



**Regular Session of the
Niagara Falls Water Board
September 25, 2017 5:00 PM at
Michael C. O’Laughlin Municipal Water Plant**

1. Call to Order & Pledge of Allegiance

1. Roll Call: *Chairman Dan O’Callaghan called meeting to order at 5:00 p.m.*

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

2. Public Speakers, Presentations, Letters and Communications

Niagara Falls Water Board Sr. Lab Technician Scott Jones spoke in support of the United Way Campaign. Mr. Jones has been a member for the past 3 years. On September 13, 2017 the United Way “Annual Make a Difference Day” was launched and was a success. Mr. Jones would like to gain the Board’s support as well as gain employee access in order to educate employees in regards to this cause. Mr. Jones explains that the administrative cost is minimal; 82 cents to every dollar that is donated goes to the programs. Such as, the boy/girl scouts YMCA/YWCA as well as the American Red Cross to name a few. Programs can also be designated.

1. Letter from the City Council

~~All Board members received a copy of a letter~~ Letter from Niagara Falls City Council Member, Kenneth Tompkins regarding the request to change the scheduled board meetings from Monday evenings to Thursday evenings.

2. Response to City Council

~~All Board members also received a copy of a letter sent~~ Letter from Chairman O’Callaghan to Niagara Falls City Council Member, Kenneth Tompkins stating that the scheduled board meetings will remain on Monday evenings.

3. Approval of Minutes from July 24, 2017

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

Forster Y Kimble Y Larkin Y Leffler Y O’Callaghan Y

A.) Review and Approval of Tabled Minutes from June 26, 2017

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

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4. Reports/Updates From the Executive Director

1. Unit Leader Board Presentation

As requested by the NFWB board members, Sr. Operator, Robert Rowe spoke about his role at the on behalf of the Niagara Falls Water Board. Mr. Rowe explained he has been the Sr. Operator of the water treatment plant for approximately nine and a half years. His main concerns are staffing issues. Mr. Rowe states that for the past 3+ years, he has been in charge of two positions with the lack of a chief operator in place. Mr. Rowe mentions that ~~There are just enough operators to get through each shift but situations can become stressful at times without proper coverage.~~ Mr. Rowe was ~~also~~ seeking advice on what the water board could do as a whole to prohibit trainees or other employees from looking elsewhere for work once they are properly trained.

2. Professional Development

Leadership - Shoshana Cogan

Buffalo State – NYWEA – WWTP operator

No discussion on this topic.

3. July 29th Incident-NFWB statements

3. Compiled for Board review.

4. 24 inch water main break

Emergency repairs. John Monnell from Barron & Associates presented a three dimensional image of the Goodyear property.

5. WWTP- dewatering

There were questions why NFWB workers are not doing this work. Mr. Porter states there ~~was is~~ a temporary need for a contractor to assist, and noted that there was no known union objection regarding this project when it was presented. The board shows concerns. Mr. Forster mentions he would like this project discussed further with the union workers. Ms. Kimble recommends that ~~Briggs is contacted.~~ objection to this limited, temporary project.

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6. OT Report

~~7. Lucity Presentation~~

~~8. Enterprise Presentation~~

~~9. Verizon tracking vehicles~~

~~10. Shovel ready projects Prepare for grants~~

~~11. Arcadis Contract #69 (Sedimentation Basic 5)~~

~~12. IT project \$85,000~~

~~13. GHD combined FEMA project and 30,000,000 gallon tank at WWTP~~

~~14. Arcadis Report on the status of the United States infrastructure~~

~~15. RAD program Rick Roll~~

~~• Schoelkoff tunnel project~~

~~• Training~~

~~• Introduction to WWTP PowerPoint~~

~~16. VanGuard~~

Mr. Porter explains that the draft reports will be presented at the next board meeting.

- IT
- Safety
- Security
- WTP optimization

~~17. Security at the WWTP~~

~~• Security guards~~

~~• Gates locked~~

~~• Visits: DEC, homeland~~

~~18. CPL hydrant program~~

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- ~~Valve program~~
- ~~Leak detection report~~
- ~~Gates~~
- ~~Elevator~~
- ~~Roofs Tremco (www.myoli.com) Powerpoint?~~

~~19. AECOM~~

- ~~Report on how to move to biological plant~~
- ~~Redesign outfalls with electric generator — get pictures of outfalls from Canadian side~~

~~20.7. ___ Superintendent Report on Outside Water & Sewer Operations~~

5. Personnel Items

1. Summary of Personnel Actions since EOM July 2017

Mr. Perry explained that 2 additional control/maintenance mechanics have been hired at the NFWB Waste Water Treatment Plant –

1. *Jerry Chandler*
2. *Matthew Manera*

2. Organizational Chart

A.) WWTP Org Chart – Operators

The Board asks that a “memo” be sent out to all personnel, regarding the recent changes that were made to the organization chart. Seven NFWB employees from the outside maintenance crew will now be under Bob Drury’s supervision -

1. *Kevin Flynn*
2. *Brian Eckerson*
3. *Glenn Choolokian*
4. *John McNaghton*
5. *Todd Stopa*
6. *Russell Vesce*
7. *Neil Schiro*

5. Financial Reports

Ms. Walker states the continuous disclosure draft was completed on September 26, 2017

Payroll Report & Budget Performance Report – year-to-date – were both given to the board.

1. **Budget Transfers**
2. **Billing Adjustments**
3. **Bank Transfers**
4. **Cash Disbursements**
5. **Schedule of Investments**
6. **Cash summary**
7. **Capital Construction Activity**
8. **Final Audit**
9. **Continuous disclosure**

7. Reports

1. **O&M Report**

Mr. Forster states he would like Rich Rotella's name removed, and asks who will be taking over his portion of the O&M Report. Mr. Drury clarifies that Bill Wright will now be handling the portion of the O&M report regarding sewer collection.

2. **Safety**

8. Attorney/Legal

1. **Re-organization**
2. **For Executive session: Discussion of litigation; legal advice to Board that is subject to attorney-client privilege.**

8. **From the Chairman**

Nothing new from the Chairman at this time

10. **Resolutions**

1. **Realignment of Legal Services**

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

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2. **Employment Contract for Superintendent**

A.) **Employment Agreement**

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

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3. **Policy on Employees Parking Under Cover**

Motion by Mr. Forster to amend. After discussion regarding the subject of the proposed amendment (distribution to employees and contractors) no vote was taken on the motion to amend.

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

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~~*** Motion to move and second motion was announced prior to Forster discussion reasons to amend. There was no vote to amend. How is this handled? Motion was carried 5-0? ***~~

~~*** The motion to amend was discussed but Firster suggested that policy be shared with all employees as well as contractors prior to voting on the resolution. ***~~

4. Virginia Avenue 18” Combined Sewer Emergency Repair Project

A.) Bid Tabulation Summary

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

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6. Wastewater Treatment Plant Gates

Motion by Ms. Larkin and seconded by Ms. Leffler to table the resolution. Motion to table was carried 5-0

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7. Retention of Legal Counsel

Motion by Mr. Forster and seconded by Ms. Kimble to table to resolution until Executive Session. Motion was carried 5-0.

George Muscato’s name was added to the resolution during Executive Session.

After executive session ended, a vote was held during open session to approve the resolution as amended, with no motion to vote recorded. The resolution was passed 5-0.

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* Walk on Resolutions*

7. Emergency repair – Goodyear Drive

Motion by Mr. Forster and seconded by Ms. Larkin to approve.

Motion to ~~table~~ approve was carried 5-0

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8. WWTP solids removal measures

*Motion to wave walk on resolution by Ms. Larkin and seconded by Ms. Leffler.
Motion was carried 3-2.*

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*Motion to table resolution until Executive Session by Ms. Larkin and seconded by Ms. Leffler.
Motion was carried 4-1 .*

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*After executive session ended, a vote was held during open session to approve the resolution,
with no motion to vote recorded. The resolution was passed 3-2.*

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11. Unfinished Business

Nothing stated at this time

12. Executive Session

Motion by Ms. Larkin and seconded by Ms. Leffler to enter into Executive Session at 7:08 p.m.

Motion was carried 5-0.

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13. Adjournment of Meeting

Motion by Ms. Larkin and seconded by Ms. Leffler to adjourn the meeting at 8:26 p.m.

Motion was carried 5-0.

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