



**Regular Session of the
Niagara Falls Water Board
March 26, 2018 5:00 PM at
Michael C. O’Laughlin Municipal Water Plant**

1. Call to Order & Pledge of Allegiance

1. Roll Call: *Meeting was called to order at 5:05 p.m.*

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

2. Letters and Communications

There were no letters and/or communications to discuss at this time.

3. Approval of Minutes from February 26, 2018

Motion to amend the February minutes to reflected proper vote tabulations by Ms. Larkin and seconded by Ms. Kimble to amend

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

Motion was carried 5-0

4. From the Executive Director

1. WIN

5. Personnel Items

- 1. Review of Org Chart**
- 2. Personnel Actions and Reports**
- 3. New Employees/Promotions**

Mr. Costello noted the 2017 amendment of the by-laws, extending the term of the NFWB chairman to two years. Therefore there is no vote for Chairman this year. Mr. Costello suggested that the Chairman entertain nominations for treasurer, vice chairman and secretary; the terms for these positions were not addressed in the resolution regarding the extension of the Chairman's term.

General Counsel also states at the chairman's convenience, the board should appoint chairs for the audit, finance, and governance committee.

Mr. Forster nominates Ms. Kimble as Vice Chairman, seconded by Mr. O'Callaghan

Ms. Kimble nominates Mr. Forster as Treasurer, seconded by Mr. O'Callaghan

Ms. Kimble nominates Mr. Porter as Secretary, seconded by Mr. Forster

There being no contest for any of the positions, Ms. Kimble makes a motion that the Secretary casts 1 vote for the slate of nominations; the motion was approved.

Ms. Kimble makes motion to close nominations; Ms. Leffler seconds.

6. Information Technology (IT) Dept.

7. Financial Reports

- 1. Budget Performance Billing Report**
- 2. Adjustments**
- 3. Bank Account Status**
- 4. Audit RFP - EFRP**
- 5. Consent**

Mr. Forster states he would like to review the financial reports prior to each working session.

Mr. Forster states that Bank on Buffalo is anxious to work with the NFWB; also states he has received rate payer complaints regarding the NFWB lock box that does not state a Niagara Falls address

Mr. Larkin requests a side-by-side comparison regarding Bank on Buffalo and Key Bank.

8. Reports

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

Ms. Senia states that PERMA did an assessment at the NFWB and they were very pleased with the safety department and standard housekeeping at the WWTP; mentioned the plant has come a long way. Showed minor concerns regarding electrical panels.

9. Attorney/Legal

10. From the Chairman

Mr. O'Callaghan states he would like to ensure the NFWB website is updated regularly.

11. Resolutions

RESOLUTION 2018-03-003 – CPL Professional Services Agreement

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

RESOLUTION 2018-03-004 – GHD – Contractual Assistance

Motion by Ms. Kimble and seconded by Ms. Larkin to amend this resolution to include 6 months.

Forster_Y_Kimble_Y_Larkin_Y_Leffler_Y_O'Callaghan_Y_

Motion was carried 5-0

Motion by Mr. Forster and seconded by Ms. Kimble to approve amended resolution

Forster_Y_Kimble_Y_Larkin_Y_Leffler_Y_O'Callaghan_Y_

Motion was carried 5-0

RESOLUTION 2018-03-005 – Credit Card Monitoring

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

RESOLUTION 2018-03-006 – Purchase of Dump Truck

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

RESOLUTION 2018-03-007 – Authorizing Payment for Goodyear Change Order

Motion by Ms. Larkin and seconded by Mr. O'Callaghan to approve

Forster_N_Kimble_Y_Larkin_Y_Leffler_Y_O'Callaghan_Y_

Motion was carried 4-0

RESOLUTION 2018-03-008 – Temporary Suspension of Work on Shut Off Program

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

Forster_Y_Kimble_Y_Larkin_N_Leffler_Y_O'Callaghan_Y_

Motion was carried 4-0

RESOLUTION 2018-03-009 – Authorizing WWTP Access Gate Improvement Project Change Order

Motion by Ms. Larkin and seconded by Ms. Leffler to amend this resolution to include July 11, 2018 as final payment date

Forster_Y_Kimble_Y_Larkin_Y_Leffler_Y_O'Callaghan_Y_

Motion was carried 5-0

Motion by Ms. Kimble and seconded by Ms. Larkin to approve amended resolution

Forster_Y_Kimble_Y_Larkin_Y_Leffler_Y_O'Callaghan_Y_

Motion was carried 5-0

12. Unfinished Business

Memorial Day Parade

Status of outside maintenance vehicles – waiting on 1 recall

WWTP lighting

Camera Truck – Operating procedure; NFWB logo

Fire loops

Hydrants – NFWB increased the rate for maintenance and upkeep of city for calendar year 2012 from \$25.00 per hydrant to \$103.00 per hydrant

13. New Business & Additional Items for Discussion

No new business to discuss at this time.

14. Executive Session

A 10-15 minute recess was taken prior to commencing the executive session

Motion by Ms. Larkin and seconded by Ms. Leffler to enter into executive session at 7:18 p.m.

Forster _ Y _ Kimble _ Y _ Larkin _ Y _ Leffler _ Y _ O'Callaghan _ Y _

Motion was carried 5-0

At 8:25 p.m., the Board exited Executive Session and re-entered the open public meeting.

Motion to adjust hourly wage for the supervisor of pipes, by 50 cents per hour beginning with the first date of the next pay period

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

Approve the two personnel actions sheets dated March 26, 2018 with the exception of striking Clarence Daniels as the offer has been rescinded.

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

Approve at this time extending an offer to Andrea Schultz for the position as a full time human resources specialist

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

Forster_N_Kimble_N_Larkin_Y_Leffler_Y_O'Callaghan_N_

Motion was not carried 2-3

15. Adjournment of Meeting

Motion by Ms. Larkin and seconded by Ms. Leffler to adjourn the meeting at 8:25 p.m.

Forster_Y_Kimble_Y_Larkin_Y_Leffler_Y_O'Callaghan_Y_

Motion was carried 5-0