

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

Held on the 24th day of September 2025

PRESENT: Commissioner Mark C. Crocker, Chairman  
Commissioner Don MacSwan, Vice Chairman  
Commissioner Matthew Foe  
Commissioner Joel M. Maerten  
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner Steve Broderick

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  
Katelyn Reepmeyer, GHD Consulting Services  
Anthony J. Nemi, Liaison, Niagara County Legislature

Chairman Crocker called the meeting to order at 3:59 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 August 27, 2025 meeting be approved as presented. This motion was carried.

Upon motion duly made by Joel M. Maerten and seconded 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	62.83
National Fuel	Plant	55.34
National Grid	East Canal Rd PS	504.93
National Grid	Mapleton Rd PS	160.00

National Grid	Moyer Lift PS	55.70
National Grid	Plant	8,598.13
National Grid	Shawnee Rd PS	117.75
National Grid	Tonawanda Creek Rd PS	762.75
National Grid	Townline Rd PS	435.93
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (July 2025)	379.74
Niagara County Public Works	Elec Supply - Mapleton PS (August 2025)	131.74
Niagara County Public Works	Elec Supply - East Canal PS (August 2025)	669.22
Niagara County Public Works	Elec Supply - Moyer Lift (August 2025)	42.24
Niagara County Public Works	Elec Supply - Shawnee Rd (August 2025)	83.19
Niagara County Public Works	Elec Supply - Townline Rd (August 2025)	560.12
Niagara County Public Works	Elec Supply - Plant (August 2025)	21,382.58
Niagara County Public Works	Elec Supply - Rapids Rd PS (August 2025)	209.72
Town of Wheatfield Water	Plant	1,608.75
UDIG-NY	Digging Notifications	137.08
Verizon	East Canal	38.99
Verizon	Moyer Lift PS	38.84
Verizon	Plant	197.83
Verizon	Rapids Rd PS	35.39
Verizon	Shawnee Rd PS	38.91
Verizon	Tonawanda Creek Rd PS	43.40
Verizon Wireless	Cellular Phones	292.06
Alfa Laval	Centrifuge Parts	206.43
American Contracting & Environmental Services, Inc.	2024 O&M Project #12629537	9,975.00
Cintas	Carpet Floor Protection	116.73
CIR Electrical Construction	2024 O&M Project #12629537	2,580.00
Encorus Group	Five Year CBS Tank Inspections	4,910.00
Evoqua	Lab Grade Water	851.85
Fisher Scientific	Laboratory Supplies	3,177.76
GHD	Misc. Project Assistance & SCADA Support (Project #12640903)	3,717.00
GHD	NSCD SWMM Update Project #12656907	1,370.00
GHD	2025 O&M Project #12660951	1,764.00
GHD	Monthly Retainer	750.00
Greater Niagara Mechanical	HVAC Repair - Lab	492.89
Gui's Lumber	Maintenance Supplies	93.95
Herc Rentals	Equipment Rental	1,485.10
Hutchinson, John	Travel Expenses for Act. Sludge Classes at Buff State	41.17
JCI Jones Chemical	Sodium Hypochlorite	8,238.72

K & H Industries, Inc.	Electrical Supplies	1,157.22
Kemira	Ferrous Chloride	7,064.29
Knaebe, Egon	2025 Clothing Allowance	400.00
Lakes Pipe & Supply Corp	Maintenance Supplies	23.00
Masterman's	Laboratory Supplies	1,263.62
Modern Corporation	Sludge/Dumpsters	53,640.64
New York State Dept. of Health	Annual ELAP Fees	889.97
Niagara Lock & Key	Keys	17.25
NYWEA	2A Wastewater Exam Fee - Peter Wilson	195.00
Occustar Workplace Compliance	Respirator Exams (3)	300.00
Pace Analytical Services	Laboratory Analyses	794.80
Rexel	Electrical Supplies	6,940.98
SupplyHouse.com	Electrical Supplies	93.85
USA Blue Book	Maintenance Supplies	155.69
Voss Manufacturing	Maintenance Supplies	300.00
WB Mason	Water Cooler for Plant	47.96
WW Grainger	Maintenance Supplies	2,549.07
Wilson, Peter	Travel Expenses for Act. Sludge Classes at Buff State	41.17
Xylem	Pump Repair	6,311.58

**TOTAL**

**\$ 158,599.85**

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Charter Communications	Internet Service	771.73
Cintas	Floor Carpet Protection	116.73
Kemira	Ferrous Chloride	3,391.96
Koester	Maintenance Supplies	336.28
Linde Gas & Equipment	Maintenance Supplies	247.14
National Fuel	Shawnee Rd PS	30.58
National Fuel	Townline Rd PS	22.46
NYWEA	2A Wastewater Exam Fee - John Hutchinson	195.00
Pace	Laboratory Analyses	183.40
Verizon	Townline Rd PS	38.93
Vona, P. Andrew	Legal Retainer - September 2025	2,500.00
Walker Process Equipment	Maintenance Supplies	2,792.81

**TOTAL**

**\$ 10,627.02**

<b>TOTAL FORWARDED</b>	<b>\$ 158,599.85</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>\$ <u>10,627.02</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 169,226.87</b>

This motion was carried.

Review of the August 2025 Financial Report showed an Operation and Maintenance balance of \$14,900,179.75.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Sewer District's August 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:**

a. O.E.M. Purchase Milton CAT Control Panel – Mr. Earsing stated one of the Plant's main generators has been having control panel issues recently. Milton Cat quoted the replacement and installation of a new control panel for a total cost of \$24,990.12, including parts and labor. Mr. Earsing requested Board approval to accept the O.E.M. quote from Milton CAT to replace the generator control panel for \$24,990.12 including parts and labor.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Earsing to accept the O.E.M. quote from Milton CAT to replace the generator control panel for \$24,990.12 including parts and labor. This motion was carried.

**Administrative Directors Report:**

a. 2026 Budget and Preliminary Tax Computation Schedule – Mr. Blodgett reported that the Tentative 2026 Budget for the Sewer District was submitted to the County on Thursday September 18, with a total increase of 2.43% from 2025, and he and Joanne Teixeira would be meeting with the County

Manager and Budget Office next month to review the Tentative Budget. 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 2026 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 Don MacSwan and seconded by Sylvia Virtuoso, 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 2026 County Budget. This motion was carried.

c. Niacet Contract -- Mr. Blodgett distributed the tentative Niacet agreement and stated this is for a one-year contract for wastewater treatment services. He requested Board authorization to approve and execute the Niacet agreement.

Upon motion duly made by Sylvia Virtuoso and seconded by Don MacSwan, 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. Sodium Hypochlorite Contract – Authorization to Bid – Mr. Blodgett reported the District’s sodium hypochlorite contract expires December 31, 2025. At this time Mr. Blodgett is requesting authorization to advertise for bids for the sodium hypochlorite contract.

Upon motion duly made by Matthew Foe and seconded by Joel M. Maerten, 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.

e. 2026 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 2026.

f. Pioneer Pumps Update – Mr. Blodgett stated that since the last Administrative Board meeting there has not been a response from Pioneer Pumps despite repeated attempts to reach out to them, and the certified letter mailed August 13<sup>th</sup> was returned to the District marked unclaimed.

g. 2025 Town I/I Requests – Mr. Blodgett stated the District has approved 2025 Town I/I project requests from the Towns of Pendleton and Wheatfield. He reminded all Supervisors to be sure to submit their paperwork so that those funds can be reimbursed.

h. Teamsters Contract Negotiations – Mr. Blodgett stated the County and the District had conducted the initial negotiation meeting with Teamsters representatives and the next meeting would be the beginning of October.

#### **Engineer’s Report:**

##### **1. General Retainer (GHD Project No. 12640903)**

- OBIC manhole lining of 7 manholes by Advanced Rehabilitation Technology (ART) the week of September 29 – October 3, inspection by GHD. Easement requested for access to 2 manholes in Pendleton.
- Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services
- Board Action Requested: None

**2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)**

- Revising Map, Plan and Report
- Board Action Requested: None

**3. 2022 O&M Project (GHD Project No. 630191)**

- Awaiting O&M manuals from the contractor
- Board Action Requested: None

**4. 2024 O&M Project GHD Project No. 12629537)**

- ACE (GC) owes administrative closeout tasks and punch list.
- Board Action Requested: None

**5. SWMM Update (GHD Project No. 12656907)**

- Flow metering is complete
- Waiting on updated data to calibrate this month
- Completed engineering report by end of 2025
- Board Action Requested: None

**6. 2025 O&M Project (GHD Project No. 12660951)**

- Bid Opening held September 19
- Board Action Requested: **Recommendation to award contracts.**

Ms. Reepmeyer presented the bids GHD received for the 2025 O&M project and stated there was only one bid received for the general contractor and two for the electrical portion of the project. Chairman Crocker asked if the bid amounts were within the budgeted amount. Mr. Lannon stated the base bid as well as the alternate project 1G were within the budget. Mr. Lannon requested Board authorization to award the 2025 O&M project, contract No. 1G-General to American Contracting and Environmental Services, Inc. in the bid amount of \$827,000.00 (base bid and alternate 1G) and approval for the Chairman to execute said contracts, contingent upon availability of project funding and review and approval by the District legal counsel.

Upon motion duly made by Joel M. Maerten and seconded by Don MacSwan, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request to award the 2025 O&M project, contract No. 1G-General to American Contracting and Environmental Services, Inc. in the bid amount of \$827,000.00 (base bid and alternate 1G) and authorizes the Chairman to execute said contracts, contingent upon availability of project funding and review and approval by the District legal counsel. This motion was carried.

Ms. Reepmeyer presented the bids GHD received for the 2025 O&M project Contract no. 1E-Electrical. Ms. Reepmeyer stated CIR Electrical was the lowest bidder and requested Board authorization to award the 2025 O&M project, contract No. 1E-Electrical to CIR Electrical Construction Corporation in the bid amount of \$372,635 and approval for the Chairman to execute said contracts, contingent upon availability of project funding and review and approval by the District legal counsel.

Upon motion duly made by Matthew Foe and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Ms. Reepmeyer's request to award the 2025 O&M project, contract No. 1E-Electrical to CIR Electrical Construction Corporation. in the bid amount of \$372,635.00 and authorizes the Chairman to execute said contracts, contingent upon availability of project funding and review and approval by the District legal counsel. This motion was carried.

#### **7. Future Biosolids Handling Evaluation (GHD Project No. 12671983)**

- No longer considering original proposal from GHD.
- Developing new proposal that includes a pilot program – review proposal from vendor.
- Board Action Requested: **Recommendation to approve pilot program.**

Mr. Lannon reminded the Board that over the years the cost of sludge removal has steadily increased to the point of unsustainability, and GHD was authorized to explore alternatives. He presented a proposal from BCR (a division of Siewert Equipment) to participate in a pilot program to evaluate a sludge dryer system. He stated BCR would bring a trailer mounted dryer unit onsite for 1 week for the



District (as well as The Town of Tonawanda in a shared project) to evaluate the practicality of investing in the system, with the ultimate goal of determining the effectiveness and potential for a future full scale implementation of the technology. The Board discussed areas of consideration during the trial should include emissions/odor/environmental impact, overall cost to operate and manpower considerations. Mr. Lannon requested Board authorization for the District to participate in the BCR pilot program at a not to exceed cost of \$20,000.00.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for the District to participate in the BCR pilot program (in conjunction/shared project with the Town of Tonawanda Wastewater) at a not to exceed fee of \$20,000.00. This motion was carried.

**Attorney's Report:**

Mr. Vona said the District manhole lining project referenced in the Engineer's report is currently underway and requires a temporary easement for access to two manholes in Pendleton on Campbell Boulevard. He requested Board authorization to initiate the notification and easement agreement to the property owner.

Upon motion duly made by Don MacSwan and seconded by Sylvia Virtuoso, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Vona and GHD to initiate the easement notification to the Pendleton property owner regarding access for the District's manhole lining project. This motion was carried.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by Matthew Foe and seconded by Joel M. Maerten, the meeting adjourned at 4:40 p.m.