

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

Held on the 22nd day of May 2024

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, 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 April 24, 2024 meeting be approved as presented. This motion was carried.

Upon motion duly made by Jon MacSwan and seconded by Don 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	2,615.35
National Grid	East Canal PS	2,153.06

National Grid	Mapleton Rd PS	235.42
National Grid	Moyer Lift PS	146.69
National Grid	Plant	13,897.15
National Grid	Shawnee Rd PS	172.86
National Grid	Tonawanda Creek Rd PS	888.55
National Grid	Townline Rd PS	1,393.00
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (March 2024)	406.49
Niagara County Public Works	Elec Supply - Mapleton PS (April 2024)	138.79
Niagara County Public Works	Elec Supply - East Canal PS (April 2024)	1,150.54
Niagara County Public Works	Elec Supply - Moyer Lift (April 2024)	56.04
Niagara County Public Works	Elec Supply - Shawnee Rd (April 2024)	85.02
Niagara County Public Works	Elec Supply - Townline Rd (April 2024)	792.43
Niagara County Public Works	Elec Supply - Plant (April 2024)	11,954.56
Niagara County Public Works	Elec Supply - Rapids Rd (March & April)	374.79
Town of Pendleton Water	East Canal PS	24.60
Town of Pendleton Water	Tonawanda Creek Rd PS	19.00
U-DIG	Digging Notifications	74.02
Verizon	East Canal	35.74
Verizon	Moyer Lift PS	35.64
Verizon	Plant	181.03
Verizon	Rapids Rd PS	32.28
Verizon	Shawnee Rd PS	35.69
Verizon	Tonawanda Creek Rd PS	40.23
American Contracting & Environmental Services, Inc.	2022 O&M Project	99,651.63
Bearing Distributors, Inc.	Maintenance Supplies	148.07
Buffalo Lift Trucks	Repair	219.68
Cintas	Carpet Floor Protection	113.89
Cummins Sales & Service	Semi-Annual Maintenance of the emergency generators at E. Canal, Rapids Rd, Shawnee & Ton. Creek Rd PS	1,195.00
Drescher & Malecki	Audit Payment	150.00
Evoqua	Laboratory Supplies	682.49
Ferguson Electric	10 HP Drive Replacement & Install 2 new I/O Boards for VFD Drives	11,854.00
Fire Hose Direct	Maintenance Supplies	812.46
GHD	2022 Sewer Wide I/I	8,145.85
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	6,013.00
GHD	Monthly Retainer	750.00

TOTAL FORWARDED	\$ 227,188.40
TOTAL APPROVED O&M	\$ <u>22,345.73</u>
GRAND TOTAL APPROVED	\$ 249,534.13

This motion was carried.

Review of the April 2024 Financial Report showed an Operation and Maintenance balance of \$11,468,913.38.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, it was resolved that the Sewer District's April 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. 2005 Chevrolet Silverado 2500HD – Request Surplus Approval – Mr. Earsing stated the new truck the Board authorized for purchase at the April 2023 meeting was recently delivered. He requested Board authorization to declare the 2005 Chevrolet Silverado 2500HD with 128,000 miles, as surplus equipment for the purpose of placing it on Auctions International.

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. Earsing's request to declare the 2005 Chevrolet Silverado 2500HD with 128,000 miles, as surplus equipment for the purpose of placing it on Auctions International. This motion carried.

Administrative Director's Report:

a. Electronics Technician Position – Permission to Fill – Mr. Blodgett presented the application and resume of Joel Masters and requested authorization to hire him to fill the newly created Electronics Technician 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 hire Joel Masters to fill the newly created Electronics Technician position. This motion carried.

b. Sludge Hauling & Disposal Contract Bids – Mr. Blodgett stated Modern Disposal was the sole bidder for the Sludge Hauling and Disposal Contract. He discussed the historical trends of the sludge bid amounts as well as the budgetary impact the increase in cost per ton since 2017 has had on the District. Mr. Blodgett and Mr. Lannon briefly discussed the other options they have been exploring. Mr. Blodgett recommended the District accept the one-year option at the lower bid price of \$125.00/ ton.

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 authorizes Mr. Blodgett to accept the one-year Sludge Hauling and Disposal contract with Modern Disposal for \$125.00/ton. This motion was carried.

c. Ferrous Chloride Bid Schedule – Mr. Blodgett stated the current Ferrous Chloride Contract expires on June 30, 2024 and is currently advertised for bids. He said the bid opening is scheduled for June 19th and he expected to request approval at the June Administrative Board Meeting.

d. 2025 Budget Schedule – Mr. Blodgett reported that the 2025 Budget process is already upon us and that a tentative budget will be presented to the Commissioners in July, and then the final tentative budget for Board approval in August for presentation to the Niagara County Budget Office in September.

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
 - 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

Mr. Lannon stated the contractor has requested an extension to the completion deadline due to the gates are unable to be delivered until sometime between mid-June to mid-July. He expects to request a no-cost change order for the time extension at the June meeting.

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)
 - Project underway.
 - BOARD ACTION REQUESTED – None

Mr. Lannon stated the contract has not been executed yet due to the contractor submitting a document with a math error. He requested authorization for the Chairman and Attorney to execute the 2024 O&M project contract when the revised documents are received.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the District authorize the Chairman to sign and execute the 2024 O&M project contract contingent upon the availability of project funding and review by the District's legal counsel. This motion was carried.

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

- Scheduling a kick-off meeting.
- BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona stated that in September of 2023 a female fell and was injured in the City of Niagara Falls and named Niagara County Sewer District as a party in her legal claim. The location of the incident is not within the Niagara County Sewer District boundaries, thus excusing the District of any potential liability. Mr. Vona requested authorization to compose an affidavit regarding the District's non-liability status and requested authorization for Mr. Blodgett to sign and execute the statement on behalf of the District.

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 authorizes Mr. Vona to compose an affidavit regarding the District's non-liability status and requested authorization for Mr. Blodgett to sign and execute the statement on behalf of the District. This motion was carried.

Mr. Vona noted he has been following up on the State DOT's property claim and release for the District's outfall property easement within the State DOT's bike path project. He stated the Owasco River Railway officially gave the property to the District in 1994 and the State DOT is requiring proof of release of their rights to the property. He stated upon contacting the authorized entity, they stated there would be a \$5,000.00 document filing fee for signing a formal release. Mr. Vona requested Board authorization to negotiate the fee and initiate the required documentation for proof of release of Owasco River Railroad's interest in the District's outfall property on behalf of the District.

Upon motion duly made by Jon MacSwan and seconded by Sylvia Virtuoso, it was resolved that the District authorizes Mr. Vona to negotiate the fee and initiate the required documentation for proof of release of Owasco River Railroad's interest in the District's outfall property on behalf of the District. This motion was carried.

New Business:

a. Town of Cambria 2024 I/I Project Request – Mr. Blodgett presented a request from the Town of Cambria outlining their 2024 I/I project to purchase two standby generators for the purpose of keeping the pump stations operational during storm events and power outages.

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 the Town of Cambria's request for reimbursement of \$20,000.00 toward their 2024 I/I project to purchase two standby generators for the purpose of keeping the pump stations operational during storm events and power outages. This motion was carried.

b. Town of Niagara 2024 I/I Project Request – Mr. Blodgett presented a request from the Town of Niagara outlining their 2024 I/I project to perform four manhole linings (\$9,116.00) and also to purchase a pan and tilt camera (\$11,513.45) for a total expenditure of \$20,629.45.

Upon motion duly made by Jon MacSwan and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Niagara's request for reimbursement of \$20,000.00 for their 2024 I/I project to perform manhole lining projects and purchase a pan and tilt camera. This motion was carried.

c. Town of Wheatfield Connection Request – Mr. Blodgett reported that the Town of Wheatfield requests Board approval to connect into the Niagara County Sewer District #1 interceptor line running along Walmore Road in order to provide sewer service for a new business at 6525 Walmore Road in the Town of Wheatfield. The location of the property has no Town sewers and would be difficult to service.

Upon motion duly made by Jon MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Wheatfield's request for connection into the Niagara County Sewer District #1 interceptor line running along Walmore Road in order to provide gravity sewer service for a new business at 6525 Walmore Road in the Town of

Wheatfield, contingent on technical review and the Sewer District's staff approval. This motion was carried.

Adjournment:

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, the meeting adjourned at 4:40 p.m.