

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

Held on the 27th day of March 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:**

**ALSO PRESENT:**

Thomas W. Blodgett, Administrative Director, NCSD #1  
Donna Cody, NCSD #1  
Aaron Earsing, Chief Operator, NCSD #1  
Joanne M. Teixeira, NCSD #1  
Andrew Vona, Attorney for District  
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 4:03 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 Sylvia Virtuoso, it was resolved that the minutes of the February 28, 2024 meeting be approved as presented. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved that the following February vouchers be ratified and paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Frontier	Mapleton Rd PS	60.65
National Fuel	Plant	4,241.54
National Grid	Plant	15,140.19

National Grid	Tonawanda Creek Rd PS	948.94
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (January 2024)	933.99
Niagara County Public Works	Elec Supply - Mapleton PS (February 2024)	186.89
Niagara County Public Works	Elec Supply - East Canal PS (February 2024)	1,402.20
Niagara County Public Works	Elec Supply - Moyer Lift (February 2024)	74.31
Niagara County Public Works	Elec Supply - Shawnee Rd (February 2024)	117.35
Niagara County Public Works	Elec Supply - Townline Rd (February 2024)	972.69
Niagara County Public Works	Elec Supply - Plant (February 2024)	16,080.56
Niagara County Public Works	Elec Supply - Rapids Rd (January & February 2024)	666.91
Town of Wheatfield Water	Plant	1,303.35
U-DIG	Digging Notifications	123.60
Verizon	East Canal	36.28
Verizon	Plant	181.82
Verizon	Shawnee Rd PS	24.67
Verizon	Tonawanda Creek Rd PS	40.48
Buffalo Lift Trucks	Forklift Maintenance Training	1,490.00
Cintas	Carpet Floor Protection	111.61
Erb, David	Travel Expenses - Buffalo State University Basic Op. Classes	14.04
Equipment Pros	Maintenance Supplies	373.43
Evoqua	Laboratory Supplies	609.90
Federal Express	Overnight Shipping - Effluent Toxicity Tests	1,377.72
Ferguson Electric	PM on 2 Motor Starters	1,425.28
Fisher Scientific	Laboratory Supplies	1,027.44
Flanders, Daniel	Operator Renewal Continuing Ed. Reimbursement	200.00
Gallineau, Erik	2024 Clothing Allowance	400.00
GHD	Misc. Project Assistance & SCADA Support (Project #630191)	15,379.17
GHD	Monthly Retainer	750.00
GHD	2024 O&M Project	12,400.00
GHD	2023 SPDES Project #12629530	4,710.00
Greater Niagara Gazette	Electronics Technician Advertising	183.00
Hockwater, Paul	Basic Activated Classes @Buffalo State University - travel expenses	37.50

Home Depot	Maintenance Supplies	429.74
JCI Jones Chemical	Sodium Hypochlorite	8,585.39
Joseph G. Pollard (Pollardwater)	Maintenance Supplies	272.07
Koester	S&L Filter, Element Filter Kit, Pumphead	2,270.02
Linde Gas & Equipment	Maintenance Supplies	269.56
Lyons, Eric	Travel Expenses - Buffalo State University Basic Op. Classes	13.29
Martech (Safety, Inc.)	Gas Detectors (3) Calibration Service	525.00
Metal Supermarkets	Maintenance Supplies	493.54
Modern Corporation	Sludge/Dumpsters	43,381.37
Napa Auto Parts	Battery Tester	119.00
New England Bioassay, Inc.	Effluent Toxicity Tests	875.00
O'Connell Electric	Breaker Troubleshoot & Repair	664.00
Pace Analytical Services	Laboratory Analyses	1,163.40
Pesaresi, Peter	2024 Clothing Allowance	400.00
Power-Flo Technologies, Inc.	Motor/Fan Cover	2,484.34
RAM Industrial Services, LLC	Eurodrive Helical-worm gear unit with adapter	2,875.78
Ritchie, Kristopher	Activated Sludge Classes @Buffalo State University - travel expenses	37.50
Ritchie, Kristopher	2024 Clothing Allowance	400.00
Sentrimax	Stainless & Fiber Glass Feed Tube	3,446.15
Shrier-Martin Process Equipment	Maintenance Supplies	1,180.00
Southworth-Milton Inc.	Generator Maintenance - Townline Rd, Plant, Mapleton Rd PS	4,227.99
Staples	Office Supplies	23.22
WW Grainger	Maintenance Supplies	1,256.48
<b>TOTAL</b>		<b>\$ 158,418.35</b>

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
American Contracting & Environmental Services, Inc.	2022 O&M Project	113,525.00
Charter Communications	Internet Service	770.75
Core & Main	Maintenance Supplies	89.20
Cyncon	Maintenance Supplies for VAC Truck	1,227.58
Dival	Sensors	2,137.00

Fisher Scientific	Laboratory Supplies	716.25
Flanders, Daniel	Operator Renewal Continuing Ed. Reimbursement	42.94
Home Depot	Maintenance Supplies	94.54
Instrumart	Ultrasonic Level Sensor	2,058.88
Kemira	Ferrous Chloride	5,372.77
Linde	Maintenance Supplies	209.95
Masterman's	Laboratory Supplies	1,369.38
National Fuel	Shawnee Rd PS	89.71
National Fuel	Townline Rd PS	75.29
National Grid	East Canal Rd PS	1,061.18
National Grid	Mapleton Rd PS	229.19
National Grid	Moyer Lift PS	124.82
National Grid	Shawnee Rd PS	141.80
National Grid	Townline Rd PS	639.87
NYSEG	Natural Gas	121.76
Occustar	Respirator Exams	200.00
Pace Analytical	Laboratory Analysis	93.40
Power-Flo Technologies	Maintenance Supplies	668.15
RAM Industrial Services	Maintenance Supplies	919.40
Sampson	Cleaning Services (March 2, 9, 16, 23)	280.00
Sherwin Williams	Paint Supplies	211.96
Smith & Loveless, Inc.	Maintenance Supplies	586.52
Southworth Milton Cat	Generator Troubleshoot	601.94
Sunrise Door & Woodworks, Inc.	Door Maintenance & Repair (Motor)	1,850.00
USA Blue Book	Maintenance Supplies	697.14
Verizon	Moyer Lift PS	35.89
Verizon	Rapids Rd	32.40
Verizon	Townline Rd PS	35.97
Verizon Wireless	Cellular Phone/Data	240.43
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	1,618.46
<b>TOTAL</b>		<b>\$ 140,669.52</b>

<b>TOTAL FORWARDED</b>	<b>\$ 158,418.35</b>
<b>TOTAL APPROVED O&amp;M</b>	<b><u>140,669.52</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 299,087.87</b>

This motion was carried.

Review of the February 2024 Financial Report showed an Operation and Maintenance balance of \$9,717,707.15.

Upon motion duly made by Jon MacSwan and seconded by Don MacSwan, it was resolved that the Sewer District's February 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 – (2) Flow Meters for Influent Channel to Aeration – Mr. Earsing presented two quotes for replacing the flow meters in the aeration influent channels at the main plant. He explained the lowest bidder, McCrometer (OEM), would provide the parts and installation would be performed by Temp-Press for a total cost of \$25,373.09 plus shipping. Mr. Earsing requested Board approval to purchase two flow meters for the influent channel to aeration from McCrometer for \$21,623.09 plus shipping, and approval for Temp-Press to install the flow meters for \$3,750.00.

Upon motion duly made by Steve Broderick and seconded by Sylvia Virtuoso, it was resolved to approve Mr. Earsing's request to accept the lowest bid from McCrometer (OEM) purchase two flow meters for the influent channel to aeration for \$21,623.09 plus shipping. This motion was carried.

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, it was resolved to approve the quote from Temp-Press to install the flow meters for \$3,750.00. This motion was carried.

**Administrative Director's Report:**

a.       Staffing – Executive Session – Mr. Blodgett requested executive session be tabled to the end of the meeting.

Operator Resignations – Permission to fill – Mr. Blodgett presented two letters of resignation from plant operators Ryan Williams who wished to transfer to the Sherriff's department and Erik Gallineau who was moving out of state to take an operator position. Mr. Blodgett requested board authorization to accept their resignations.

Upon motion duly made by Joel M. Maerten and seconded by Jon MacSwan, it was resolved to approve Mr. Blodgett's request to accept the resignations of Ryan Williams and Erik Gallineau. This motion was carried.

Mr. Blodgett presented the Certification of Eligibles list from the County and stated he and Mr. Earsing had conducted interviews and he requested Board authorization to hire Walter Wisniewski and James Young to fill the vacant operator trainee positions.

Upon motion duly made by Jon MacSwan and seconded by Joel M. Maerten, it was resolved to approve Mr. Blodgett's request to hire Walter Wisniewski and James Young to fill the vacant operator trainee positions. This motion was carried.

b.       NYSDOT Correspondence – Outfall Property – Mr. Blodgett presented correspondence from the NYSDOT regarding the DOT's project to extend the bike path along the District's outfall property, PIN 5760.75, Proc. 15291, Niagara Falls – North Tonawanda, SH 1635, Town of Wheatfield, Niagara County, Map(s) 49; Parcel(s) 53 PE, 54 PE, 55 PE. Mr. Blodgett stated the District will still retain rights to access the District's infrastructure. Mr. Blodgett requested Board authorization to allow Chairman Mark C. Crocker to ratify the agreement with the NYSDOT regarding the District's outfall property and execute the closing papers on behalf of the District.

Upon motion duly made by Don MacSwan and seconded by Joel M. Maerten, it was resolved to authorize Chairman Mark C. Crocker to ratify the agreement with the NYSDOT regarding the District's

outfall property, PIN 5760.75, Proc. 15291, Niagara Falls – North Tonawanda, SH 1635, Town of Wheatfield, Niagara County, Map(s) 49; Parcel(s) 53 PE, 54 PE, 55 PE, and execute the closing papers on behalf of the District. This motion was carried.

c. Execution of GHD Engineering Agreement – Mr. Blodgett presented the updated Professional Services Agreement from GHD effective January 24<sup>th</sup>, 2024 and effective until the District's re-organizational meeting in January 2026 and requested Board authorization for the Chairman to execute said agreement.

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 for the Chairman to execute the updated Professional Services Agreement from GHD effective January 24<sup>th</sup>, 2024 and effective until the District's re-organizational meeting in January 2026. This motion was carried.

d. Industrial Appraisal Company – Execution of Appraisal Agreement for 2025 – Mr. Blodgett presented a proposal from Industrial Appraisal Company and stated a complete reassessment appraisal is recommended to be completed every 5 years, and the District is overdue for that service. Mr. Blodgett stated the work and budget allocation will be done in 2025 for the total amount of \$13,950.00, including (1) Provide Tags and Tag Untagged/New Movable Equipment Assets and (2) Provide the Property Inventory and Accounting Cost Record in computerized form for insurance purposes. Mr. Blodgett requested Board authorization for him to execute the proposal from Industrial Appraisal Company in the total amount of \$13,950.00.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to execute the proposal from the Industrial Appraisal Company in the total amount of \$13,950.00. This motion was carried.

e. Contingency Plan/Emergency Preparedness – Solar Eclipse – Mr. Blodgett stated the upcoming solar eclipse on April 8<sup>th</sup>, 2024, is anticipated to bring a significant increase of people to the area businesses and hotels around that date. He stated with the potential increase of flow from people coming to the area, the District recognized the possibility of a non-storm related bypass event. He noted the District has enacted its Emergency Response Plan in the event there is a significant increase in flows on and around the eclipse date. Chairman Crocker encouraged Mr. Blodgett to report if there are any significant abnormalities to the Board.

**Engineering Report:**

1. General Retainer (GHD Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services. Assisting with filter feed pump installation and influent pump S5
  - 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.
  - BOARD ACTION REQUESTED – None
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. 2023 SPDES Annual Compliance Updates (GHD Project No. 12629530)
  - MOM and MMP Update Reports complete and submitted to DEC. Project complete.



- BOARD ACTION REQUESTED – None
7. 2024 O&M Project (GHD Project No. 12629537)
    - Project underway. Draft P&S submitted for review.
    - BOARD ACTION REQUESTED – None
  8. 2024 Infiltration & Inflow Project (GHD Project No. TBD)
    - Proposal submitted.
    - BOARD ACTION REQUESTED – Consider authorization of proposal

Mr. Lannon presented a proposal from GHD to provide professional engineering services for the District's 2024 manhole inspection project. He stated the first portion of update inspections were initiated in 2019 and the 2024 project is to complete inspections of the remaining manholes for compliance with our 10-year inspection program. He requested Board approval to provide professional engineering services for \$65,700.00 for the 2024 Manhole Inspection Project.

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 proposal to provide professional engineering services for \$65,700.00 for the 2024 Manhole Inspection Project. 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.

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 Joel M. Maerten, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

**Adjournment:**

Upon motion duly made by Joel M. Maerten and seconded by Steve Broderick, the meeting adjourned at 4:50 p.m.