

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

Held on the 26th day of February 2025 at the Water Pollution Control Center

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

**EXCUSED:** Commissioner, Don MacSwan, Vice-Chairman

**ALSO PRESENT:** Thomas W. Blodgett, Administrative Director, NCSD #1  
Aaron Earsing, Chief Operator, NCSD #1  
Joanne M. Teixeira, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, GHD Consulting Services  
Anthony J. Nemi, Liaison, Niagara County Legislature

The meeting was called to order by Chairman Mark C. Crocker, at 4:04 p.m.

Roll call was taken by Joanne Teixeira.

The Pledge of Allegiance was recited.

Upon motion duly made by Steve Broderick and seconded by Jon MacSwan, it was resolved that the minutes of the January 22, 2025 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel Maerten 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	62.86
National Fuel	Plant	4,924.02
National Fuel	Shawnee Rd PS	96.68
National Fuel	Townline Rd PS	85.84

National Grid	East Canal Rd PS	1,293.03
National Grid	Mapleton Rd PS	250.91
National Grid	Moyer Lift PS	171.01
National Grid	Plant	10,472.82
National Grid	Shawnee Rd PS	150.82
National Grid	Tonawanda Creek Rd PS	1,000.45
National Grid	Townline Rd PS	967.87
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (Dec 2024)	828.55
Niagara County Public Works	Elec Supply - Mapleton PS (December 2024)	431.44
Niagara County Public Works	Elec Supply - East Canal PS (December 2024)	2,512.90
Niagara County Public Works	Elec Supply - Moyer Lift (December2024)	166.40
Niagara County Public Works	Elec Supply - Shawnee Rd (December 2024)	217.85
Niagara County Public Works	Elec Supply - Townline Rd (December 2024)	1,977.91
Niagara County Public Works	Elec Supply - Plant (December 2024)	37,001.42
NYSEG	Rapids Rd PS (Natural Gas)	135.49
Town of Pendleton Water	East Canal Rd PS	24.00
Town of Pendleton Water	Tonawanda Creek Rd PS	24.00
U-DIG	Digging Notifications	116.60
Verizon	East Canal	47.19
Verizon	Moyer Lift PS	51.18
Verizon	Plant	204.66
Verizon	Rapids Rd PS	38.19
Verizon	Shawnee Rd PS	51.11
Verizon	Tonawanda Creek Rd PS	51.56
Verizon	Townline Rd PS	44.04
Verizon Wireless	Cellular Phone	292.10
Acopian Technical Company	Electrical Supplies	265.31
Amazon	Sup Pump Float Switch	151.98
Bearing Distributors Inc. (BDI)	Maintenance Supplies	1,130.14
Bob Cat of Buffalo	Maintenance Supplies	196.43
Buffalo Lift Trucks	Pallet Jack	458.00
Cintas	Carpet Floor Protection	116.73
DeZurik	Sewage Air Release Valve	2,303.92
Empire Scale Corporation	Inspection & Service of Autoclave	1,266.00
Fisher Scientific	Laboratory Supplies	2,465.81
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	4,735.00
GHD	Monthly Retainer	750.00
GHD	2024 SPDES Project #12658140	4,175.00
Gordon Brush	Open Coil Brush	1,004.17

Greater Niagara Gazette	Sludge Hauling Bid Advertising	135.40
Gui's Lumber	Maintenance Supplies	25.39
Harbor Freight	Maintenance Supplies	265.92
Hurtubise Tire	Vehicle Maintenance Supplies	597.00
Kemira	Ferrous Chloride	6,531.81
Koester	Watson Marlow Pump	11,388.79
Land Pro Equipment	Maintenance Supplies	334.05
Liberty Process Equipment, Inc.	Maintenance Supplies	675.58
Modern Corporation	Sludge/Dumpsters	46,363.68
Motion Industries	Maintenance Supplies	507.86
Napa Auto Parts	Vehicle Supplies	77.69
North Central Laboratories	Laboratory Supplies	348.37
Office of Water Program	Oper. Of Wastewater Treatment Plant Vol 1&2 (2 sets)	464.00
Pace Analytical Services	Laboratory Analyses	4,268.60
Radwell International	Maintenance Supplies	3,026.85
Riverside Chemical Company	Rock Salt	512.35
Sherwin-Williams	Paint Supplies	263.64
Solenis	Polymer	21,984.00
Staples	Office Supplies	47.24
Teixeira, Joanne	Travel Mileage	24.50
The Pump Doctor	Triennial Overfill prevention inspection at: Ton. Creek PS, Mapleton Rd PS, Townline Road PS	731.25
Tractor Supply	Maintenance Supplies	42.99
WW Grainger	Maintenance Supplies	3,842.71
Water Environment Federation	Membership Renewal - T. Blodgett	219.00
Young, James	Travel Expenses - Buffalo State University - Basic Laboratory & Basic Operations	330.00
<b>TOTAL</b>		<b>\$ 185,720.06</b>

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Amazon	Electrical Supplies	14.78
Bob Cat of Buffalo	Maintenance Supplies	111.87
CDW	Uninterrupted Power Supply	1,296.90
Charter Communications	Internet Service	771.73
Fisher Scientific	Laboratory Supplies	2,369.98
GHD	2024 SPDES Project #12658140	4,175.00
GHD	Misc. Project Assistance & Scada Support (Project #12640903)	6,910.25

GHD	Monthly Retainer	750.00
Irr Supply Centers	Maintenance Supplies	138.54
JCI Jones Chemicals	Sodium Hypochlorite	7,946.40
Lakes Pipe & Supply Corp	Maintenance Supplies	1,066.80
Linde	Maintenance Supplies	238.19
National Fuel	Shawnee Rd	111.88
National Fuel	Townline Rd PS	83.68
NSI	Laboratory Supplies	1,457.00
QLT	Townline Rd PS	14.42
Rexel	Controllogix 8 point analog output	3,763.97
Sampson Cleaning	Jan 25, Feb 1, 8, 15, 22	350.00
Town of Wheatfield	2024 I/I Reimbursement	20,000.00
Verizon	Townline Rd PS	39.15
Vona, P. Andrew	Legal Retainer	2,500.00
WW Grainger	Maintenance Supplies	650.41
WellNow	Physical & Drug Testing Charges for new hires	310.00
<b>TOTAL</b>		<b>\$ 55,070.95</b>

<b>TOTAL FORWARDED</b>	<b>\$ 185,720.06</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>55,070.95</b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 240,791.01</b>

This motion was carried.

Review of the January 2025 Financial Report showed an Operation and Maintenance balance of \$11,830,985.96.

Upon motion duly made by Sylvia Virtuoso and seconded by Joel Maerten, it was resolved that the Sewer District's January 2025 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 Director's Report:**

a. 2025 Town I/I Projects – Mr. Blodgett reminded the Commissioners to submit their individual 2025 Town I/I Projects to the District as soon as possible for approval. He encouraged Commissioners to work with their town sewer departments or engineers to develop and submit projects.

b. 2025 Direct Billed Rates – Mr. Blodgett reviewed a memo to the Board dated February 21, 2025 that contained four options in which to establish rates to be used for 2025 direct billed customers. The District uses these rates to bill significant users on a monthly, quarterly, or annual basis. These rates are for industrial and/or commercial businesses that are direct-billed based on flow readings (customers not billed based on water usage or typical Equivalent Dwelling Units (EDU's). Mr. Blodgett recommended that the 2024 rate be increased by 2.75% so that it is consistent with the increase in the overall District operating budget. Mr. Blodgett requested Board approval to establish rates to be used for 2025 direct billed customers at an increase to the current rate consistent with the 2025 District Budget @ 2.75% = \$5.11/thousand gallons.

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 approves Mr. Blodgett's request to establish rates to be used for 2025 direct billed customers at an increase to the current rate consistent with the 2025 District Budget @ 2.75% = \$5.11/thousand gallons. This motion was carried.

c. Real Property Correction of Error (COE) – Saint Gobain Parcel – Mr. Blodgett explained that Real Property contacted him and indicated that special district errors were found for two parcels on the 2025 tax year and a Correction of Errors needs to be made. Parcel #146.00-1-9.2 in the amount of \$22,830.42 and Parcel # 146.00-10-9.21 in the amount of \$28,139.82. Mr. Blodgett indicated that the Sewer District has budgeted \$15,000 in the Refund of Real Property Taxes line for the 2025 budget year and he is requesting board authorization to go to fund balance to cover the difference.

Upon motion duly made by Steve Broderick 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 go to fund balance to cover the difference for the Correction of Errors on Parcel # 146.00-1-9.2 and Parcel #146.00-10-9.21 for the 2025 tax year. This motion was carried.

d. Staffing/Personnel and Litigation - Mr. Blodgett requested the Board adjourn to executive session to discuss staffing/personnel and litigation matters.

Upon motion duly made by Steve Broderick and seconded by Jon MacSwan, it was resolved that the Board adjourn to executive session to discuss staffing/personnel and litigation matters. This motion was carried.

Upon motion duly made by Steve Broderick 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 requested authorization to advertise and fill the vacant Electronics Technician – Wastewater position.

Upon motion duly made by Joel Maerten and seconded by Steve Broderick, the Board authorized Mr. Blodgett to advertise and fill the vacant Electronics Technician - Wastewater position. This motion was carried.

### **Engineering 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.
  - 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. 2024 O&M Project (GHD Project No. 12629537)
    - Project ongoing.
    - BOARD ACTION REQUESTED – None
  5. 2024 SPDES Annual Compliance Updates (GHD Project No. 12658140)
    - Project underway. MOM Report submitted to DEC. MMP Report in development.
    - BOARD ACTION REQUESTED – None
  6. SWMM Update (GHD Project No. 12656907)
    - Kick-off scheduled for February 26.
    - 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 Joel Maerten and seconded by Steve Broderick, the meeting adjourned at 4:55 p.m.