

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

Held on the 24th day of November 2015 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman  
Commissioner Robert B. Cliffe  
Commissioner Wright H. Ellis  
Commissioner Lee Wallace  
Commissioner Ronald W. Winkley

EXCUSED: Commissioner James Riester, Vice-Chairman

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSO #1  
Suzanne-Marie C. Fulle, NCSO #1  
Joanne M. Teixeira, NCSO #1  
John T. Timkey, Chief Operator, NCSO #1  
P. Andrew Vona, Attorney for District  
Anthony J. Nemi, Liaison, Niagara County  
Robert P. Lannon, GHD Consulting Services  
Teresa Misiti, GHD Consulting Services

Chairman Smith called the meeting to order at 3:30 p.m.

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

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the minutes of the October 28, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	24.00
Dig Safely	Digging Notifications	80.00
Frontier	Mapleton Rd PS	55.55
National Fuel	Plant	254.28
National Fuel	Shawnee Rd PS	52.03
National Fuel	Townline Rd PS	85.01
National Grid	Elec Dist - East Canal PS	618.71

National Grid	Elec Dist. - Mapleton Rd	138.24
National Grid	Elec Dist - Moyer Lift	60.17
National Grid	Plant	7,048.55
National Grid	Elec Dist - Shawnee Road	173.73
National Grid	Elec Dist. - Tonawanda Creek Road	769.41
National Grid	Elec Dist. - Townline Road	361.23
National Grid	2044 Niagara Falls Blvd (meter)	21.65
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Ton Creek Road (April, May & June 2015)	879.65
Niagara County Public Works	Elec Supply - Mapleton PS (May, June & July 2015)	340.37
Niagara County Public Works	Elec Supply - East Canal PS (May, June & July 2015)	2,755.25
Niagara County Public Works	Elec Supply - Moyer Lift (May, June & July 2015)	110.57
Niagara County Public Works	Elec Supply - Shawnee Rd (May, June & July 2015)	287.79
Niagara County Public Works	Elec Supply - Townline Rd (May, June & July 2015)	1,310.29
Niagara County Public Works	Elec Supply - Plant (May, June & July 2015)	35,025.27
Niagara County Public Works	Elec Supply - Rapids Road (May & June 2015)	416.87
QLT	Townline Rd PS	13.35
Time Warner	Internet Service	757.34
Town of Pendleton Water	East Canal Rd PS	48.30
Town of Pendleton Water	Tonawanda Creek Rd PS	11.00
Verizon	East Canal	25.02
Verizon	Plant	135.28
Verizon	Moyer Lift PS	25.05
Verizon	Rapids Rd PS	25.02
Verizon	Shawnee Rd PS	24.70
Verizon	Townline Rd PS	25.05
Verizon	Tonawanda Creek Rd PS	29.39
Verizon Wireless	Cellular Phones	45.44

**TOTAL**

**\$ 52,054.58**

**TO BE PAID**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Alpha Analytic, Inc.	Lab Analysis	2,459.75
AmeriPride	Carpet Floor Protection	89.50
Buffalo Road Marking, Inc.	Crack Filling for Plant Parking Lot	1,900.00
City Electric	Electrical Supplies	297.27
Cummins Northeast LLC	Generator Repair at East Canal	404.35
Drake Lawn & Garden	Tire Chains, Wiper Blade	80.34
Dunn Tire	Flat Tire Repair	10.00
EMD Millipore Corporation	Laboratory Supplies	531.29
Evoqua	Lab Grade Water	397.00

Ferchen, Mark	2015 Clothing Allowance	400.00
Fisher Scientific	Lab Supplies	1,121.86
GHD	October Monthly Retainer	750.00
GHD	2015 Roof Replacement (Project #631123)	12,114.75
GHD	Screen Room Ventilation Project (Project #631139)	4,777.50
GHD	Misc. Project Assistance - Scada Support (Project #630191)	4,545.38
GHD	Wet Weather Operating Plan (631132)	3,740.00
Graybar	RAB Electrical Replacement Fixtures	23,000.00
Industrial Appraisal Company	Appraisal Services	520.00
Kroening, Carl	2015 Clothing Allowance	400.00
Kummer, Daniel	Travel Mileage	6.90
Kwiatkowski, Ron	2015 Clothing Allowance	400.00
Manager Plus	Computer Software (Preventative Maintenance Program)	499.00
McMaster-Carr	Maintenance Supplies	409.84
Modern Corporation	Dumpsters	175.27
Moley Magnetics	Motor Brushes	105.51
Mollenberg-Betz (Custom Sheet Metal Contracting, LLC)	Influent PS Screen Room Ventilation Project	66,135.68
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building, plus exterminating for bees	155.00
Napa Auto Parts	Diesel Exhaust Fluid, Battery	145.98
New Pig	Sump Skimmers	608.86
NY Assoc of Approved Environmental Lab.	2016 Membership Dues for Dan Kummer	350.00
NYSDEC	SPDES MSGP Fees	110.00
NYS Department of Health	Laboratory Approval Fee	697.40
Niagara Truck Equipment	Salter on Pick up Truck	1,800.00
Philips Healthcare	Defibrillator pads	88.00
Polydyne, Inc.	Polymer	15,042.00
Progressive Roofing Inc.	2015 Roof Replacement	18,081.82
PVS Technologies	Ferrous Chloride Solution	6,324.14
Republic Services	Recycling Service	37.30
Republic Services	Sludge Disposal	12,473.70
Rexel	Work Gloves, Repair Mapleton Rd PS Controls, Panel Parts, Fuses	5,666.69
Riverside Chemical Company	Rock Salt	368.20
Sampson Cleaning Services	Cleaning for October 31, November 8, 15	210.00
Sears	Misc. Tools for Pump Stations	678.44
Scive, Matthew	2015 Clothing Allowance	400.00
Scive, Michael II	2015 Clothing Allowance	400.00
Service Bearing & Transmission	Exhaust Fan Belts	101.86
Share Corporation	Maintenance Supplies	455.00

Sharp Printing	Postcards for Public Hearing	65.00
Staples	Office Supplies	108.31
Sunrise Door & Woodworks, Inc.	Repaired Door	106.95
Superior Lubricants	Lithium Grease	796.67
Town of Lockport	Bond Reimbursement	185,343.40
Town of Niagara	2015 I/I	20,000.00
Twin City Glass	Replacement Glass for Lab	17.37
Vona, P. Andrew	Monthly Retainer-October 2015	2,500.00
VWR	Laboratory Supplies	207.44
WB Mason	Chair for Senior Chemist	262.86
WW Grainger	Maintenance Supplies	1,841.68
<b>TOTAL</b>		<b>\$ 400,715.26</b>

<b>TOTAL FORWARDED</b>	<b>\$ 52,054.58</b>
<b>TOTAL APPROVED O&amp;M</b>	<b>400,715.26</b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 452,769.84</b>

This motion was carried.

Review of the October 2015 Financial Report showed an Operation and Maintenance balance of \$6,522,571.72. Upon motion duly made by Wright H. Ellis and seconded by Ronald W. Winkley it was resolved that the Sewer District's October 2015 Financial Report be approved as presented. This motion was carried.

**Communications:**

1. Discussion on Interim Chairman and Vice-Chairman - Mr. Blodgett reported that as both Chairman Smith and Vice-Chairman Riester terms in office will end on December 31, 2015, the District will need to nominate an Interim Chairman and Vice-Chairman with an interim appointment period from January 1, 2016 until the January 2016 Reorganizational Meeting which is scheduled to be held on January 27, 2016, where reorganizational elections for Chairman and Vice-Chairman will be made with the new 2016 Administrative Board.

It was moved by Marc R. Smith and seconded by Ronald W. Winkley that Wright H. Ellis be nominated for Interim Chairman.

Wright H. Ellis was duly elected as Interim Chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity from January 1, 2016 until the District's Reorganizational Meeting on January 27, 2016.

It was moved by Wright H. Ellis and seconded by Lee Wallace that Robert B. Cliffe be nominated for Interim Vice-Chairman.

Robert B. Cliffe was duly elected as Interim Vice-Chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity from January 1, 2016 until the District's Reorganizational Meeting on January 27, 2016.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

1. Influent Screen Disposal Bags - Mr. Timkey reported that the District requested quotes from three companies for Influent Screen Disposal Bags. Mr. Timkey stated that he only received two quotes with Global-Pak, Inc. being the lowest bidder. Mr. Timkey requested Board approval to purchase 510 Influent Screen Disposal bags at \$9.75/bag from Global-Pak, Inc. in the total amount of \$4,972.50 plus shipping and handling.

Upon motion duly made by Lee Wallace and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the purchase of 510 Influent Screen Disposal bags at \$9.75/bag from Global-Pak, Inc. in the total amount of \$4,972.50 plus shipping and handling. This motion was carried.

2. Grade II-A Certification obtained by Operator Trainee - Mr. Timkey reported that the one of the District's Operator Trainee's recently passed his Grade II-A Certification. Mr. Timkey stated that shift operators are required to have a Grade III-A Certification from the NYSDEC.

**Administrative Director's Report:**

1. 2016 Budget - Mr. Blodgett reported that the 2016 Budget session was held on November 18, 2015, with the Sewer District Assessment Public Hearing to be held on December 1, 2015. The 2016 Budget vote is scheduled to be held by the Niagara County Legislature on Tuesday, December 8, 2015.

2. 2016 Tax Computation Schedule - Mr. Blodgett reported that the revised final tax computation was sent out to the Commissioners on November 16, 2015. The schedule reflects final EDU numbers as provided by Real Property.

**Engineering Report:**

1. General Retainer (GHD Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – None
2. Flow Study Implementation Project (GHD Project No. 631132)
  - Project underway. Wet weather data collected. Awaiting further wet weather field observations.
  - BOARD ACTION REQUESTED – None
3. WPCC 2015 ROOF REPLACEMENT PROJECT (GHD PROJECT NO. 631123)
  - Project is 95% complete. Miscellaneous trim work remaining.
  - BOARD ACTION REQUESTED – None
4. 2015 District I/I Project (GHD Project No. 631143)
  - CCTV complete. Spectra Shield scheduled to line select manholes from Nov 16 – 20. Two additional manholes to be rehabilitated to reduce significant I&I.
  - BOARD ACTION REQUESTED – None
5. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)
  - Project ongoing. Ductwork being installed. Makeup air unit ordered and expected mid- January.
  - BOARD ACTION REQUESTED – None

6. Wet Weather Operating Plan (GHD Project No. 631132)
  - Development underway. Submission date extended to June 1, 2016.
  - BOARD ACTION REQUESTED – None
7. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
  - Proposal for Professional Engineering Services.
  - **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mrs. Misiti presented a proposal for the Preparation of Map and Plan Document and Financial Analysis for Phase 1 of the updated Capital Improvement Plan. The preparation of a Map and Plan and Financial Analysis is in connection with the Niagara County Sewer District's 10-year Capital Improvement Plan (CIP) Phase 1 Projects. This proposal was developed in accordance with recent Board Meeting discussions and subsequent meetings with Messrs. Tom Blodgett and John Timkey. The projects will address upgrades and rehabilitation efforts to existing facilities and infrastructure which the District has identified and prioritized improvements to be completed under Phase 1 of the updated Capital Improvement Plan. Mrs. Misiti requested Board approval of the proposal for the preparation of Map and Plan Document and Financial Analysis for Phase 1 of the Capital Improvement Plan. Mrs. Misiti stated that the lump sum fee to complete the required engineering services would be \$9,700.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves GHD's proposal for the preparation of a Map and Plan and Financial Analysis in connection with the Niagara County Sewer District's updated 10-year Capital Improvement Plan (CIP) Phase 1 Projects for the lump sum fee of \$9,700. This motion was carried.

**Attorney's Report:**

Mr. Vona reported that the District entered into a 15 year contract with Ceres Corporation in 1992 to provide them with process cooling water and that the contract expired in 2007. Mr. Vona stated that a new contract has never been renegotiated, and that the District has continued to provide services and bill under the old contract stipulations which is increased annually with a percentage tied to the consumer

price index. Under the old contract, Ceres was also limited to 800 gallons/minute. Mr. Vona stated that the previous Administrative Director attempted to contact Ceres back in 2008 to renegotiate the contract with no cooperation and response. Mr. Timkey stated that Ceres has added a 2nd process in recent years, significantly increasing their flows to at least the maximum contract limit. Mr. Vona stated that the District should start the discussion process to review Ceres's process flows, and the District can then work toward writing a new contract to present to Ceres with new terms, monitoring, and maintenance requirements.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by Lee Wallace and seconded by Robert B. Cliffe the meeting adjourned at 3:50 p.m.