



**Regular Session of the  
Niagara Falls Water Board  
December 18, 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 5:05 p.m.*

**1. Roll Call:**

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

**2. Public Speakers, Presentations, Letters and Communications**

**(All Speakers Must Sign-In Prior to Roll Call. All Speakers are Limited to Three Minutes per Person – Total Time for All Speakers May Not Exceed One Hour)**

*The Superintendent of Schools in Niagara Falls, NY, Mark Laurrie spoke on behalf of the Board of Education. Mr. Laurrie stated he would like to thank the board members as well as the staff for their professionalism, as well as their hourly communication since the 32 inch water main break occurred on 47<sup>th</sup> street in Niagara Falls on December 15, 2017.*

*The Supervisor of Operations & Maintenance in Niagara Falls, NY, Earl Smeal also thanked the Niagara Falls Water Board for a job well done, beyond the standard.*

**3. Approval of Minutes from November 27, 2017**

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

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

*Motion was carried 5-0*

#### **4. From the Executive Director**

##### **1. Christmas/Holiday Party**

*The board members as well as the department heads agreed to cancel the scheduled off-site Christmas party and provide lunch for the staff on December 21, 2017. The board members as well as management will provide the funds.*

##### **2. GHD FEMA Proposal**

##### **3. WWTP FEMA Project Fee Schedule**

*The board members requested the fee schedule at the working session. No further questions were asked*

##### **4. GHD Project Organizational Chart**

*The board members requested the project organizational chart at the working session. No further questions were asked*

##### **5. Discussion Regarding Work Session & Regular Session Meeting Dates**

*The board members agreed upon holding the working session on February 26, 2018 with the regular meeting to immediately follow*

#### **5. Personnel Items**

##### **1. Review of Org Chart**

*Mr. O'Callaghan questions if we are meeting our quota in regards to hiring*

*Mr. Perry explains we could use more maintenance crew members; currently backfilling positions at the WWTP. Mr. Perry also explains the NFWB is in need of a Sr. Instrument Technician.*

##### **2. New Payroll System**

##### **3. Personnel Moves – 3 Employees in Process at WWTP**

#### **6. Financial Reports**

##### **1. Budget Performance Billing Report**

##### **2. Adjustments**

##### **3. Bank Transfers**

4. **Charge Cards**
5. **Year-to-Date Expenditures**

## 7. **Reports**

1. **O&M Report**

*Mr. Forster states he would like the hydrant report to be added to the monthly O&M report*

2. **Monthly Water O&M Report**

3. **Safety**

*Ms. Senia states there have been no recordable injuries for the month of December*

*Mr. Forster questions the status of the disaster plan*

*Ms. Senia states the disaster plan is in draft format, once it is finalized it will be sent to the Department of Health*

*Mr. Forster states he would like to see the disaster plan before it is finalized*

## 8. **Attorney/Legal**

## 9. **From the Chairman**

*Mr. O'Callaghan thanks the staff for all of their hard work throughout this tough year and would like to wish all the board members and staff a Merry Christmas and Happy New Year*

## 10. Resolutions

### **2017-12-005 -Resolution to Award the Phase 1 Engineering Agreement for the FEMA Grant for the Hazard Mitigation Grant Program no. 4204-0003**

*Motion by Mr. Forster and seconded by Ms. Kimble to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

### **2017-12-006 – Resolution to Hire Martin Group**

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

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

### **2017-12-007 - Resolution to Extend Granulated Activated Carbon Bid**

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

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

### **2017-12-008 - Resolution to Extend Hauling and Disposal of Waste Sludge Bid**

*Motion by Mr. Forster and seconded by Ms. Leffler to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

### **2017-12-009 – Resolution Accepting Written Laboratory Quote**

*Motion by Ms. Kimble and seconded by Ms. Leffler to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

### **2017-12-010 – Resolution Regarding Board Meeting Dates 2018**

*Motion by Ms. Kimble and seconded by Ms. Larkin to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-011 – Resolution to Purchase Stratus Server for SCADA Backup**

*Motion by Ms. Larkin and seconded by Ms. Kimble to table this resolution until January 2018*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-012 – Resolution Authorizing Consulting Agreement with William Milroy**

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

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-013 – Resolution Authorizing Hiring to Improve Facilities Management and Safety**

*Motion by Mr. Forster and seconded by Ms. Kimble to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-014 – Resolution Authorizing the Purchase of a Camera Truck**

*Motion by Mr. Forster and seconded by Ms. Kimble to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-015 – Resolution Authorizing the Purchase of a Lift Truck**

*Motion by Ms. Kimble and seconded by Ms. Leffler to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-016 – Resolution Authorizing the Replacement of the Roofs at the Gorge Pump Station**

*Motion by Ms. Leffler and seconded by Ms. Larkin to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-017 – Resolution Authorizing Consulting Agreement with Kim Kargatis**

*Motion by Ms. Larkin and seconded by Ms. Leffler to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**2017-12-018 – Resolution Authorizing Payment for Modern for November 2017 Sludge Disposal**

*Motion by Ms. Kimble and seconded by Ms. Larkin to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

**Walk on Resolution**

**2017-12-019 – Resolution Authorizing Consent Order with DEC**

*Motion to walk on resolution to authorize order of consent by Ms. Larkin and seconded by Ms. Kimble*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

*Motion by Ms. Forster and seconded by Ms. Kimble to approve*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

## **11. Unfinished Business**

*Mr. Porter explains himself, Bob Drury, and Rob Rowe spoke with the Department of Health regarding the 36 inch water main break. Mr. Porter states the DOH is pleased with how the Niagara Falls Water Board has handled the job.*

*Mr. O'Callaghan wants to ensure we are properly monitoring the sludge removal.*

*Mr. Williamson states he can provide numbers regarding the sludge removal for the board meeting in January.*

*Mr. Forster asks the status of the Drip Program, and states he would like that completed as soon as possible, board members agree.*

*Mr. Drury explains there will be a bid opening for the emergency repairs to the 36-inch main on Wednesday December 20<sup>th</sup> at 2:00 p.m. Contractors will begin work immediately after the bid opening. The contractors will stay on the job until the job is completed.*

*Mr. Drury also explains after speaking with Pat Bradley from Niagara Falls Memorial Hospital, 32 PSI was confirmed; clarified that low water pressure throughout the hospital is an internal problem.*

*Ms. Kimble states she would like something drafted in writing regarding the conversation that Mr. Drury and Mr. Bradley had regarding Niagara Falls Memorial Medical Center's low water pressure.*

## **12. New Business & Additional Items for Discussion**

## **13. Executive Session**

*Motion to enter into Executive Session for the purpose of receiving legal advice at 6:25 p.m. by Mr. Forster and seconded by Ms. Larkin*

*Forster\_Y \_ Kimble\_Y \_ Larkin\_Y \_ Leffler\_Y \_ O'Callaghan\_Y \_*

*Motion was carried 5-0*

*(a short break was taken before executive session commenced)*

#### **14. Adjournment of Meeting**

*Motion to adjourn the meeting at 6:59 p.m. by Ms. Larkin and seconded by Ms. Leffler*

*Forster\_Y\_Kimble\_Y\_Larkin\_Y\_Leffler\_Y\_O'Callaghan\_Y\_*

*Motion was carried 5-0*

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