

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

Held on the 28th day of January, 2015 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner Lee Wallace

EXCUSED: Robert P. Lannon, CRA Infrastructure & Engineering

ALSO PRESENT: Thomas Blodgett, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Teresa Misiti, CRA Infrastructure & Engineering
Anthony J. Nemi, Liaison, Niagara County Legislature
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:35 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the minutes of the December 17, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	13.40
Dig Safely	Digging Notifications	65.00
Frontier	Mapleton Rd PS	53.34
National Fuel	Townline Road	953.17
National Fuel	Shawnee Road	260.16

National Fuel	Plant	4,215.25
National Grid	Elec Dist. - Tonawanda Creek Road	496.54
National Grid	Elec Dist. - Townline Road	537.60
National Grid	Elec Dist. - Mapleton Rd	190.98
National Grid	Elec Dist - East Canal PS	737.87
National Grid	Elec Dist - Shawnee Road	171.74
National Grid	Elec Dist - Moyer Lift	95.72
National Grid	Plant	7,138.51
National Grid	2044 Niagara Falls Blvd (meter)	22.28
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Road (November 2014)	302.27
Niagara County Public Works	Elec Supply - Mapleton PS November & December 2014)	227.85
Niagara County Public Works	Elec Supply - East Canal PS November & December 2014)	1,759.13
Niagara County Public Works	Elec Supply - Moyer Lift (November & December 2014)	103.15
Niagara County Public Works	Elec Supply - Shawnee Rd (November & December 2014)	162.41
Niagara County Public Works	Elec Supply - Townline Rd (November & December 2014)	771.47
Niagara County Public Works	Elec Supply - Plant (November & December 2014)	26,588.41
Niagara County Public Works	Elec Supply - Rapids Rd (November & December 2014)	446.78
NYSEG	Rapids Road PS	711.84
QLT	Consumer Lease - Tonawanda Creek Road	13.35
Time Warner	Internet Service	758.17
Verizon	Townline Rd	50.03
Verizon	East Canal	24.95
Verizon	Tonawanda Creek	29.32
Verizon	Plant	137.08
Verizon	Moyer Lift	25.03
Verizon	Shawnee Road	24.68
Verizon	Rapids Road PS	57.04
Verizon Wireless	Cellular Phones	64.51
Alfa Laval	Conveyor Bearing Kit, coupling, flex	5,218.68
Allied Waste	Sludge Disposal	11,169.52
Bison Laboratories	Sodium Hypochlorite	2,719.54
Buffalo Courier Services	Delivery Service to Rochester Lab	276.00
Buffalo Courier Services	Delivery Service to Rochester Lab	276.00
Buffalo Lift Trucks	Lift Truck Operator Safety Training	640.00
CRA	December Monthly Retainer	750.00

CRA	NCS D Mapleton Rd. P.S. Rehab Project #631047	3,732.72
CRA	Misc. Project Assistance/SCADA (Project #630191)	1,145.00
CRA	2014 Roof Replacement (Project #631067)	10,888.50
CRA	NCS D/2014 District I/I Project (Project #631071)	4,455.00
CRA	SPDES Permit Compliance (Project #631076)	1,475.00
CRA	Clarifier Baffle	752.16
Dell Marketing L.P.	Computer & Software	902.84
Evoqua	Lab Grade Water	168.51
Federal Express	Lab Equipment Shipped to manufacturer	31.37
Fisher Scientific	Lab Supplies	1,138.17
Greater Niagara Mechanical	Heat Repair in Admin Building	164.25
Greater Niagara Newspaper	Advertising for Utility Collections Systems/Emergency Repair	196.84
Heritage Products, LLC	Lab Supplies	344.50
Isle Chem	Lab Analysis	2,990.75
JP Industrial Supply	Maintenance Supplies	453.55
Jones JCI Chemicals	Sodium Hypochlorite	3,272.84
Lozier Environmental Consulting	Lab Service	70.00
Lozier Environmental Consulting	Lab Services	210.00
Lubrication Engineers, Inc.	Almaplex Industrial Lubricant	320.40
Modern Corporation	Dumpsters	175.27
Niagara Fire Extinguisher Services	Annual Inspection & Maintenance/Extinguishers	625.25
O'Connell Electric Inc. **	Capital Plan Phase 2 Contract - Electrical	1,867.25
7N5-Praxair Distribution Inc.	Maintenance Supplies	103.13
PVS Technologies	Ferrous Chloride	3,931.34
Rexel	7 amp fuses, 120V panel lamps	259.42
Sharp Printing	New Letterhead	154.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Sherwin Williams	Paint Supplies	81.27
SHI International	Acrobat Pro Software	332.61
Simmers Crane Design & Services	Annual Inspections on Cranes, Chains & Slings	1,450.00
Staples	Office Supplies	24.31
Staples	Office Supplies	141.98
TECsmith Inc.	Influent Meter Calibration	650.00
Town of Cambria	2014 I/I Reimbursement	20,000.00
Town of Lockport	Reimbursement Revenue Bonds	181,790.11
Town of Lockport	2014 I/I Reimbursement	20,000.00
Town of Pendleton	2014 I/I Reimbursement	19,850.00
Town of Wheatfield	2014 I/I Reimbursement	19,697.42
Town of Wheatfield	Fuel for NCS D #1 Vehicles	1,256.77
Town of Wheatfield Water	Water Usage - Townline Rd PS	219.70
Town of Wheatfield Water	Water Usage - Moyer Lift PS	12.60

Town of Wheatfield Water	Water Usage - Shawnee Road PS	12.60
Town of Wheatfield Water	Water Usage - Mapleton Rd PS	12.60
Virtuoso, Sylvia	Travel Mileage	32.35
Vona, P. Andrew	Monthly Retainer-Dec 2014/Legal Services	2,500.00
Wendt's Propane	Propane	98.25
WW Grainger Inc	Crossover Ladder	1,240.20

TOTAL

\$ 377,629.62

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste Services #111	Recycling Service	79.09
Blodgett, Thomas	Travel Mileage	89.70
Buffalo Courier Services	Delivery Service to Rochester	828.00
Chudy Paper Co	Tissue & paper towels	534.74
City Electric	Electrical Supplies	226.29
Earsing, Aaron	2015 Clothing Allowance	400.00
Environmental Toxicology & Chem.	Charles Teixeira Basic Operator Trainee Courses	2,500.00
Fisher Scientific	Lab Supplies	1,394.46
Gui's Lumber	Maintenance Supplies	59.96
Industrial Appraisal Company	Appraisal Services	520.00
Idexx Laboratories	Lab Supplies	898.03
K & K Janitorial Service, Inc.	General Cleaning for January 2015	390.00
Lozier	Lab Services	140.00
Microbiologics	Lab Supplies	799.96
Moley Magnetics	Return Sludge Pump Gearbox	11,522.26
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Oil Filter, Oil	102.97
North Central Laboratories	Lab Services	336.91
Polydyne Inc.	Polymer	15,042.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	106.56
Ronco	Maintenance Agreement/Phone System	367.50
Safety Kleen	Parts, Washer Service	198.65
Sharp Printing	Business Cards	43.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Sherwin Williams	Paint Supplies	410.36
Staples	Office Supplies	206.04
Technical Learning College	Continuing Education credits for Edward McDonough	200.00
University of Texas at Dallas	Annual SARA Tier 2 Reporting	125.00
WW Grainger	Sump Pump/Maintenance Supplies	720.01
YSI Incorporated	BOD Repair	893.40

TOTAL

\$ 39,408.89

TOTAL FORWARDED (2014 BUDGET)	\$ 337,629.62
TOTAL APPROVED O&M (2015 BUDGET)	<u>39,408.89</u>
GRAND TOTAL APPROVED	\$ 377,038.51

This motion was carried.

Review of the December 2014 Financial Report showed an Operation and Maintenance balance of \$4,937,437.08.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Sewer District's December 2014 Financial Report be approved as presented. This motion was carried.

Communications:

a. NYSDEC - Flow Study Implementation - Mr. Blodgett reported that as a part of the schedule of compliance for our NYSDEC SPDES permit, the District is required to implement a flow study according to the draft work plan that was submitted to Robert Locey of the NYSDEC back in October 2014. It is expected that Mr. Locey's comments will be received shortly so that the District can move forward with implementing the flow study. Mr. Blodgett stated that it was in the District's best interest to have all items in place by the time the spring wet weather arrives as these events are critical for a successful flow study. Mr. Blodgett requested board authorization to have CRA prepare a proposal for implementation of the flow study for consideration at the February meeting contingent upon receiving NYSDEC approval of the work plan.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to CRA to prepare a final proposal for implementing the Plant Flow Study contingent upon receiving NYSDEC approval to be submitted to the board at the February board meeting. This motion was carried.

b. Union Negotiations - Mr. Blodgett reported that he has been contacted by the County's union negotiator to possibly set up a meeting in February, and that he will report back at the February meeting with further developments.

c. National Fuel Mapping Request - Mr. Blodgett reported that he received an e-mail from Edward Kulpa, Project Manager of National Fuel Gas Distribution Corp. that due to a gas leak incident in Horseheads, NY, National Fuel was ordered to perform a risk assessment of their system by the NY Public Service Commission. Mr. Blodgett asked the commissioners if they had received the same request from National Fuel regarding their individual town systems. After discussion, the commissioners agreed that releasing District GIS data which directly relates to specific areas of potential conflicts with regard to National Fuel infrastructure would be acceptable without compromising security concerns.

d. District Phones - Mr. Blodgett deferred to Anthony Nemi, Niagara County Legislature who discussed the consolidation of the County phone systems. Mr. Nemi inquired whether it may be more economical to consolidate and update the Sewer Districts phone system at the same time as the County. Mr. Nemi stated that County would handle this through a state bid. Mr. Blodgett stated that if it would cost the same or less than what we have now it may be a good idea to at least look into the feasibility as our phone system was last updated in 2005. It was also discussed that service and responsiveness should be considered during the evaluation process.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Update of Discharge Monitoring Report (DMR) Signature Form - Mr. Timkey reported that Mr. Blodgett should be added as a designated signer for our SPDES Permit DMR's. Mr. Timkey requested board authorization to add Mr. Blodgett as a designated signer via the DEC'S DMR Signature Authorization Form.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives board authorization to add Mr. Blodgett as a designated signer for the District's DMR's. This motion was carried.

b. Repair of Treatment Plant Driveway Stormwater Receivers (2) - Mr. Timkey reported that 2 storm water receivers are sinking and the surrounding asphalt is cracking and deteriorating in the front driveway of the WPCC. He received 3 quotes with N.F.P. & Sons, Inc. being the lowest bidder at a total cost of \$3,500.00. The proposed work would consist of saw-cutting the existing asphalt around the drainage structures and pouring new reinforced concrete around the grates to reinforce the structure and surrounding asphalt from the weight of the tractor trailer traffic. Mr. Timkey is requesting board approval to accept the quote of N.F. P. & Sons, Inc. to repair 2 storm water receivers using reinforced concrete around the grates at the total cost of \$3,500.00.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives board authorization to accept the quote of N.F. & Sons, Inc. to repair 2 storm water receivers using reinforced concrete around the grates at the total cost of \$3,500.00. This motion was carried.

c. Replacement of Treatment Plant Maintenance Building Make-up Air Unit - Mr. Timkey reported that the original Reznor 250,000 BTU make-up air unit for the Maintenance Building locker room requires replacing. He received 4 quotes to remove and replace the old Reznor unit with a new Reznor unit, with Greater Niagara Mechanical, Inc. being the lowest bidder at a total cost of \$12,290.00. Mr. Timkey is requesting board approval to accept the quote of Greater Niagara Mechanical, Inc. as lowest bidder at a total cost of \$12,290.00.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives board authorization to Greater Niagara Mechanical, Inc. to remove and replace with a new Reznor unit at a total cost of \$12,290.00. This motion was carried.

Administrative Directors Report:

a. Guidelines for Procurement of Goods and Services - Mr. Blodgett presented the 2015 Guidelines for Procurements of Goods and Services and suggested the District proceed with no changes from the 2014 guidelines.

Upon motion duly made by Robert B. Cliffe and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the 2015 Guidelines for Procurement of Goods and Services with no changes. This motion was carried.

b. Emergency Repair Contract Bids - Mr. Blodgett reported that we received bids from Cerrone, Inc. and Milherst Construction, Inc. on January 16, 2015. Mr. Blodgett stated that the both bids held markups to a 5% maximum as stipulated. Mr. Blodgett recommended board approval to authorize the bids of both contractors, as he feels it is good practice we have a backup contractor in case an emergency call needs to be made and the first contractor is unable to respond in time. He also stated that the District should heavily weigh the performance of both contractors when a choice is made on which contractor to call first.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the bids of both contractors, Mark Cerrone, Inc. and Milherst Construction, Inc. for the "Request for Proposals (RFP No. NCSD14-03) – Utility/Collection System Emergency Repairs." This motion was carried.

c. Replacement Truck - Mr. Blodgett reported that the District's 1998 Chevrolet single cab plow truck with a salt spreader in our fleet is up for replacement. Mr. Blodgett stated that we have \$35,000 allocated in this year's budget for this purchase. The replacement would be a 2015 Ford F-250 XL Super Cab per the state bid from Van Bortel Ford at the cost of \$33,821.98 with an order date of the truck of February 6th. Mr. Blodgett requested board authorization to purchase the 2015 Ford F-250 XL Super Cab on state bid from Van Bortel Ford at the cost of \$33,821.98.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization purchase the 2015 Ford F-250 XL Super Cab on state bid from Van Bortel Ford at the cost of \$33,821.98. This motion was carried.

d. Vactor Truck - Mr. Blodgett reported that we have received the District's new vactor truck and that we are now ready to entertain offers and interests on the 1989 International Peabody/Myers truck. Chairman Smith suggested that if any of the Member Towns are interested in the Districts old vactor truck to contact Mr. Blodgett for further information, and set a sealed bid date of end of business day on February 20, 2105.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization for interested Member Towns of the District to submit sealed bids to Mr. Blodgett by close of business on February 20, 2015. This motion was carried.

e. Wastewater Operator's Exam - Mr. Blodgett reported that the upcoming civil service posting for the Wastewater Operator's Exam is tentatively scheduled in mid-February for a possible April 18, 2015 test date. Currently, the job specs state the residency requirement is limited to within the District boundary. After discussion on the matter, the District Board suggested opening up the Wastewater Operator's Exam posting to include all residents of Niagara County.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to amend the upcoming Wastewater Operator's Exam civil service posting to include all residents of Niagara County. This motion was carried.

d. Personnel - Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Board adjourn to executive session to discuss personnel. This motion was carried.

Upon motion duly made by Dennis Brochey and seconded by James Riester, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

The Administrative Board authorized CRA to work with District staff to develop the necessary scope for the influent screen room ventilation, and for CRA to provide a total project cost estimate along with submission of a proposal for engineering fees for the February Board meeting for consideration.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services
 - BOARD ACTION REQUESTED – None

2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan
 - BOARD ACTION REQUESTED – None

3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Plug valve installed. Station work expected February.
 - BOARD ACTION REQUESTED – None

4. WPC 2014 Roof Replacement Project (CRA Project No. 631067)
 - Project is complete. Waiting for warranty to be issued to close out project.
 - BOARD ACTION REQUESTED – None

5. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
 - Field inspections and database work complete. Draft report submitted.
 - **BOARD ACTION REQUESTED – Any comments on report**

Ms. Misiti solicited for any Board comments and recommendations on the draft report submitted for their review at the December 2014 Board Meeting. There were no changes to the draft report from the Board. Ms. Misiti stated that she will present a finalized report at the February meeting.

6. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
 - Baffle installation in Clarifiers has been completed and both tanks are back in operation. Flow Study Work Plan submitted to NYSDEC by October 1, 2014 deadline. Mercury Minimization Program Final Report submitted.
 - BOARD ACTION REQUESTED – None

7. 2014 MOM Plan Annual Report (CRA Project No. 631124)
 - Report under development.
 - BOARD ACTION REQUESTED – None

8. WPCC 2015 Roof Replacement Project (CRA Project No. 631123)
 - Proposal for Professional Engineering Services
 - **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Ms. Misiti reported that CRA has prepared the proposal for the 2015 Roof Replacement project for the District's consideration as requested. Ms. Misiti presented to the Board a proposal in the total amount of \$89,700 which includes design, bid, construction administration, and resident inspection services; asbestos survey sampling and testing will be contracted directly by the District with assistance/coordination by CRA.

Upon motion duly made by Wright H. Ellis and seconded by James Riester it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves CRA's proposal of \$89,700 which includes design, bid, construction administration, and resident inspection services. This motion was carried.

9. 2015 District I/I Project
 - Developing scope.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

Mr. Vona reported that Milherst Construction, Inc. should be contacted that their bid did not require them to have OCP insurance in their submittal, and they are in compliance with the bid contract.

Mr. Vona also reported that the bids on the District's vector truck should be sealed bids.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Lee Wallace and seconded by James Riester the meeting adjourned at 4:35 p.m.