

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

Held on the 25th day of September 2024

PRESENT: Commissioner Mark C. Crocker, Chairman  
Commissioner Don MacSwan, Vice Chairman  
Commissioner Steve Broderick  
Commissioner Don MacSwan

EXCUSED: Commissioner Joel M. Maerten  
Commissioner Sylvia Virtuoso

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 Jon MacSwan, it was resolved that the minutes of the August 28, 2024 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick 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	62.69
National Fuel	Plant	42.45
National Grid	East Canal Rd PS	552.30

National Grid	Mapleton Rd PS	160.56
National Grid	Moyer Lift PS	47.36
National Grid	Plant	9,015.39
National Grid	Shawnee Rd PS	103.56
National Grid	Tonawanda Creek Rd PS	740.38
National Grid	Townline Rd PS	437.61
Niagara County Public Works	Elec Supply-Tonawanda Creek Rd PS - (July 2024)	344.72
Niagara County Public Works	Elec Supply - Mapleton PS (August 2024)	104.09
Niagara County Public Works	Elec Supply - East Canal PS (August 2024)	624.90
Niagara County Public Works	Elec Supply - Moyer Lift (August 2024)	25.60
Niagara County Public Works	Elec Supply - Shawnee Rd (August 2024)	57.50
Niagara County Public Works	Elec Supply - Townline Rd (August 2024)	454.24
Niagara County Public Works	Elec Supply - Plant (August 2024)	16,900.59
Niagara County Public Works	Elec Supply - Rapids Rd (July & August 2024)	89.63
Town of Wheatfield Water	Plant	1,498.40
U-DIG	Digging Notifications	76.18
Verizon	East Canal	35.53
Verizon	Moyer Lift PS	35.45
Verizon	Plant	179.19
Verizon	Rapids Rd PS	32.39
Verizon	Shawnee Rd PS	35.49
Verizon	Tonawanda Creek Rd PS	40.01
Verizon Wireless	Cellular Phones/Data	292.02
Advanced Technical Solutions	Maintenance Supplies	600.17
Alfa Laval	Centrifuge Parts	7,339.91
Amazon	Stainless Steel Hose Clamp	39.99
American Contracting & Environmental Services, Inc.	2022 O&M Project	87,918.44
Chudy Paper	Towels & Toilet Paper	376.06
Cintas	Carpet Floor Protection	113.89
Cooper Electric	Electrical Supplies	261.29
Cummins Sales & Service	Repairs at Rapids Rd Generator/Generator PM's at: E. Canal, Rapids Rd, Shawnee Rd & Ton. Crk PS's	6,890.08
Digi-Key Electronics	Electrical Supplies	145.93
Emerson LLLP	Pressure Transmitter	2,389.11
Erb, David	Travel expenses - Buffalo State Univ. Lab. Classes & Activated Sludge Classes	180.00
Evoqua	Lab Grade Water	535.34

Fisher Scientific	Laboratory Supplies	1,089.45
GHD	Misc. Project Assistance & SCADA Support (Project #630191/12640903)	17,037.65
GHD	2024 O&M Project #12629537	3,438.75
GHD	Monthly Retainer	750.00
GHD	2024 Sewer Wide I/I Project #12640902	10,125.00
JCI Jones Chemical	Sodium Hypochlorite	8,329.98
Kemira	Ferrous Chloride	7,064.29
Koester	Rubber Metering Hose	1,048.01
Lyons, Eric	Travel expenses - Buffalo State Univ. Activated Sludge	80.00
Masters, Joel	2024 Clothing Allowance	200.00
Modern Corporation	Sludge/Dumpsters	48,152.43
Pace Analytical Services	Laboratory Analyses	335.10
Radwell International	Maintenance Supplies	1,356.70
Rexel	Electrical Supplies	5,442.59
Staples	Office Supplies	120.94
WW Grainger	Maintenance Supplies	2,596.28
Walker Process Equipment	Maintenance Supplies	769.46
WellNow	New Hire Physical/Drug Testing (3)	465.00
Wendt's Propane & Oil	Propane	69.50

**TOTAL**

**\$ 247,249.57**

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Charter Communications	Internet	770.26
Linde	Maintenance Supplies	222.23
National Fuel	Shawnee Rd PS	24.91
National Fuel	Townline Rd PS	18.90
NYWEA	2A WW Exam Application Fee - D. Erb & E. Lyons	390.00
Pace Analytical Services	Laboratory Analyses	1,619.80
Pollardwater	Maintenance Supplies	279.03
Power-Flo Technologies, Inc.	Maintenance Supplies	1,317.84
Sampson	Cleaning Services (August 31, Sept 7, 14, 21)	280.00
Staples	Office Supplies	25.05
Verizon	Townline Rd PS	35.64
Vona, P. Andrew	Legal Retainer	2,500.00
Voss Manufacturing, Inc.	Maintenance Supplies	260.00
WW Grainger	Maintenance Supplies	104.52

**TOTAL**

**\$ 7,848.18**

<b>TOTAL FORWARDED</b>	<b>\$ 247,249.57</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ <u>7,848.18</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 255,097.75</b>

This motion was carried.

Review of the August 2024 Financial Report showed an Operation and Maintenance balance of \$13,194,507.36.

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

**Communications:**

October Administrative Board Meeting Date – Mr. Blodgett requested the October meeting date be changed from October 23<sup>rd</sup> to October 30<sup>th</sup>. Those present stated they were agreeable to the change.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the October 2024 Administrative Board meeting date be changed from October 23<sup>rd</sup> to October 30<sup>th</sup>. This motion was carried.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. OEM Purchase of Flygt Submersible Pump – Mr. Earsing requested authorization to purchase a Flygt submersible pump from Xylem for a total cost of \$15,332.00, including shipping. He stated these pumps are used for the cleaning process in the plant's aeration tanks.

Upon motion duly made by Steve Broderick and seconded by Jon MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Earsing to purchase a Flygt submersible pump from Xylem for a total cost of \$15,332.00, including shipping. This motion was carried.

b. Replacement of Screw Pump #2 Gearbox and Motor – Mr. Earsing presented 4 quotes to replace the gearbox and motor in the activated sludge pump #2 at the main plant. He requested

authorization to purchase the motor and gearbox for activated sludge pump #2 from the lowest bidder, Industrial Service Solutions, for \$18,039.00.

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 authorizes Mr. Earsing to purchase the motor and gearbox for activated sludge pump #2 from the lowest bidder, Industrial Service Solutions, for \$18,039.00. This motion was carried.

**Administrative Directors Report:**

a. 2025 Budget and Preliminary Tax Computation Schedule – Mr. Blodgett reported that the Tentative 2025 Budget for the Sewer District was submitted to the County, and he and Joanne Teixeira would be meeting with the County Manager and Budget Office next month to review the Tentative Budget, and the District's final budget will be presented to the Niagara County Legislature for approval in December.

Mr. Blodgett distributed a spreadsheet containing each individual town's preliminary EDU numbers for the towns that pay direct as provided to us by the Office of Real Property Tax Services. He stated he would coordinate with Real Property for the final tax roll EDU numbers, which are typically available in early November. He urged Commissioners to compare this year's numbers to last year's and reach out to Joanne or himself if they have any questions. A final Tax Computation Spreadsheet will be forwarded to the Board as soon as possible once the final numbers are available.

b. Public Hearing Notification regarding Sewer District Assessment – Mr. Blodgett reported that the District is responsible for notifying property owners subject to special assessments of the public hearing regarding the 2025 budget. In the past, postcards have been sent to property owners in the Towns of Pendleton, Lewiston, and Wheatfield with assessments of \$350,000 and above. Mr. Blodgett requested Board authorization to send out said notifications for this year.

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 authorizes Mr. Blodgett to notify

property owners, subject to special assessments with assessed values of \$350,000 and above in the Towns of Lewiston, Pendleton, and Wheatfield, of the Public Hearing regarding the 2025 County Budget. This motion was carried.

c. 2025 Emergency Repair Contract – Mr. Blodgett stated he would be working with GHD to seek pricing from the same contractors for a new emergency repair contracts for 2025.

d. Niacet Contract – Mr. Blodgett stated he has been working with Niacet officials to update their contractual services rates. Once an agreement is negotiated, the final will be presented to the Board for approval and execution.

e. 2024 Town I/I Requests – Mr. Blodgett stated the District has approved 2024 Town I/I project requests from the Towns of Niagara and Cambria. He reminded Supervisors to be sure to submit their paperwork so that those funds can be reimbursed and noted the reimbursement for next year is increased to \$25,000.00 in the tentative budget.

f. Sodium Hypochlorite Contract – Mr. Blodgett reported the District's sodium hypochlorite contract expires December 31, 2024. At this time Mr. Blodgett is requesting authorization to advertise for bids for the sodium hypochlorite contract.

Upon motion duly made by Jon MacSwan and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to advertise for bids for the sodium hypochlorite contract. This motion was carried.

h. Personnel Matters – Mr. Blodgett requested the Board adjourn to executive session to discuss personnel matters.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, 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 stated due to the vacancy for the position of Sanitary Chemist and due to the importance of maintaining our lab certification, he is requesting permission to temporarily obtain services from GHD for lab and pretreatment consulting services in order to assist with the District's lab certification and pretreatment requirements.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, the Board authorized Mr. Blodgett to temporarily obtain services from GHD for lab and pretreatment consulting services in order to assist with the District's lab certification and pretreatment requirements. This motion was carried.

Mr. Blodgett requested authorization to advertise and fill the vacant Sanitary Chemist position.

Upon motion duly made by Jon MacSwan and seconded by Steve Broderick, the Board authorized Mr. Blodgett to advertise and fill the vacant Sanitary Chemist position. This motion was carried.

Mr. Blodgett stated Commissioners were provided a copy of the letter of resignation for Daniel Nelson, Wastewater Maintenance Person II, and stated he accepted a position with the NYS DOT. Mr. Blodgett requested authorization to advertise and fill the Wastewater Maintenance Person II position.

Upon motion duly made by Don MacSwan and seconded by Steve Broderick, it was resolved to accept the resignation of Daniel Nelson and authorized Mr. Blodgett to advertise and fill the Wastewater Maintenance Person II position. This motion was carried.

**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 sampling and audit
  - 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 – preparing draft report
  - 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 Don MacSwan and seconded by Jon MacSwan, the meeting adjourned at 5:01 p.m.