

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

Held on the 25th day of June 2025

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

EXCUSED: 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
Anthony J. Nemi, Liaison, Niagara County Legislature
Carl A. Widmer, CPA, Drescher & Malecki

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 Joel M. Maerten, it was resolved that the minutes of the May 28, 2025 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	62.89
National Fuel	Plant	963.07
National Grid	East Canal Rd PS	1,289.27
National Grid	Mapleton Rd PS	242.23

National Grid	Moyer Lift PS	103.25
National Grid	Plant	10,822.62
National Grid	Shawnee Rd PS	143.28
National Grid	Tonawanda Creek Rd PS	831.83
National Grid	Townline Rd PS	1,424.94
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (April 2025)	455.90
Niagara County Public Works	Elec Supply - Mapleton PS (May 2025)	133.87
Niagara County Public Works	Elec Supply - East Canal PS (May 2025)	933.07
Niagara County Public Works	Elec Supply - Moyer Lift (May 2025)	47.94
Niagara County Public Works	Elec Supply - Shawnee Rd (May 2025)	73.45
Niagara County Public Works	Elec Supply - Townline Rd (May 2025)	720.82
Niagara County Public Works	Elec Supply - Plant (May 2025)	16,820.91
Town of Wheatfield Water	Plant	1,869.55
UDIG-NY	Digging Notifications	63.36
Verizon	East Canal	39.36
Verizon	Moyer Lift PS (2)	78.46
Verizon	Plant	197.12
Verizon	Rapids Rd PS	35.46
Verizon	Shawnee Rd PS	39.27
Verizon	Tonawanda Creek Rd PS	43.80
CIR Electrical Construction	2024 O&M Project #12629537	9,191.25
Dana Roetzer's Exec. Landscaping	Weed control at plant & all pump stations	6,737.50
Evoqua	Lab Grade Water	1,017.48
Fisher Scientific	Laboratory Supplies	876.28
GHD	Monthly Retainer	750.00
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	1,024.75
Gui's Lumber	Maintenance Supplies	39.96
Irr Supply Centers	Maintenance Supplies	143.44
JCI Jones Chemicals	Sodium Hypochlorite	8,359.68
Kemira	Ferrous Chloride	7,580.89
Keyless Access Locks	Aiphone for gate (2)	627.70
Land Pro Equipment	Lawn Maintenance Supplies	372.84
Modern Corporation	Sludge/Dumpsters	44,742.43
Moley Magnetics	Baldor 3 HP Explosion Proof Motor	2,257.55
Napa Auto Parts	Vehicle Supplies	488.74
North Central Laboratories	Laboratory Supplies	37.97
Pace Analytical Services	Laboratory Analyses	2,324.60
Petroleum Service	Maintenance Supplies	345.96
Quadex (Vortex Holdco, LLC)	Maintenance Supplies	695.06

RAM Industrial Services, LLC	Eurodrive Oil Seals	125.47
Shrier-Martin Process Equipment	Maintenance Supplies	822.50
WW Grainger	Maintenance Supplies	224.81
TOTAL		\$ 126,222.58

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Charter Communications	Internet	771.73
Cintas	Carpet Floor Protection	116.73
Fisher Scientific	Laboratory Supplies	497.57
Linde	Maintenance Supplies	247.14
National Fuel	Shawnee Rd PS	88.51
National Fuel	Townline Rd PS	22.46
Parts Express	Wide Angle Loudspeaker	262.99
R.M. Headlee	Plug Valve	3,351.44
Sampson Cleaning	May 31, June 7, 14, 21, 2025	280.00
Staples	Office Supplies	29.79
Verizon	Townline Rd PS	39.31
Verizon Wireless	Cellular Phone / Data	292.09
Vona, P. Andrew	Legal Retainer - June 2025	2,500.00
WW Grainger	Maintenance Supplies	1,454.73
TOTAL		\$ 9,954.49

TOTAL FORWARDED	\$ 126,222.58
TOTAL APPROVED O&M	\$ <u>9,954.28</u>
GRAND TOTAL APPROVED	\$ 136,176.86

This motion was carried.

Review of the May 2025 Financial Report showed an Operation and Maintenance balance of \$16,477,643.91.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, it was resolved that the Sewer District's May 2025 Financial Report be approved as presented. This motion was carried.

Communications:

a. Financial Statement and Audit Report – Drescher & Malecki – Chairman Mark C. Crocker recognized Carl A. Widmer, CPA, from Drescher & Malecki who was present to provide an overview of the Sewer District No. 1 Fund Financial Statements and Audit Report for year ended

December 31, 2024 to the Board. Mr. Widmer explained the Sewer District is a funded entity of the County and Drescher and Malecki are retained as a third party, independent entity to perform the County's Audits. He stated he was presenting the part of that audit that pertains to the Sewer District Fund. Mr. Widmer's review of the report reflects compliance with financial related legal requirements and the District's stable financial position, including an analysis of an appropriate fund balance given the type, age, and amount of infrastructure owned and operated by the District. He noted the annual fund balance has showed an increase for the past four years. Overall, the report reflected no reportable findings.

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. 2025 I/I Projects – Mr. Blodgett reminded Commissioners to be sure to turn in documentation for 2025 I/I projects for the \$25,000.00 reimbursement from the District.

b. County IDA Project Update – Mr. Blodgett stated he would be meeting again with Chairman Crocker, the County Manager, Niagara County IDA officials as well as Town of Cambria officials regarding the proposed industrial park.

c. Staffing

Electronics Technician Position Update – Mr. Blodgett stated the District has hired Jeffrey Godlewski to fill the vacant Electronics Technician position. Mr. Godlewski brings several years of industrial electronics experience to the District and appears to be a good fit.

Executive Session - Personnel – Mr. Blodgett requested the Board adjourn to executive session to discuss staffing/personnel matters.

Upon motion duly made by Don MacSwan and seconded by Jon MacSwan, it was resolved that the Board adjourn to executive session to discuss staffing/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.

Engineers Report:

1. General Retainer (GHD Project No. 12640903)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services. Meeting scheduled for June 30 to discuss solids handling.
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Finalizing list of projects. Need to schedule a meeting with NCSD
 - BOARD ACTION REQUESTED – None
3. 2022 O&M Project (GHD Project No. 630191)
 - Construction contract being closed out; awaiting on O&M manuals from contractor.
 - BOARD ACTION REQUESTED – None
4. 2024 O&M Project (GHD Project No. 12629537)
 - Last 2 remaining gates are installed. Minor punch list items remain.
 - BOARD ACTION REQUESTED – None
5. SWMM Update (GHD Project No. 12656907)
 - Project underway. Flow metering to continue for 1 more month
 - BOARD ACTION REQUESTED – None
6. 2025 O&M Project (GHD Project No. 12660951)
 - Project underway
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

a. Town of Wheatfield 2025 I/I Request – Mr. Blodgett presented a request from the Town of Wheatfield for their 2025 I/I project of a sewer pump station generator replacement project. He stated the total cost of the replacement generator exceeded the \$25,000.00 allotment.

Upon motion duly made by Jon MacSwan and seconded by Joel M. Maerten, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the Town of Wheatfield's 2025 I/I project of a sewer pump station generator replacement project for a total reimbursement of \$25,000.00. This motion was carried.

b. Town of Wheatfield Manhole Connection Request – Mr. Blodgett reported that the Town of Wheatfield requests Board approval to connect into the Niagara County Sewer District #1 manhole #7-17 in order to provide gravity sewer service for 6525 Walmore Road which is for a commercial sewer service.

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 Wheatfield's request to connect into the Niagara County Sewer District #1 manhole #7-17 in order to provide gravity sewer service for 6525 Walmore Road which is for a commercial sewer service in the Town of Wheatfield, contingent upon technical review by the District. This motion was carried.

c. Town of Pendleton Connection Request – Mr. Blodgett reported that the Town of Pendleton requests Board approval to connect into the Niagara County Sewer District #1 manhole #21-49 in order to provide gravity sewer service for a new subdivision consisting of 27 residential lots located on Campbell Boulevard in the Town of Pendleton which will be served by gravity sewers owned and maintained by the Town of Pendleton.

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 the Town of Pendleton's request to connect into the Niagara County Sewer District #1 manhole #21-49 in order to provide gravity sewer service for a new subdivision consisting of 27 residential lots located on Campbell Boulevard in the Town of Pendleton contingent upon technical review by the District. This motion was carried.

Adjournment:

Upon motion duly made Don MacSwan and seconded by Jon MacSwan, the meeting adjourned at 4:44 p.m.