

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

Held on the 22<sup>nd</sup> day of January 2025 at the Water Pollution Control Center

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

EXCUSED: Commissioner Sylvia Virtuoso  
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, Attorney for District  
Robert P. Lannon, GHD Consulting Services  
Teresa Misiti, GHD Consulting Services  
Anthony J. Nemi, Liaison, Niagara County Legislature

The meeting was called to order by Chairman Mark C. Crocker, at 4:01 p.m.

Roll call was taken by Donna Cody.

The Pledge of Allegiance was recited.

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, it was resolved that the minutes of the December 18, 2024 meeting be approved as presented. This motion was carried.

Upon motion duly made by Steve Broderick and seconded by Jon 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	62.82
Charter Communications	Internet Service	773.24

National Fuel	Plant	4,277.37
National Fuel	Shawnee Rd PS	107.12
National Fuel	Townline Rd PS	44.27
National Grid	East Canal Rd PS	850.65
National Grid	Mapleton Rd PS	253.11
National Grid	Moyer Lift PS	149.71
National Grid	Plant	11,445.41
National Grid	Shawnee Rd PS	142.75
National Grid	Tonawanda Creek Rd PS	1,932.15
National Grid	Townline Rd PS	901.83
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (Nov 2024)	380.57
Niagara County Public Works	Elec Supply - Mapleton PS (December 2024)	194.39
Niagara County Public Works	Elec Supply - East Canal PS (December 2024)	1,040.86
Niagara County Public Works	Elec Supply - Moyer Lift (December2024)	91.87
Niagara County Public Works	Elec Supply - Shawnee Rd (December 2024)	109.55
Niagara County Public Works	Elec Supply - Townline Rd (December 2024)	934.17
Niagara County Public Works	Elec Supply - Plant (December 2024)	26,623.51
Niagara County Public Works	Elec Supply - Rapids Rd (Nov & Dec 2024)	445.20
NYSEG	Rapids Rd PS (Natural Gas)	581.52
WLT	Tonawanda Creek Rd PS	14.42
Town of Wheatfield Water	Mapleton Rd PS	20.30
Town of Wheatfield Water	Moyer Lift PS	20.30
Town of Wheatfield Water	Shawnee Rd PS	20.30
Town of Wheatfield Water	Townline Rd PS	142.50
U-DIG	Digging Notifications	96.98
Verizon	East Canal	36.43
Verizon	Moyer Lift PS	36.33
Verizon	Plant	182.80
Verizon	Rapids Rd PS	32.52
Verizon	Shawnee Rd PS	36.36
Verizon	Tonawanda Creek Rd PS	40.92
Verizon	Townline Rd PS	36.41
Verizon Wireless	Cellular Phone	292.07
ABC Supply	Access Door for Tonawanda Creek Canal Crossing	2,576.00
American Contracting & Environmental Services, Inc.	2022 O&M Project	9,042.34
American Contracting & Environmental Services, Inc.	2024 O&M Project #12629537	66,975.00
Applied Industrial Technologies	Maintenance Supplies	134.40

Buffalo State University	Basic Op, Basic Lab & Act Sludge classes for B. Thompson & J. Young	4,150.00
Chudy Paper	Towels & Toilet Paper	472.00
Cintas	Carpet Floor Protection	116.73
Cyncon	Maintenance Supplies for VAC Truck	219.67
Dana Roetzer's Exec. Landscaping	Maple Tree Maintenance (2)	986.00
Earsing, Aaron	2025 Clothing Allowance	400.00
Evoqua	Lab Grade Water	579.00
Fisher Scientific	Laboratory Supplies	2,032.96
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	13,886.50
GHD	Monthly Retainer (2)	1,500.00
GHD	2024 O&M Project #12629537	7,913.44
Greater Niagara Mechanical	HVAC Repair	381.00
Gui's Lumber	Maintenance Supplies	12.99
Irr Supply Centers	Maintenance Supplies	52.99
JCI Jones Chemical	Sodium Hypochlorite	7,565.04
Kemira	Ferrous Chloride	6,239.57
Koester	OEM Installation vertical turbine pump pad; rep & maint. Filter feed pump #1	24,796.00
Lakes Pipe & Supply Corp	Maintenance Supplies	349.00
Linde Gas & Equipment	Maintenance Supplies	231.53
Maerten, Joel	2024 Travel Mileage	86.43
Masterman's	Laboratory Supplies	723.95
Modern Corporation	Sludge/Dumpsters	45,569.93
Moley Magnetics	Motor Repair / Annual Crane & Hoist Inspection	2,620.00
North Central Laboratories	Laboratory Supplies	83.50
NYSDEC	SPDES MSGP Fees	110.00
Pace Analytical Services	Laboratory Analyses	2,919.70
Petty Cash (Niag. County Sewer)	Postage	40.73
Riverside Chemical Company	Rock Salt	512.35
Share Corporation	Maintenance Supplies	379.95
Solenis	Polymer	28,762.40
Staples	Office Supplies	50.30
Superior Lubricants	Grease/Oil	992.00
Tolls by Mail	Toll/Travel Expense	3.75
Town of Wheatfield	Fuel for Sewer District Vehicles - 4th Qtr. 2024	1,589.29
University at Texas at Dallas	Online Federal Chemical Reporting Systems	100.00

WW Grainger	Maintenance Supplies	2,878.03
Walker Process Equipment	Wall Roller for Centrifuge	4,674.04
Watson Marlow	Maintenance Supplies	2,151.60
Whel-Tech, Inc.	Wire Sensors	2,346.40
<b>TOTAL</b>		<b>\$ 299,557.22</b>

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Amazon	Laboratory Supplies	94.97
Charter Communications	Internet Service	771.73
Cooper Electric	Electrical Supplies	214.50
Elwood	Electrical Gloves	305.00
Fisher Scientific	Laboratory Supplies	1,025.37
Gui's Lumber	Maintenance Supplies	51.98
John's Motor & Transmission	2013 Ford F-350 Repairs & Maintenance	1,143.69
Linde Gas & Equipment	Maintenance Supplies	238.19
Masterman's	Laboratory Supplies	295.96
Niagara Gazette	Liquid Polymer Bid	133.60
Pace Analytical	Laboratory Analyses	204.40
Riverside Chemical	Rock Salt	512.35
Sampson Cleaning	December 21, 28, Jan 4, 11, 18	350.00
Smith & Loveless, Inc.	Maintenance Supplies	1,974.33
Verizon Wireless	Cellular Phone/Data - 2024	292.10
Vona, P. Andrew	Legal Retainer	2,500.00
Wendt's Propane & Oil	Propane	69.50
<b>TOTAL</b>		<b>\$ 10,177.67</b>

<b>TOTAL FORWARDED</b>	<b>\$ 299,557.22</b>
<b>TOTAL APPROVED O&amp;M</b>	<b><u>10,177.67</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 309,734.89</b>

This motion was carried.

Review of the December 2024 Financial Report showed an Operation and Maintenance balance of \$11,746,150.97.

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

**Communications:**

Mr. Blodgett distributed a memo indicating the tentative dates of the 2025 meetings and noted the July meeting is scheduled for the 5<sup>th</sup> Wednesday instead of the customary 4<sup>th</sup> Wednesday.

**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 District I/I Policies and Procedures – Mr. Blodgett stated that as a part of our annual Management, Operations and Maintenance plan the District is required to review the current I/I policies and procedures for their effectiveness, including the allocation that each individual Town receives \$20,000 towards their own I/I projects and the additional amount of \$100,000 toward District-wide larger projects. Mr. Blodgett stated as previously approved, the Town allocation has been increased to \$25,000 beginning in 2025. Mr. Lannon mentioned the DEC should be notified of the change made to our I/I Policy as part of our annual submittal.

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 approves the 2025 District I/I Policies and Procedures with the increase of \$25,000 allocated for each of the Towns. This motion was carried.

b. 2025 Guidelines for Procurement of Goods and Services – Mr. Blodgett presented a tentative 2025 Guidelines for Procurements of Goods and Services and suggested that the District keep the policies and limits the same as was approved by the Board in 2024.

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 approves the 2025 Guidelines for Procurement of Goods and Services as presented. This motion was carried.

c. Maintenance Person II Position – Permission to Fill – Mr. Blodgett presented the application of Craig LaRock and requested Board authorization to hire him to fill the vacant Maintenance Person II position. Mr. Blodgett noted Mr. LaRock already has a valid CDL license and tanker endorsement, which is extremely beneficial to the 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 Craig LaRock to fill the vacant Maintenance Person II 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, 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. Meeting to be scheduled in February
  - 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 Infiltration & Inflow Project (GHD Project No. 12640902)
  - Final Report submitted
  - BOARD ACTION REQUESTED – None

6. 2024 SPDES Annual Compliance Updates (GHD Project No. 12658140)
  - Project underway. MOM Report in development.
  - BOARD ACTION REQUESTED – None
7. SWMM Update (GHD Project No. 12656907)
  - Proposal submitted
  - **BOARD ACTION REQUESTED – Consider authorization of proposal**

Mr. Lannon presented a proposal from GHD and requested Board approval for GHD to complete and oversee the 2025 O&M project consisting of updating the District's Storm Water Management Model (SWMM) which was originally developed in 2013. Mr. Lannon stated the SWMM project is crucial to the downstream capacity studies the District utilizes to determine if proposed developments will adversely affect the District's ability to handle the additional flow. Mr. Lannon explained the SWMM update will be completed in two phases, beginning with the Eastern half of the District this year and the western half would be proposed for 2026. Mr. Lannon requested Board authorization to approve the 2025 O&M project NCSD SWMM Update as proposed for a total fee of \$169,300.00, to be paid from the 2025 Districtwide I/I budget, and the remaining out of the engineering line.

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. Lannon's request for GHD to oversee the 2025 O&M project NCSD SWMM Update as proposed for a total fee of \$169,300.00, to be paid from the 2025 budget, and designate this as the 2025 Districtwide I/I project. This motion was carried.

#### **Attorney's Report:**

Mr. Vona stated he had reviewed the document Proposal / NCSD SWMM Update and approves the Chairman to sign and execute the document as approved.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by Steve Broderick and seconded by Don MacSwan, the meeting adjourned at 4:14 p.m.