

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

Held on the 30th day of October 2024 at the Water Pollution Control Center

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

EXCUSED: Commissioner Don MacSwan, Vice Chairman

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 4:02 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 September 25, 2024 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Joel M. Maerten, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet Service	773.24
Frontier	Mapleton Rd PS	62.69
National Fuel	Plant	100.70

National Fuel	Shawnee Rd PS	13.57
National Fuel	Townline Rd PS	18.90
National Grid	East Canal Rd PS	756.95
National Grid	Mapleton Rd PS	169.25
National Grid	Moyer Lift PS	54.87
National Grid	Plant	9,718.05
National Grid	Shawnee Rd PS	114.12
National Grid	Tonawanda Creek Rd PS	797.10
National Grid	Townline Rd PS	491.98
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (August 2024)	328.78
Niagara County Public Works	Elec Supply - Mapleton PS (September 2024)	90.64
Niagara County Public Works	Elec Supply - East Canal PS (September 2024)	532.61
Niagara County Public Works	Elec Supply - Moyer Lift (September 2024)	21.03
Niagara County Public Works	Elec Supply - Shawnee Rd (September 2024)	56.21
Niagara County Public Works	Elec Supply - Townline Rd (September 2024)	397.27
Niagara County Public Works	Elec Supply - Plant (September 2024)	14,345.16
NYSEG	Rapids Rd PS	454.54
QLT	Tonawanda Creek Rd PS	14.42
Town of Wheatfield Water	Mapleton Rd PS	20.79
Town of Wheatfield Water	Moyer Lift PS	20.79
Town of Wheatfield Water	Shawnee Rd PS	20.79
Town of Wheatfield Water	Townline Rd PS	155.00
U-DIG	Digging Notifications	86.48
Verizon	East Canal	35.57
Verizon	Moyer Lift PS	35.61
Verizon	Plant	181.98
Verizon	Rapids Rd PS	32.51
Verizon	Shawnee Rd PS	35.65
Verizon	Tonawanda Creek Rd PS	40.02
Verizon	Townline Rd PS	35.70
Verizon Wireless	Cellular Phones/Data	292.07
Amazon	Centrifugal Blower Lubricating Oil (10)	521.50
Bearing Distributors Inc. (BDI)	Maintenance Supplies	219.19
Buffalo Lift Trucks	Lift Preventative Maintenance	168.80
Cummins Sales & Service	Repairs at Shawnee Rd & Rapids Rd Generators	964.22
Emmons Metro	Control Panel/Mini Cas Relay	4,054.00
Environmental Resource Associates	Laboratory Supplies	295.69
Evoqua	Lab Grade Water	612.21

Fisher Scientific	Laboratory Supplies	1,272.96
GHD	Misc. Project Assistance & SCADA Support (Project #630191/12640903)	20,208.75
GHD	2024 O&M Project #12629537	3,490.00
GHD	Monthly Retainer	750.00
GHD	2024 Sewer Wide I/I Project #12640902	1,665.00
Greater Niagara Gazette	Sodium Hypochlorite Bid Advertising	131.80
Greater Niagara Mechanical	Semi-Annual Preventative HVAC Maint. Service	799.00
Gui's Lumber	Maintenance Supplies	199.96
JCI Jones Chemical	Sodium Hypochlorite	8,288.69
Joseph G. Pollard (Pollardwater)	Maintenance Supplies	260.28
Kemira	Ferrous Chloride	6,882.90
Linde Gas & Equipment	Maintenance Supplies	216.09
McCrometer, Inc.	Loggers/Flo-Dar Sensors/Cables	27,452.63
Modern Corporation	Sludge/Dumpsters	46,096.18
Napa Auto parts	Motor Oil	280.96
New England Bioassay, Inc.	Actute LC 50 Testing & Shipping Charge	1,250.00
Newark	Maintenance Supplies	71.17
N.F.P. & Sons, Inc.	Catch Basin Repairs	7,200.00
Noco Energy Corporation	Pick up & removal of used oil	150.00
NYWEA	Continuing Education Credit - A. Earsing	20.00
Pace Analytical Services	Laboratory Analyses	1,841.30
Radwell International	Return of Starter	(1,078.00)
Rexel	Electrical Supplies	3,754.95
Staples	Office Supplies	77.60
Superior Lubricants	Grease/Oil	599.75
SupplyHouse.com	Electrical Supplies	206.42
Temp-Press Inc.	Fabricate, deliver & install stainless sun shield	915.00
Town of Niagara	2024 I/I Reimbursement	20,000.00
Town of Wheatfield	Fuel for County Vehicles - 3rd Quarter 2024	2,268.66
VWR International	Laboratory Supplies	353.52
WW Grainger	Maintenance Supplies	916.09
Wendt's Propane & Oil	Propane	69.50

**TOTAL**

**\$ 193,751.81**

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Buffalo State University	Basic Lab & Activated Sludge Classes for D. Erb & E. Lyons	2,200.00
Fisher Scientific	Laboratory Supplies	469.68

GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	11,380.90
Liberty Process Equipment	Maintenance Supplies	602.39
National Grid	East Canal PS	1,720.91
National Grid	Mapleton Rd PS	186.25
National Grid	Moyer Lift PS	64.64
National Grid	Shawnee Rd PS	163.71
National Grid	Townline Rd PS	544.72
Niagara Truck Equipment	Vehicle Supplies	2,476.01
NYS Dept. of Environmental Conser.	East Canal Road Petroleum Bulk Storage Fee	100.00
Pace Analytical	Laboratory Analyses	93.40
Petroleum Service Company	Maintenance Supplies	621.49
RAM Industrial	Screw Pump #2 Gearbox	10,515.08
Sampson	Cleaning Services (Sept 28, October 5, 12, 19, 26)	350.00
Staples	Office Supplies	55.01
SUNY Buffalo	ABC Review Course for P. Hockwater	100.00
Town of Lewiston	2024 I/I Reimbursement	19,720.00
United States Postal Service	Postage Stamps	250.00
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	2,001.65
<b>TOTAL</b>		<b>\$ 56,865.84</b>

<b>TOTAL FORWARDED</b>	<b>\$ 193,751.81</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ <u>56,865.84</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 250,617.65</b>

This motion was carried.

Review of the September 2024 Financial Report showed an Operation and Maintenance balance of \$12,785,969.68.

Upon motion duly made by Joel M. Maerten and seconded by Jon MacSwan, it was resolved that the Sewer District's September 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:**

There is nothing new to report this month.

**Administrative Directors Report:**

a. Emergency Repair Contract – Mr. Blodgett reported the current Emergency Repair Contract expires on December 31, 2024. He stated that GHD will seek bids for a new emergency repair contract for 2025 for Board consideration. The proposed rates and contractors will be presented for review and approval once they are obtained.

b. 2025 Budget and Preliminary Tax Computation Schedule – Mr. Blodgett reported he and Joanne Teixeira will meet on October 31, 2024 with the County Manager and Budget Office to review the Tentative 2025 Budget, and the District's final budget will be presented to the Niagara County Legislature for final approval in December.

Mr. Blodgett stated he is in contact with Tracy Farrell at Real Property for the final tax roll EDU and assessment numbers, which are typically available in early November. He stated a final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

c. Niacet Agreement – Mr. Blodgett distributed the tentative Niacet agreement and stated Niacet has again requested a one-year instead of a three-year contract. He noted the District proposal was essentially the same as last year's and included a rate increase due to our operating costs, especially sludge disposal and chemicals used to treat their waste. He requested Board authorization to approve and execute the Niacet agreement.

Upon motion duly made by Sylvia Virtuoso and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for Board approval to authorize Chairman Mark C. Crocker to execute the Wastewater Treatment

Services Agreement between Niacet and the Niagara County Sewer District No. 1 (NCSD) contract on behalf of the District. This motion was carried.

d. Capacity and Future System Planning Analysis – Mr. Blodgett stated that District staff and GHD met with the Town of Lockport to discuss significant increases in development tributary to the District. Due to this increasing number of approved and proposed housing developments within all District's townships (including possibility of the additional flow from the Town of Niagara), it would be prudent for the District to use the downstream capacity analysis program we currently have to proactively identify potential problem areas within each town to develop a plan to prevent problems in the future. This would provide an in depth analysis of each town and anticipated future development, including planning horizons to identify potential improvements that would be necessary. He requested Board authorization for GHD to submit a proposal to conduct a capacity and future system planning analysis.

Upon motion duly made by Steve Broderick and seconded by Sylvia Virtuoso, it was resolved to authorize Mr. Blodgett to request GHD to submit a proposal to conduct a capacity and future system planning analysis. This motion was carried.

e. Lab/Pretreatment Update – Mr. Blodgett stated due to the vacant Sanitary Chemist position Aaron Earsing has been officially designated as the temporary laboratory contact with ELAP. He also noted that there were some issues with the most recent lab audit that the previous director did not sufficiently correct. Teresa Misiti from GHD has been looking at the issues, as well as personnel from GHD who will be assisting with scheduling sampling events soon to assure the District is in compliance with those requirements.

f. Personnel/Staffing Updates – Mr. Blodgett stated he and Mr. Earsing have met twice with a potential candidate for the vacant Sanitary Chemist position and cleared his credentials with ELAP to assure he meets the qualifications to fill the position as well as designate him as the District Pretreatment Coordinator. He stated the potential candidate will not accept the position at the salary currently offered in group 12 step 1 of the current CSEA contract. Due to the challenges in finding

qualified candidates that even meet the educational requirements of the position, as well as looking at the long term sustainability for the District to maintain laboratory and regulatory compliance, Mr. Blodgett requested Board authorization to start the potential Sanitary Chemist/Pretreatment Coordinator candidate as group 12, step 4 of the current CSEA contract.

Upon motion duly made by Joel M. Maerten and seconded by Sylvia Virtuoso, it was resolved that due to the challenges in finding qualified candidates that even meet the educational requirements of the position, as well as looking at the long term sustainability for the District to maintain laboratory and regulatory compliance, the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett start the potential Sanitary Chemist candidate as group 12, step 4 of the current CSEA contract, as well as designate him as the District Pretreatment Coordinator. This motion was carried.

Mr. Blodgett said the District has twice posted the vacant Wastewater Maintenance II position without much success. He stated there were a few applicants but they did not meet the qualifications. He noted the position still has a residency requirement.

**Engineer's 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 and Lockport.
  - Assisting with pretreatment, laboratory training and ELAP audit items.
  - 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)
  - Developed and submitted backup/contingency plan.
  - BOARD ACTION REQUESTED – None
5. 2024 O&M Project (GHD Project No. 12629537)
  - Project ongoing.
  - BOARD ACTION REQUESTED – None
6. 2024 Infiltration & Inflow Project (GHD Project No. 12640902)
  - Project underway – Draft Report in development.
  - BOARD ACTION REQUESTED – None

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

- a. November and December Administrative Board Meeting Dates – Due to the Thanksgiving and Christmas holidays, the Board is rescheduling the November meeting to Wednesday, November 20, 2024 and the December meeting to Wednesday, December 18, 2024.
- b. Town of Lewiston 2024 I/I Request – Mr. Blodgett presented a request from the Town of Lewiston for their 2024 I/I project of various manhole rehabs/relining projects for a total cost of \$19,720.00 and requested reimbursement of \$19,720.00 for their 2024 I/I project.

Upon motion duly made by Joel M. Maerten and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Lewiston's 2024 I/I project for a total reimbursement of \$19,720.00. This motion was carried.

**Adjournment:**

Upon motion duly made by Sylvia Virtuoso and seconded by Jon MacSwan, the meeting adjourned at 4:45 p.m.