratory Supplies	883.01
JCI Jones Chemical	Sodium Hypochlorite	9,048.57
John W. Danforth	Annual Fume Hood Certification	425.00
John's Motor & Transmission Shop	2016 Ford Explorer Insp. & check a/c. 2013 Ford F-350 Inspection	112.00
Kemira	Ferrous Chloride	5,632.28
Kenyon Pipeline Inspection, LLC	2023 Sanitary Sewer Improvements	15,175.45

Koester	Pump Monitor Relay for Xylem Pump	301.50
Linde Gas & Equipment	Maintenance Supplies	46.43
Modern Corporation	Sludge/Dumpsters	51,863.68
Nelson, Daniel	2024 Clothing Allowance	400.00
New England Bioassay, Inc.	Acute LC 50 Testing & Shipping Charges	1,250.00
Office of Water Programs	Oper. Of Wastewater Treatment Plant Vol 1&2 (2 ea.)	452.00
Pace Analytical Services	Laboratory Analyses	335.10
Pesaresi, Peter	Continuing Education Credit Reimbursement	474.00
Pro-Mark Utility Company	Maintenance Supplies	1,398.58
Rexel	Electrical Supplies	4,580.09
Staples	Office Supplies	175.32
Town of Wheatfield	Fuel for Sewer Dist. Vehicles - 2nd quarter 2024	2,581.27
United States Postal Service	3 Rolls of Forever Stamps	204.00
WW Grainger	Maintenance Supplies	3,137.95

TOTAL

\$ 146,787.27

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet Service	769.59
National Fuel	Shawnee PS	22.94
National Fuel	Townline PS	18.90
National Grid	East Canal PS	1,022.16
National Grid	Townline PS	796.69
National Grid	Mapleton PS	162.08
National Grid	Shawnee PS	124.31
National Grid	Moyer Lift PS	70.78
NYSEG	Rapids Road PS (Natural Gas, Electric)	532.13
NYSEG	Rapids Road PS (Natural Gas)	39.69
Verzon	Townline PS	35.44
Cintas	Carpet Floor Protection	113.89
Dival	Calibration, gas	490.00
Evoqua	Laboratory Supplies	678.86
Fisher Scientific	Laboratory Supplies	514.09
J P Industrial Supply	Maintenance Supplies	\$487.50
John's Motor & Transmission Shop	Repair & Maintenance 2016 Ford Explorer	1,517.50
Kemira	Ferrous Chloride	6,807.12
Linde Gas & Equipment Inc	Maintenance Supplies	216.09
N. F. P. & Sons, Inc.	Repair & Maintenance Catch Basins, Main Plant	7,200.00
Napa Auto Parts	Vehicle Supplies	46.97

Niagara Lock & Key Service, Inc.	Keys	15.50
Pace Analytical Services	Laboratory Analyses	230.10
Sampson	Cleaning Services (June 29, July 5, 13, 20)	280.00
Southworth Milton Inc	Generator Maintenance	11,002.79
Staples	Office Supplies	38.31
Vac2Go, LLC	Maintenance Supplies	657.00
Vona, P. Andrew	Legal Retainer	2,500.00
Well Now	New Hire Physical/Drug Testing	155.00
Xylem	Pump Repair	5,232.70
TOTAL		\$ 41,778.13

TOTAL FORWARDED	\$ 146,787.27
TOTAL APPROVED	\$ 41,778.13
GRAND TOTAL APPROVED	\$ 188,565.40

This motion was carried.

Review of the June 2024 Financial Report showed an Operation and Maintenance balance of \$14,154,044.47.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, it was resolved that the Sewer District's June 2024 Financial Report be approved as presented. This motion was carried.

Communications:

a. Financial Statement and Audit Report – Drescher & Malecki – Chairman Mark C. Crocker recognized Carl A. Widmer, CPA, from Drescher & Malecki who was present to provide an overview of the Sewer District No. 1 Fund Financial Statements and Audit Report for year ended December 31, 2023 to the Board. Mr. Widmer explained the Sewer District is a funded entity of the County and Drescher and Malecki are retained as a third party, independent entity to perform the County's Audits. He stated he was presenting the part of that audit that pertains to the Sewer District Fund. Mr. Widmer's review of the report reflects compliance with financial related legal requirements and the District's stable financial position, including an analysis of an appropriate fund balance given the type, age, and amount of infrastructure owned and operated by the District. He noted the annual fund

balance has showed an increase for the past three years. Overall, the report reflected no reportable findings.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

Mr. Earsing mentioned he was recently notified the NYSDEC will be conducting a routine inspection at the Plant on August 15th. He stated he would update the Board at the August meeting.

Administrative Director's Report:

a. 2025 Draft Budget – Mr. Blodgett stated he and Joanne Teixeira would continue to work on the 2025 Budget over the next few weeks and present a draft to the Board for review before the August Administrative Board Meeting and the final budget will need to be approved at the meeting so that it can be submitted to the County Budget Office by September 19th.

b. Town I/I Projects – Mr. Blodgett reminded all of the Commissioners who have 2024 I/I Program projects in the works to submit their paperwork prior to the end of the year in order to receive Board approval for their individual Town's allocated \$20,000 reimbursable funds toward their projects for this calendar year. He also noted the 2025 Budget will reflect the suggested increase in the I/I program from \$20,000.00 to \$25,000.00

c. Staff Update – Mr. Blodgett requested the Board adjourn to executive session to discuss personnel matters.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, it was resolved that the Board adjourn to executive session to discuss personnel matters. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Mr. Blodgett requested Board approval to accept the resignation of Wastewater Treatment Plant Operator Trainee Seth Franusiak, and requested authorization to conduct interviews to fill the vacant 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 approves Mr. Blodgett's request to accept the resignation of Wastewater Treatment Plant Operator Trainee Seth Franusiak, and to conduct interviews to fill the vacant position. This motion was carried.

Mr. Blodgett requested Board approval to accept the resignation Sanitary Chemist Richard LaTona, and requested authorization to advertise and interview to fill the vacant position.

Upon motion duly made by Sylvia Virtuoso 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 accept the resignation Sanitary Chemist Richard LaTona, and to advertise and interview to fill the vacant position. This motion was carried.

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. Lockport Westcott Estates doghouse manhole connection review. SPCC/SPR plan updates ongoing. Arc Flash training scheduled for August 14
 - BOARD ACTION REQUESTED – None

Mr. Lannon stated regarding the diversion of Town of Niagara flow from Niagara Falls Water Board, the District would need to re-define the District boundaries to facilitate the change. Commissioner Don MacSwan asked if that would require a public hearing. Mr. Vona stated he would research the procedure that was established to define the original District boundaries. Chairman Crocker asked if there was a timeline established for the completion of the change. Mr. Lannon stated the Town of Niagara's contract with Niagara Falls Water Board expires December

31, but acknowledged there are a lot of things to be considered including funding, design and final construction timelines. He stated he is working with Town of Niagara officials to discuss the best way to move forward.

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. Plug valve at East Canal PS and 4 slide gates for return screw pumps remain to be installed
 - 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. Interceptor Lining Project (GHD Project No. 630191)
 - Project has been closed out
 - BOARD ACTION REQUESTED – None
6. 2024 O&M Project (GHD Project No. 12629537)
 - Awaiting CO documentation for Pump S2 and bypass weir gate from the contractor
 - BOARD ACTION REQUESTED – None
7. 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:

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 Jon MacSwan the meeting adjourned at 4:55 p.m.