

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

Held on the 26th day of June 2024

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

EXCUSED: Commissioner Jon MacSwan

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 4:00 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 Sylvia Virtuoso, it was resolved that the minutes of the May 22, 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>
Frontier	Mapleton Rd PS	63.51
National Fuel	Plant	441.42
National Fuel	Shawnee Rd PS	35.74

National Fuel	Townline Rd PS	12.69
National Grid	East Canal PS	1,105.81
National Grid	Mapleton Rd PS	211.55
National Grid	Moyer Lift PS	107.04
National Grid	Plant	10,788.38
National Grid	Shawnee Rd PS	181.84
National Grid	Tonawanda Creek Rd PS	741.19
National Grid	Townline Rd PS	765.85
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (April 2024)	353.67
Niagara County Public Works	Elec Supply - Mapleton PS (May 2024)	101.44
Niagara County Public Works	Elec Supply - East Canal PS (May 2024)	886.10
Niagara County Public Works	Elec Supply - Moyer Lift (May 2024)	47.08
Niagara County Public Works	Elec Supply - Shawnee Rd (May 2024)	67.66
Niagara County Public Works	Elec Supply - Townline Rd (May 2024)	545.16
Niagara County Public Works	Elec Supply - Plant (May 2024)	14,471.45
NYSEG	Rapids Rd PS (Natural Gas)	26.48
QLT	Tonawanda Creek Rd PS	14.42
Town of Wheatfield Water	Plant	1,526.60
U-DIG	Digging Notifications	125.58
Verizon	East Canal	35.69
Verizon	Moyer Lift PS	35.64
Verizon	Plant	178.56
Verizon	Rapids Rd PS	32.28
Verizon	Shawnee Rd PS	35.68
Verizon	Tonawanda Creek Rd PS	40.19
Verizon	Townline Rd PS	35.72
Verizon Wireless	Cellular Phones/Data	291.93
1st Source Hardware	Maintenance Supplies	155.09
Alfa Laval	Control Upgrade	72,480.65
American Contracting & Environmental Services, Inc.	2022 O&M Project	25,063.83
Bearing Distributors, Inc.	Maintenance Supplies	575.91
Chudy Paper	Towels & Toilet Paper	376.06
Cintas	Carpet Floor Protection	113.89
Core & Main	Maintenance Supplies	87.06
Cummins Sales & Service	Repairs & Maintenance at Rapids Rd & East Canal Generators	2,451.20
Dana Roetzer's Executive Landscaping	Weed control outside fenced area at Plant and all 7 pump stations	3,969.00
Drescher & Malecki	Audit Payment	300.00

Environmental Resource Associates	Laboratory Supplies	221.70
Evoqua	Laboratory Supplies	692.72
Fisher Scientific	Laboratory Supplies	38.11
GHD	2022 Sewer Wide I/I	11,252.50
GHD	Misc. Project Assistance & SCADA Support (Project #630191/12640903)	2,291.25
GHD	2024 O&M Project #12629537	7,429.34
GHD	Monthly Retainer	750.00
GHD	2024 Sewer Wide I/I Project #12640902	6,750.00
Gui's Lumber	Maintenance Supplies	102.91
Herc Rentals	Equipment Rental	1,368.76
JCI Jones Chemical	Sodium Hypochlorite	8,922.79
Kemira	Ferrous Chloride	2,653.29
Koester	Sanitaire, O Ring 9" Ceramic (300)	1,730.32
Lakes Pipe & Supply Corp	Maintenance Supplies	277.60
Magic Stone	Repair West & South Wall in Lugger Building	7,885.00
Masterman's	Laboratory Supplies	1,382.08
McMaster-Carr	Maintenance Supplies	280.95
Modern Corporation	Sludge/Dumpsters	62,411.47
Napa Auto Parts	Vehicle Supplies	343.88
Owasco River Railway	Execution of NYDOT Right-of-Way Assignment of Claim & Release Fee	2,500.00
Pace Analytical Services	Laboratory Analyses	1,013.10
Patterson Pump Company	Shim Kit & Hardware for Pump S5-Shipping & Handling	32.30
Power-Flo Technologies, Inc.	PM on 60 HP Baldor Motor/Maintenance Supplies	3,362.90
Rexel	Electrical Supplies	5,566.47
Ritchie, Kristopher	2A Wastewater Operator Test Reimbursement	112.00
Shingle & Gibb Automation	Flexedge Cell Networking Gateway	1,238.37
Solenis	Polymer	21,571.80
Superior Lubricants	Grease/Oil	2,124.00
Temp-Press, Inc.	Remove & Install 2 Flow meters, sensors & brackets for Influent Channel	3,750.00
The HON Company	New desks for Electronics Techs	3,393.22
The Pump Doctor	Cathodic testing at East Canal, Moyer Lift, Shawnee and Rapids Road Pump Stations	2,118.75
VWR International	Laboratory Supplies	134.71
Walker Process Equipment	Maintenance Supplies	448.79

WellNow	New Hire Physical/Drug Testing	155.00
WW Grainger	Maintenance Supplies	1,305.57
TOTAL		\$ 304,490.69

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet Service	769.59
Cintas	Carpet Floor Protection	113.89
Core & Main	Maintenance Supplies	305.05
Dival	Electrical Rubber Gloves	130.20
Fisher Scientific	Laboratory Supplies	1,272.00
FSR Contracting, Inc.	Aeration Tank Repair	7,200.00
GHD	Misc. Project Assistance & SCADA Support (Project #630191/12640903)	4,259.00
GHD	Sewer Wide I/I Project #12640902	20,250.00
Home Depot	Maintenance Supplies	429.98
John's Motor & Transmission	2015 Ford F-250 & (2) Trailer Inspection	33.00
Linde Gas & Equipment	Maintenance Supplies	222.23
National Fuel	Shawnee Rd PS	26.97
National Fuel	Townline Rd PS	18.90
NYSDEC	Annual Air Pollution Control Regulatory Fee	160.00
Pace Analytical Services	Laboratory Analyses	926.30
Sampson	Cleaning Services (May 25, June 1,8,15,22)	350.00
Staples	Office Supplies	31.77
Vona, P. Andrew	Legal Retainer	2,500.00
Wendt's Propane & Oil	Propane	104.25
TOTAL		\$ 39,103.13

TOTAL FORWARDED	\$ 304,490.69
TOTAL APPROVED O&M	\$ <u>39,103.13</u>
GRAND TOTAL APPROVED	\$ 343,593.82

This motion was carried.

Review of the May 2024 Financial Report showed an Operation and Maintenance balance of \$14,577,321.42.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Sewer District's May 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. OEM purchase Alfa Laval Centrifuge Parts – Mr. Earsing presented an OEM quote from Alfa Laval for O rings, seals, gaskets and bearing housings for the plant's centrifuge. He is requesting authorization to purchase OEM Alfa Laval centrifuge parts for \$7,315.31 plus shipping.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Earsing's request to purchase OEM Alfa Laval centrifuge parts for \$7,315.31 plus shipping. This motion was carried.

b. OEM Purchase VeloDyne Polymer Mixer – Mr. Earsing stated the plant needs to replace the polymer mixer and presented an OEM quote from VeloDyne. Mr. Earsing requested authorization to purchase an OEM VeloDyne polymer mixer for \$5,893.66 plus shipping.

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 Mr. Earsing's request to purchase an OEM VeloDyne polymer mixer for \$5,893.66 plus shipping. This motion was carried.

c. Sale of Surplus 2005 Chevrolet Silverado with Auctions International Update – Mr. Earsing stated the Board authorized to dispose of the surplus 2005 Chevrolet pick-up truck through Auctions International at the May meeting. He stated the auction was complete and the District earned \$4,900.00 from the sale.

Administrative Directors Report:

a. 2023 Audit Schedule- Drescher & Malecki – Mr. Blodgett reported representatives from Drescher & Malecki will be present at the July Administrative Board Meeting to address the annual audit

report. A draft of the report and presentation highlights will be forwarded to the Board prior to the July meeting.

b. Ferrous Chloride Bids – Mr. Blodgett stated Kemira Water Solutions, the District's current supplier, was the sole bidder for the Ferrous Chloride Bid. He reviewed the one year, two year and three year contract pricing and suggested the District should enter into a 2 year commitment. He requested Board authorization to award a two year contract to Kemira Water Solutions, Inc., for Ferrous Chloride Solution (Bid #NCSD24-02) in the amount of \$0.781/ lb. and no charge for a second drop-off location (contract period July 1, 2024 to June 30, 2026).

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 Mr. Blodgett's request to award a two year contract to Kemira Water Solutions, Inc., for Ferrous Chloride Solution (Bid #NCSD24-02) in the amount of \$0.781/ lb. and no charge for a second drop-off location (contract period July 1, 2024 to June 30, 2026). This motion was carried.

c. Personnel Items - Mr. Blodgett requested the Board adjourn to executive session to discuss personnel matters.

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

Upon motion duly made by Joel M. Maerten and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves requesting the County to open Civil Service test eligibility for operator trainee positions at the Niagara County Sewer District to residents outside of Niagara County. This motion was carried.

Operator Resignation – Mr. Blodgett presented a letter of resignation from Kristopher Ritchie effective June 13th. Mr. Blodgett requested Board authorization to accept with regret his resignation and stated interviews have been conducted to fill the vacancy.

Upon motion duly made by Joel M. Maerten and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts with regret the resignation of Kristopher Ritchie. This motion was carried.

Permission to Fill Operator Trainee Position – Mr. Blodgett presented the certification of eligibles list and requested authorization to fill the vacant Operator Trainee position with Brandon Thompson.

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. Blodgett's request to hire Brandon Thompson as a Wastewater Treatment Plant Operator Trainee to fill the vacancy created by Kristopher Ritchie's resignation. 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. Assisting with influent pump S5. 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.
 - 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. No cost time extension submitted.

- ***BOARD ACTION REQUESTED – Consider authorization of change order***

Mr. Lannon presented a proposal from GHD and requested Board approval for a change order for a no-cost contract time extension until August 31, 2024 due to material delivery time and additional work requests, and authorization for the Chairman to sign and execute the change order.

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 Mr. Lannon's request for a no-cost contract time extension until August 31, 2024 due to material delivery time and additional work requests, and authorization for the Chairman to sign and execute the change order. This motion was carried.

4. Plant SCADA Hardware and Software Update (GHD Project No. 12574679)

- Developing backup/contingency plan.
- BOARD ACTION REQUESTED – None

5. Interceptor Lining Project (GHD Project No. 630191)

- Project ongoing. Awaiting pricing for lining Pump Stations
- BOARD ACTION REQUESTED – None

6. 2024 O&M Project (GHD Project No. 12629537)

- Preconstruction meeting scheduled for June 26
- Developing change order for additional work
- ***BOARD ACTION REQUESTED – Consider authorization of change order***

Mr. Lannon presented a proposal from GHD and requested Board approval for a change order for the 2024 O&M Gate Improvement project consisting of installing and testing a new "S5" influent pump. The additional work has been determined necessary to reinstall the low flow pump for efficient operation during low and normal daily flow situations. Mr. Lannon

requested an additional \$50,502.88 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 Joel M. Maerten and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for an additional \$50,502.88 be authorized for the 2024 O&M project and authorization for the Chairman to sign and execute the change order. This motion was carried.

7. 2024 Infiltration & Inflow Project (GHD Project No. 12640902)

- Project underway
- Illegal connection identified at 7246 Shawnee
- ***BOARD ACTION REQUESTED – Discussion***

Mr. Lannon stated further investigation is required regarding the illegal connection and he will bring more information to the Board as it becomes available.

Attorney's Report:

Mr. Vona stated he has continued working on the easement issue regarding the State DOT's property claim and Owasco River Railway release for the District's outfall property easement within the State DOT's bike path project. He negotiated the requested \$5,000.00 document filing fee to \$2,500.00 and stated he is waiting for Owasco River Railway representatives to execute the formal release.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:59 p.m.