



**Regular Session of the
Niagara Falls Water Board
July 24, 2017 5:00 PM at
Michael C. O’Laughlin Municipal Water Plant**

1. Call to Order & Pledge of Allegiance

(Meeting was called to order at: 5:01 p.m.)

1. Roll Call:

Larkin *P*__ Leffler __ *P*__ Kimble __ *P*__ Forster *P*__ O’Callaghan __ *P*__

2. Public Speakers, Presentations, Letters and Communications

No public speakers were signed up at the start of the meeting as required by NFWB by-laws..

1. Keller Group- Letter dated July 6, 2017

2. Lawley- Letter dated July 7, 2017

Each board member received a letter from Lawley.

Board and staff agreed that all mail addressed to individual Board members will be date stamped on the outer envelope unless it is addressed to the Niagara Falls Water Board.

3. Approval of Minutes from June 26, 2017

Motion by Mr. Forster and seconded by Ms. Larkin to table the minutes to permit corrections.

Motion was carried 5-0 to table the minutes from the June 26th board meeting.

Forster Y__ Kimble Y__ Larkin Y__ Leffler Y__ O’Callaghan Y__

4. Report From the Executive Director

- 1. Overtime hours/reports**
- 2. Lucity, GPS, Hydrant Truck**
- 3. CDL Licensing**
- 4. Discuss Potential Project**
 - A.) RFP WWTP Lab/Safety-spreadsheet**
 - B.) RFP- 3D/4D as build drawings**

5. Report by Director of Admin. Services Regarding Personnel Items

- 1. Review of Org Chart**

- 2. Personnel Actions Report**

Mr. Perry advised that the Niagara Falls Water Board did away with the idea of a Public Relations Outreach Specialist position.

Director of Project Manager position is under discussion. Mr. Perry is working on a position description.

Mr. Perry discussed a Civil Service meeting and explains he needs to re-write the Chemical Director position.

Mr. Perry advised that a job offer was rescinded for a Waste Water Treatment Plant Operator due to a failed background check.

Board staff confirmed that all employees are required to complete a background check.

3. Justification for Human Resources Specialist & Minimum Requirements

Director of Admin. Services reported on same.

6. Director of Financial Services Financial Reports

- 1. Budget Transfers**
- 2. Billing Adjustments**
- 3. Bank Transfers**

- 4. Cash Disbursements**
- 5. Schedule of Investments**
- 6. Cash summary**
 - A.) Status of investing cash**
 - B.) What does it cost to go out and turn on shut off in regards to OT?**
- 7. Capital Construction Activity**
- 8. Final Audit**
- 9. Continuous Disclosure**

Director of Financial Services reported on same. CD rates were discussed.

Doug Zimmerman and Tom Smith from EFPR Group presented the report for the 2016 Audit. The Board accepted and approved the 2016 Audit.

7. Reports

- 1. O&M Report**
- 2. Safety**

Ms. Senia presented the Safety report. On Thursday, July 20, 2017, after 3 consecutive months with no recordable injuries, a part time employee was operating a hand grinder without a safety guard. The employee looked away briefly, resulting in a laceration to this finger requiring sutures.

8. Report from General Counsel on Attorney/Legal

- 1. Towers-wireless antennas on water towers**
- 2. Claims**

9. From the Chairman

Chairman Dan O'Callaghan has nothing to add at this time.

No further questions from the board at this time.

10. Resolutions

1. Resolution Accepting Audit Approval

Motion by Ms. Larkin and seconded by Ms. Leffler to approve. Motion was carried 4-0.

Forster N__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

2. Resolution for Emergency Power Generation-with supporting documentation

Mr. Forster states that he does not like the idea of bid openings taking place without a member of the board or general counsel present.

Mr. Porter explains that GHD supervises the opening of bids for this project because that is the way the previous administration had completed the bid openings. Porter states if the board would like to make changes and have the Niagara Falls Water Board manage the contracts, we need to build-up the engineering firm to be able to manage the paper work.

Chairman Dan O'Callaghan states that he would rather complete "in-house" with CPL.

No further questions from the board at this time.

A.) Resolution- Capital Improvement Plan Item #WW-12B and the DASNY Grant for Contract 7519-G

Mr. Porter explains the following contracts were separated into four (4), in order to properly monitor funds.

Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

B.) Resolution- Lift Station Standby Generator Systems Contract 7520-G

Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

C.) Resolution- WW-12B and the DASNY Grant for Contract 7519-E

Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

**D.) Resolution- Awarding work for Contract 7520-E- Electrical
Construction Lift Station Standby Generator Systems Contract 7520**

Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

3. Resolution Regarding Employee Parking

Resolution was discussed at the working session.

No further questions from the board at this time.

Motion by Mr. Forster and seconded by Ms. Kimble to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

4. Resolution for All New Positions to be approved through Board

Ms. Larkin states the reason for this resolution is an opportunity for the board to review the fiscal impact of new positions.

Motion by Mr. Forster to table the resolution. No second to table the resolution.

Motion by Ms. Larkin and seconded by Ms. Leffler to accept the resolution. Motion was not carried.

Forster N__Kimble N__Larkin Y__Leffler Y__O'Callaghan N__

5. Resolution for Engineering Consulting Contract with AECOM

Mr. Forster questions if the engineering firms will be inspecting the towers.

Mr. Porter confirms.

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Motion by Ms. Kimble and seconded by Mr. Forster to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

6. Resolution Authorizing Settlement of Conti Lawsuit

Motion by Ms. Kimble and seconded by Mr. Forster to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

7. Resolution for Additional Funds for CPL Engineering Consulting

Motion by Mr. Forster and seconded by Ms. Kimble to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

8. Resolution to Enter in Agreement with Brown & Company, LLP, Certified Public Accountants.

Motion by Mr. Forster and seconded by Ms. Kimble to approve. Motion was carried 4-0.

Forster Y__Kimble Y__Larkin Y__Leffler N__O'Callaghan Y__

9. Resolution Approving Collective Bargaining Agreement with the Building Trades Unions.

Mr. Forster states the Niagara County Building Trades play a vital role in the operations of the Niagara Falls Water Board. Forster commended electrician, Nick Coyle and operating engineer Tony Cheff for all their hard work. He is happy with the work done by Mr. Perry and the negotiation. He states that the decision was fair to both the trades and the Niagara Falls Water Board.

Chairman Dan O'Callaghan states this is long overdue.

Motion by Ms. Kimble and seconded by Mr. Forster to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

10. Resolution for Engineering Consulting Contract with GHD

Motion by Mr. Forster and seconded by Ms. Kimble to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

11. Resolution for Engineering Consulting Contract with Vanguard

Motion by Ms. Kimble and seconded by Mr. Forster to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

12. Resolution Approving Commercial Driver's License Training Program

Mr. Forster stated that the Water Board did not previously offer CDL training to employees, expressed appreciation for Superintendent, Bob Drury, and Foreman Mike Eagler and Bill Wright for their work in preparing the CDL training program.

Motion by Mr. Forster and seconded by Ms. Kimble to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

13. Resolution for Procurement of 3D Imaging Services

Mr. Forster stated that this improved technology will save the Niagara Falls Water Board money in the future and commended the Executive Director for recommending the technology.

Motion by Mr. Forster and seconded by Ms. Kimble to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

14. Resolution for Engineering Consulting Contract with Arcadis

Motion by Mr. Forster and seconded by Ms. Larkin to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

15. Resolution to Purchase, Rent, or Lease Combination Sewer Cleaning Truck

Mr. Drury states the 2012 Sterling had a trade in value of \$47,000. Drury explained leasing was not an option due to the fact that the new sewer cleaning truck is customized for the Niagara Falls Water Board.

Mr. Forster states this new equipment will make the work much easier for the outside crew.

Ms. Leffler is appreciative that Mr. Drury completed productive research before purchasing.

Chairman O'Callaghan states the cost is much cheaper than he initially expected for state of the art equipment.

Ms. Kimble states she would like to amend the resolution. She would like the proposal to be attached to the resolution, stating that cost is not to exceed \$350,000 and not to exceed the yearly payment of \$78,837.29.

Motion by Ms. Kimble and seconded by Ms. Larkin to amend the resolution. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

16. Resolution for Rolfe Porter Executive Director Contract

Mr. Forster, Ms. Kimble, and Chairman Dan O'Callaghan expressed appreciation for the work that Executive Director Rolfe Porter has done in his time thus far.

Motion by Ms. Larkin and seconded by Ms. Leffler to move this resolution to Executive Session. Motion was not carried.

Forster N__Kimble N__Larkin Y__Leffler Y__O'Callaghan N__

Chairman Dan O'Callaghan would like to amend the resolution to grant Mr. Porter 30 days of vacation instead of 40 days of vacation.

Motion by Mr. Forster and seconded by Ms. Kimble to approve. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

17. Resolution for Contract with James Perry as Director of Administrative Services

Mr. Forster expressed appreciation that Mr. Perry has settled necessary contracts with the building trades and Steelworkers unions.

Ms. Kimble is appreciative of Mr. Perry's expertise and that this contract settled.

Chairman Dan O'Callaghan states he is thankful for all of Mr. Perry's efforts.

Chairman Dan O'Callaghan would like to amend the resolution to grant Mr. Perry 3 weeks' vacation instead of 4 weeks. No second to amend.

Motion by Mr. Forster and seconded by Ms. Kimble to approve the original resolution. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

11. Unfinished Business

1. RFP Mercury/Contract #69

A.) WRRF Mercury Reduction-cost matrix

B.) WRRF Contract #69- scoring matrix

Motion was carried 5-0

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

WALK ON RESOLUTION TO CONTRACT FOR CCTV CONSULTING AND EQUIPMENT

Business account manager from Verizon Wireless, Dennis Joseph that on July 31st 2017 there was going to be a review of the lift stations and the system should be implemented fully by the end of August 2017. The equipment is wireless and is owned by the Niagara Falls Water Board.

Motion by Chairman Dan O'Callaghan to consider the walk on resolution.

Motion was carried 5-0

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

2. WWTP Training

12. New Business & Additional Items for Discussion

No new business to discuss at this time

13. Executive Session

Entered into Executive Session at 6:19 p.m.

14. Adjournment of Meeting

Motion by Ms. Kimble and seconded by Ms. Larkin to adjourn the meeting at 6:50 p.m. Motion was carried 5-0.

Forster Y__Kimble Y__Larkin Y__Leffler Y__O'Callaghan Y__

Meeting was adjourned at 6:50 p.m.