



Regular Session of the
Niagara Falls Water Board
June 25, 2018 5:00 PM at
Michael C. O'Laughlin Municipal Water Plant

1. Call to Order & Pledge of Allegiance

1. Roll Call:

Forster _____ Kimble _____ Larkin _____ Leffler _____ O'Callaghan _____

2. (a) Letters and Communications

(b) Public Comment (All speakers must register with the Chairman prior to roll call and are limited to three minutes per person – total time for all speakers may not exceed one hour)

3. [Approval of Minutes from May 21, 2018](#)

4. Executive Director

a. Questions or Comments on the Following Items Discussed During June 18 Work Session (if any):

a. Consent Order – AECOM & GHD

- i. AECOM Draft Report on Work Item 10
- ii. GHD Draft Report on Various WWTP Projects
- iii. Scrapers – Sed. Basin #5 – (*See Resolution 2018-06-011*)
- iv. Grit Screw - Sed. Basin #1 - \$30,000 - (*See Resolution 2018-06-011*)
- v. Gates - \$21,000 - (*See Resolution 2018-06-011*)
- vi. Sludge Building - 3 pumps are installed, 1 more needed. On schedule to be completed by June 2018.

b. WWTP

- i. Payments - GHD, AECOM, & Danforth
- ii. Electric - Second feed to be completed by 6/22/18
- iii. Backflow prevention - 2 mechanics have passed their courses in order to complete necessary repairs, in order to repair our backflows.

c. 5 Year Capital Projects

- i. Option 1 – Assumes NYS Funding
- ii. Option 2 – Assumes only NFWB Resources
- iii. Option 3 – Includes outfalls

d. Vanguard Report

b. New Items:

a. Update on Buffalo Ave. Water Main Replacement Project

b. Revised 5-year Capital Plan

c. Chlorine odor complaint – June 20, 2018

d. Draft Internal Controls Policy

5. Director of Operations

- 1. Call-in to security procedures – temporarily on hold**

6. Superintendent

- I. Questions or Comments on the Following Items Discussed
During June 18 Work Session (if any):**

- a. Grant-Funded Lead Service Replacement Project**

7. Engineering

- 1. DOT ADA Compliance Program – (See Resolution 2018-06-013)**

8. Personnel Items

- 1. [Review of Org Chart](#)**
- 2. [Personnel Actions and Reports](#)**

9. Information Technology (IT) Dept.

10. Financial Reports

- I. Questions or Comments on the Following Items Discussed During June 18 Work Session (if any):**
 - a. June 2018 Department Overview Report**
 - b. NFWB and Bank on Buffalo Transition**
 - c. NFWB Bank Accounts**
 - d. Budget Monitoring Expenses - April**
 - e. Budget Monitoring Revenues - April**
 - f. Overtime Hours #201812**

11. Reports

- I. Questions or Comments on the Following Items Discussed During June 18 Work Session (if any):**
 - a. O&M Report and Safety Report**

12. Attorney/Legal

I. Questions or Comments on the Following Items Discussed During June 18 Work Session (if any):

- a. Legal Department Mission Statement and Needs Assessment**
- b. Recovery on Hydrant Claim**
- c. Annual Execution of Certain Governance Documents**
- d. Fiduciary Duty Acknowledgment**
- e. Certificate of Independent Director**

II. New Items

- a. [American Water Resources Proposal](#)**

13. From the Chairman

14. Resolutions

- a. [RESOLUTION 2018-06-001 – PROHIBITING ALTERATION OF WATER BOARD PROPERTY WITHOUT AUTHORIZATION](#)**
- b. [RESOLUTION 2018-06-002 – HIRING PROCEDURES](#)**

- c. **RESOLUTION 2018-06-003- REVISING CREDIT CARD POLICY TO PROHIBIT TRANSFER OF CREDIT CARDS OUTSIDE OF DEPARTMENTS**

- 1.

- 1. **Supporting Document: June 2018 Proposed Revised Credit Card Policy**

- d. **RESOLUTION 2018-06-004 – AUTHORIZING INFORMATION CAMPAIGN ADVERTISING**

- e. **RESOLUTION 2018-06-005 – AUTHORIZING SETTLEMENT OF MARYANN TAIBI CLAIM FOR DAMAGE TO SHRUB AT 2948 WOODLAWN AVENUE**

- 1. **Supporting Document: Notice of Claim, Maryann Taibi**

- 2. **Supporting Document: Repair Estimates**

- f. **-**

- 6. **RESOLUTION 2018-06-006- GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM AN ADJUSTMENT OF NIAGARA FALLS WATER BOARD FACILITIES AND AGREEMENT TO MAINTAIN FACILITIES ADJUSTED VIA THE STATE-LET CONTRACT**

- 1. **Supporting Document: Correspondence and Forms Related to Department of Transportation ADA Improvement Program (adjusts depth of Water Board manholes on Military Road)**

- g. **RESOLUTION 2018-06-007 –COMMITTING TO FUND OR BOND**

**EXPENSES OF PROPOSED IMPROVEMENTS TO SEWER PLANT,
WATER MAINS, AND BEECH AVE. WATER TANK**

- h. **RESOLUTION 2018-06-008 - FINANCE AND AUDIT COMMITTEE
MEMBERSHIP AND MEETINGS**
- i. **RESOLUTION 2018-06-009 - GOVERNANCE COMMITTEE
MEMBERSHIP AND MEETINGS**
- j. **RESOLUTION 2016-06-010 - REQUIRING THAT COSTS OF
COOPERATION WITH OTHER MUNICIPAL ENTITIES BE
TRACKED**
 - 1. **Supporting Document: Draft Cost of Cooperation Tracking Form**
- k. **2018-06-011 - AUTHORIZING FUNDS TO COMPLETE REPAIRS
TO WASTEWATER TREATMENT PLANT SEDIMENTATION
BASIN SCRAPERS, GRIT SCREW, AND GATES**
- l. **2018-06-012 - AUTHORIZING FUNDS TO RESTORE SCADA
SYSTEM FUNCTIONALITY AND TO PREPARE A REPORT ON
NEEDED IMPROVEMENTS**

15. Unfinished Business

16. New Business & Additional Items for Discussion

17. Executive Session and/or Recess for Seeking Legal Advice

(Only if required and announced during the meeting.)

18. Adjournment of Meeting



**Regular Session of the
Niagara Falls Water Board
May 21, 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 when a quorum was reached at 5:15 p.m. by vice chairperson, Ms. Kimble due to Mr. O’Callaghan’s absence.*

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

2. (a) Letters and Communications

Present for the meeting were:

- Rob Rowe – Chief Operator - WTP
- Bob Dunn – Chief Operator - WWTP
- Joe Argona – Supervisor of Maintenance

Operations are thriving at both the WTP and the WWTP, and the Board thanked these individuals for their hard work.

(b) Public Comment (All speakers must register with the Chairman prior to roll call and are limited to three minutes per person – total time for all speakers may not exceed one hour)

Joni Cimino – Resides at 1414-16 Main St. (4 unit complex) and is seeking a reversal on late fees she on her past water bills. She previously was advised by Lora Daniels that she would assist in

the reversal of the late fees. In August 2016, former Director of Finance Mary Jean Buddenhagen noted on Ms. Cimino's account that her bill needed to be current in order for any further adjustments to be made regarding late fees. The Board of Directors denied adjustment in August 2016.

James Perry read from a letter from John Belardi, a previous NFWB employee who resides at 2722 Niagara St. Mr. Belardi was experiencing water leaking out of the back door of his property from what he believes was a frozen valve that was not completely closed. His fee reduction application was denied, due to the fact that his property is a commercial property that is used primarily for storage.

3. Approval of Minutes from April 30, 2018

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

4. Executive Director

Brief discussion regarding various ongoing projects, including the draft Capital Improvement Plan.

5. Director of Operations

A brief status update was given, including on WWTP lighting improvements.

6. Superintendent

A plan has been developed to shut off water to condemned properties in an expeditious manner.

7. Engineering

1. Generator Project

A resolution is before the Board for a change order to add automation for a recent emergency generator project.

7. Personnel Items

1. Review of Org Chart

2. Personnel Actions and Reports

Some Board Members questioned the number of outside crew members requested to be hired, whether there is a plan for how they will be deployed, and whether there are too many supervisory workers. Ms. Larkin wanted to approve all 4 requested positions based on staff reports regarding need/shortage of workers. Motion by Mr. Forster and seconded by Ms. Kimble to amend the Personnel Action Sheet to permit the hiring of 2 WWTP outside crew members at this time, instead of 4 WWTP outside crew members as stated on the Personnel Action Sheet.

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion by Mr. Forster and seconded by Ms. Kimble to approve the Personnel Action Sheet as amended.

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

8. Information Technology (IT) Dept.

Ongoing IT initiatives include improving internet capacity with fiber optic cable.

9. Financial Reports

1. Budget Performance Report

Reports were provided to the Board. The Credit Card Policy also has been updated and amended to include modest increases in card limits to reflect operational realities.

10. Reports

1. O&M Report

2. Safety

These reports were received. There were no substantive questions.

11. Attorney/Legal

No substantive report.

12. From the Chairman

No new items.

13. Resolutions

RESOLUTION 2018-05-001 – WWTP Exterior Lights and Fixtures

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-002 – Authorizing NYS Water Infrastructure Improvement Act and Consolidation Funding Grant Applications

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-003 – AECOM Funds for Projects Discussed in EFC Agreement

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-004 – GHD Funds for Projects Discussed in EFC Agreement

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-005 – SEQR for Grant Projects

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-006 – Authorizing Robert Moses Parkway Work

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-007 – GPS Pump Rebuilds

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-008 – CPL to provide RFP Management

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-009 – Amend Credit Card Policy

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-010 – Additional GHD Funds **withdrawn**

RESOLUTION 2018-05-011 – Authorizing Employment Contract with Sean Costello

Ms. Larkin requested a cost comparison regarding resolution 2018-05-011 in order to verify that the contract makes financial sense for the Water Board.

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-012 – Authorizing Change Order to add Automatic Transfer Switch to Generator Providing Backup Power to Main Pumps 1 and 2 at the WWTP

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

RESOLUTION 2018-05-013 – Calling for Local Law Requiring Testing and Marking of Private Fire Hydrants

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

Walk-on Resolution

RESOLUTION 2018-05-014 – 2018 Municipal Cooperation Agreement for Sidewalk Repair

Motion by Ms. Larkin and seconded by Mr. Forster to consider the walk-on resolution

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

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

Forster_Y_Kimble_Y_Larkin_Y_Leffler_A_O'Callaghan_A_

Motion was carried 3-0

14. Unfinished Business

None.

15. New Business & Additional Items for Discussion

None.

16. Executive Session

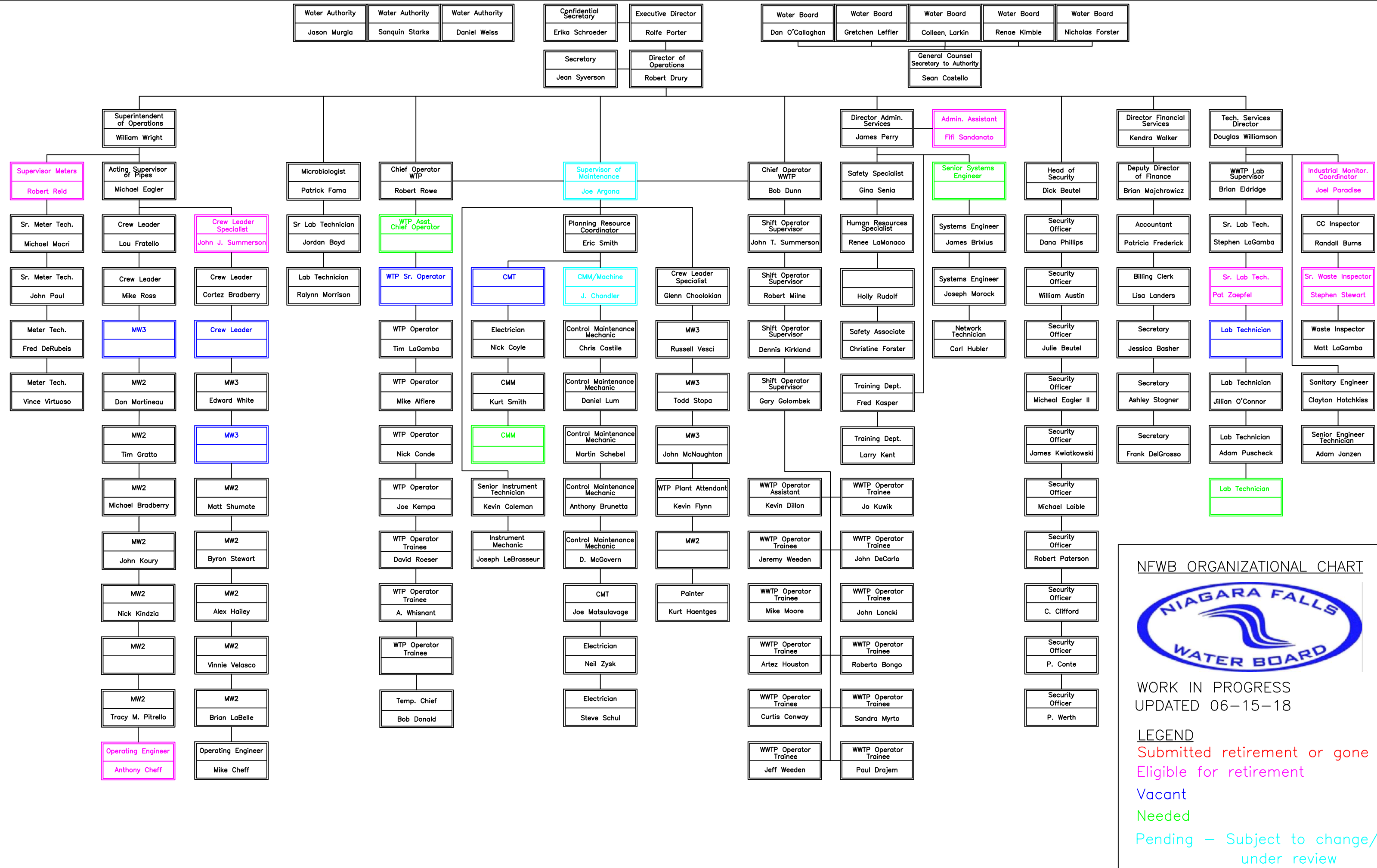
The board did not enter into executive session.

17. Adjournment of Meeting

Motion by Mr. Forster and seconded by Ms. Kimble to adjourn at 6:06 p.m.

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

Motion was carried 3-0



NFWB ORGANIZATIONAL CHART



WORK IN PROGRESS
UPDATED 06-15-18

- LEGEND
- Submitted retirement or gone
 - Eligible for retirement
 - Vacant
 - Needed
 - Pending – Subject to change/under review

**Niagara Falls Water Board
Personnel Actions and Report
Monday, June 25, 2018**

Recommended Moves by the Director of Administrative Services

I. PERSONNEL ACTIONS RECOMMEND TO HIRE

Line Item Number	Position	Department/Location	Pay Rate or Grade	ADDITIONAL INFORMATION
1	CMM	Inside Maintenance WWTP/ Mechanics	\$19.61 per hour*	We are still seeking at least one more mechanic to fill out the crews
2	(2 employees) MW 2	Pipes/1 water & 1 sewer	\$ 14.17 per hour*	This will fill out the crews
3	MW2	inside Maintenance WTP	\$ 14.17 per hour*	Cleaner & grounds worker
4	Associate Counsel	Legal	\$75 per hour, not to exceed a maximum of \$ 65,000 per year	To handle non-litigation legal matters related to day to day operations, as well as some strategic initiatives. This will free up time for the General Counsel to handle additional matters in house. No other benefits will be provided to this position

II. RECOMMENDED PROMOTION / MOVE / APPOINTMENT

Line Item Number	Position	Type of labor move	Change in pay rate or grade	ADDITIONAL INFORMATION
5	(2 employees) MW 2 to MW 3	WWTP/ Inside Maintenance -plant grounds	The increase would gross each employee approx.. \$.85/ hr.	Both employees have approximately 8 years of service and have performed their duties well. The increase would be pending the contractual bidding formality. No backfill required.
6	(2 employees) MW 2 to MW 3	Pipes/ 1 Sewer & 1 Water	Actual amount would be depending on time in grade (between \$0.50-\$0.80 per hour)	These two positions have been vacant. The personnel who have time in grade/ subject to contractual terms must also meet proficiency standards.

IV. BOARD NOTIFICATION OF OTHER MOVEMENT (CBA BID, MCSB APPOINTMENT, LEGAL STATUS CHANGE)

Name	Position & type of labor move	Department/Location	Pay Rate or Grade	ADDITIONAL INFORMATION / AUTHORITY
Dennis Kirkland	Appointment	WWTP/Operations	\$17.05 to \$ 19.76	Moved from Operator Trainee to Operator (Provisional Acting SOS) / Niagara County Civil Service
Patricia Fredrick	Permanent Award	Accountant	Grade 20A	Awarded pursuant to the MSCB Rules

V. OTHER ACTIVITY

OTHER PERSONNEL ACTIVITY FOR BOARD NOTIFICATION



Monthly O&M Report **For the Month of May** **2018**

Agenda Item # 7.1

1. Treatment & Plant Maintenance

1.1. Water – Robert Rowe, updated 06/14/2018

OPERATIONS AND MAINTENANCE

Total water production for the month of May was 642 million gallons. The average daily water production was 20.7 million gallons. The plant data summary table is included below for your reference.

2018 TOTALS AND AVERAGES

	R/W	PRE CL2	PACL	H2SiF6	PO4	POST CL2	F/W 1000 GAL/ DAY
	PUMPAGE	LBS	LBS	LBS	LBS	LBS	
JAN	670103	6739	130700	15545	1271	3979	21616
FEB	657443	6477	138300	16193	1572	4126	23480
MAR	667740	7042	153500	16497	1715	4410	21540
APR	623399	7174	158300	15162	1555	4280	20780
MAY	642201	7875	147300	16376	1603	4473	20716
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
TOTAL	3260886	35307	728100	79773	7716	21268	108132



2018 ANALYTICAL RESULTS

	RAW TURB NTU	RAW pH	PRE Cl2 RES.mg/l	POST Cl2 RES.mg/l	EFF TURB NTU	EFF pH	F. RES mg/l
JAN	9.6	8.0	0.58	1.23	0.061	7.7	0.70
FEB	4.8	8.0	0.56	1.21	0.063	7.6	0.71
MAR	2.5	8.0	0.57	1.21	0.067	7.7	0.70
APR	9.3	8.0	0.57	1.23	0.063	7.6	0.67
MAY	2.9	8.0	0.54	1.24	0.063	7.6	0.69
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
AVG	5.8	8.0	0.56	1.22	0.064	7.6	0.69

Operations and Maintenance Highlights

Operator Trainee, David Roeser has completed his NY State accredited training at WNY Water Operator School.

All four sedimentation basins were emptied, cleaned, and had preventative maintenance performed in May.

Ongoing Items...

We have received our replacement online turbidity meters, and will be looking to schedule the installation soon. These will be replacing our original, outdated units and will allow us to more effectively and efficiently clean and calibrate the instruments as required. The units are also EPA approved for using a safer, less toxic substance for the calibrations, which was a major factor in choosing this brand and model.



1.2 Wastewater – Bob Dunn, Chief Operator- updated 05/09/2018

Non Compliance Events: NONE

1. **Sampling Notes:** All samples were found to be within specification tolerances.

OPERATIONAL and MAINTAINENCE- Highlights

Basin functionality has improved to the point where empty basins can receive a thorough examination for potential problems. Work that is required is being facilitated more readily with the implementation of the Lucy Program. Regular PM allows minor problems to be addressed before they become major issues. Documentation of all procedures continues, with the GO-Pro camera being utilized for future training sessions.

Work on the Gorge Pump Station Roof began, and is expected to be completed by the middle of May. NFWB personnel and the Roofing firm coordinated the use of the elevator, and also the use of shared space to limit inconvenience to both parties.

Gorge Pump Number One was readied for the rebuild, and the dismantling was filmed for future reference.

Pins and Bushings for Main Pump #3 finally arrived. The repair and replacement is scheduled for early May. NFWB personnel will be on hand to observe and record the procedure for future maintenance. Laser calibration will be completed once work is complete.

Modern has proved to be up to the task with sludge, grit and drying pad hauling. A report is received indicating tonnage and the number of luggers transported daily. Luggers are readily available on site and full luggers can be put outside the Sludge Building for later pickup. The Belt Filter presses are running efficiently and several weekends began with a sludge blanket of two feet or less. The decision was made to not run on weekends when the blanket is that low.

Lighting has been addressed at the WWTP Facility, with old poles being taken down. The electricians are installing new lights as time permits. (High priority projects first)

Work began in April to repair Gorge Pump # 1. A Contract with Danforth for the repairs was obtained with a cost of \$10,000. During this repair, training was conducted and documented with WWTP Operations and Maintenance personnel present. In the future, repairs will be performed by WWTP employees, thereby eliminating the cost of having Danforth personnel attend.

Interviews have been conducted with potential employees for Operations and Maintenance. It is hoped that some new hires will allow more flexibility with scheduling.

Plans are to begin training all Operations personnel in Belt Filter Press Operation as soon as shifts can be covered and a relief person is hired.



1.2 Continued

WASTEWATER TREATMENT PLANT OPERATING DATA														
2018	FLOWS			Chlorine	Rainfall	SLUDGE		Polymer		FeCl3	LIME	H2O2	NaOCl	Grit
	INF/EFF	CBE	GPS	Residual	average	NET	LANDFILL	BFP	PRIM					
DATE	MGD	MGD	MGD	PPM	inches	(Tons)		(Lbs)		(gals.)	(Tons)	(gals.)	(gals.)	(Tons)
January	849.22	1119.08	358.13	2.0	2.3	515.5	537.8	3905.0	5849.1	24420	57.4	24200	97590	51.8
February	937.49	1169.86	377.68	2.0	2.2	483.0	576.5	4070.0	4406.2	26910	69.3	20110	85220	59.8
March	869.60	1109.82	390.90	2.0	2.4	463.8	446.4	2805.0	4986.0	32020	67.3	21390	87320	56.0
April	978.38	1220.23	408.61	2.0	3.3	424.9	511.2	2410.0	4871.0	31640	62.9	21050	91355	44.0
May														
June														
July														
August														
September														
October														
November														
December														
Totals	3634.69	4618.99	1535.32	2.0	10.2	1887.2	2071.9	13190.0	20112.3	114990	256.9	86750	361485	211.6

Explanation of data abbreviations:

INF: Influent

EFF: Effluent

CBE Carbon Bed Effluent

GPS: Gorge Pump Station

MGD: Millions of Gallons per Day

PPM: Parts Per Million

BFP: Belt Filter Press

PRIM: Primary

FeCl3: Ferric Chloride

H2O2: Peroxide

NaOCl: Sodium Hypochlorite



2. Pipes:

2.1. Sewer Collection – Michael Eagler, updated 04/16/2018

Sewer Collection System O&M Report										
	Service	Flushing	UFPO	Receivers	Bypass Pumping	CB	MH	MAIN	Connections	Lateral
2018	Calls	(Feet)	Responses	Cleaned	(Hours)					
January	41	17125	157	156	81.1					
February	62	18940	111	70	147.6	1	2		1	
March	35	300	215	71	10.5	2	1		1	
April	28	7543	159	77	304	5	3	1	2	1
May	96	53201	110	72	0	2	5	0	1	2
June										
July										
August										
September										
October										
November										
December										

Notes Sewer Department curtailed to assist in water service/hydrant repair Feb
March. April may

2.2 Water Distribution – Michael Eagler, updated 03/16/2018

2018	MAIN BREAKS	SERVICE LEAKS	VALVE REPR/ REPL	HYDRANT REPLACE	HYDRANT REPAIRS	HYDRANT FLOW/FLUSH MAINTENANCE	HYDRANTS OUT OF SERVICE	MISC. SERVICE CALLS	CONCRETE LANDSCAPE	UFPO
JANUARY	22	9	0	4	6	215	64	66	6	157
FEBRUARY	8	6	0	12	8	207	47	71	8	111
MARCH	7	6	1	27	10	196	10	56	1	215
APRIL	8	5	3	6	4	120	0	77	2	159
MAY	7	9	3	4	2	133	2	68	18	110
JUNE										
JULY										
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										



DECEMBER										
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3 hydrants damaged in Feb not on out of service list.

3. Analytical Services

3.1 Water Laboratory –Patrick Fama, updated 6/13/18

1. New York State Sanitary Code Part V Monitoring/Reporting

- May samples have been collected & analyzed in-house for TOC, DOC & UV₂₅₄ on both finished and source water. All samples were in compliance.
- May bacteriological and chemical monitoring from the distribution system samples were within compliance limits.
- The laboratory collected the 2nd Quarter THM HAA samples on May 7th 2018. The samples were analyzed in-house. All samples were within compliance limits.

2. In-house/DEC Monitoring

- Four Community Complaints were received related to the flushing program. The given contacts were called and informed of the flushing program and what to expect. The contacts were told to call back if they had any further problems. No further complaints were logged.
- All in-house monitoring for bacteriology and water chemistry have been within normal limits.
- The monthly SPDES sample collected from the freeze thaw bed was within normal limits.
- Samples analyzed to date are 7,661.

3. Laboratory Concerns

- The Laboratory received satisfactory results for the New York State Potable Water Proficiency tests passing all certified methods.
- The laboratory Analyzed 17 water suppliers from Niagara County for 2nd Qtr. THM/HAA , a total of 44 samples were analyzed and will generate an additional \$5,287.50 in revenue.
- The microbiology lab analyzed 22 samples from the Aquarium of Niagara's indoor and outdoor pools as well as three samples from the Village of Lewiston. All results were reported to the representative contacts.

3.2 Wastewater Laboratory For April Brian Eldridge 6/12/18

1. The data for May's State Pollutant Discharge Elimination System (SPDES) report is currently being compiled with no anticipated violations.

2. The second quarter BHC PMP samples were collected and are being analyzed.



3. Sampling for the yearly Priority Pollutant scan will be conducted in June.

4. Customers & Compliance

4.1. Meter Shop – Bob Reid Updated 5/10/18

MONTH:	WORK ORDERS	STOPPED METERS	Registers Replaced	SCRAPPED METERS	INDUSTRIAL METERS READ	RESIDENTIAL METERS READ
JANUARY	77	1	5	0	0	7192
FEBRUARY	94	0	7	0	0	5262
MARCH	100	5	9	0	569	5497
APRIL	101	2	6	0	0	7192
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL	382	8	27	0	0	25143

METER READINGS:

DISTRICT 3	B.REID	M.MACRI	V.Virtuoso	J.PAUL	F.DERUBEIS	TOTAL
4/2/18	1752	1595				3347
4/3/18	1303	916	16		17	2252
4/4/18	787	784	14			1585
4/5/18			8			8
Residential	3842	3295	38		17	7192
NR Acct's						
4/30/18				30		30
TOTAL	3842	3295	38	30	17	7222



Shop read 7192 residential meters for the month. We also obtained 30 NR readings. The daily appointments were split up between Macri, Paul, DeRubeis and Virtuoso.

4.2. Industrial Monitoring/Enforcement – Joel Paradise updated 6/13/2018

- a) Hauled Waste Program – The Hauled waste moratorium imposed on August 16th is still in effect.
- b) Investigations/Enforcement – All inspections have been conducted and Notices of Violation have been issued as required.

c.) SIU Updates

- 1.) On 12/10/17 the Chemours Corp. discharge permit number 77 was terminated. Chemours will enter into a private agreement with Olin Corp, who now control MS #8, to discharge to MS #8. Olin's discharge permit #23 was modified on that same 12/01/17 date to account for these changes. As the permit holder at MS #8, Olin has complete responsibility for anything discharged through MS #8 to the NFWB
- 2.) Any SIU whose discharge permits are nearing expiration in the next several months have been sent renewal applications for us to review and eventually issue a renewed discharge permit lasting for a term of 5 years. This is an ongoing and continuing process.
- 3.) The 2018 SIU Verification program is underway and on schedule.
- 4.) On 12/06/17 TAM Ceramics Group of NY, LLC was reclassified from CIRSU permit # 71 to SIU discharge permit # 79.
- 5.) Our Compliance Officer / Industrial Waste Inspector Matt LaGamba is progressing in his training in the position.
- 6.) The EPA conducted their scheduled 5-year audit of the Pretreatment Program on September 26th and 27th. As was expected, there are several relatively minor items that will have to be addressed. The EPA finally issued their report on March 27th, 2018 and it was received at the NFWB on March 30th, 2018. Their findings are being addressed and our response was sent to the EPA via USPS on May 17th, 2018 as requested. All SIU discharge permit are being modified with the recommended changes.



5. Support Services

5.1. Safety – Gina Senia, updated 6/13/18

Safety Performance (May 2018):

The NFWB experienced one OSHA/PESH recordable injury and **zero** first aid incidents in May bringing our Injury Frequency Rate to 7.1 for Total Recordable Injuries and 2.4 for Lost Work Day Cases:

MONTHLY SAFETY PERFORMANCE:	May	YEAR TO DATE SAFETY PERFORMANCE:	YEAR TO DATE INJURY FREQUENCY RATE:
OSHA/PESH LWDC	0	1	2.4
OSHA/PESH Recordable Injuries	0	3	7.1
Man Hours Worked (est.)	17,084	84,942	-
First Aid Cases	0	-	-

2018 GOALS	
OSHA/PESH LWDC	0
TOTAL OSHA/PESH Recordables	0
INJURY FREQUENCY RATE	0

Summary of Recordable Injuries (May 2018): 1

5/4/18 – An Outside Water/Sewer employee was rearranging shelves in the “pipes” garage when a support bracket fell striking him on the head; employee was treated at Occupational Health where he received three sutures.

Summary of First Aid Incidents (May 2018): 0

Summary of Other Incidents (May 2018): 1

5/7/18 - A minor process safety incident occurred when a chlorine cylinder gas regulator experienced a small leak that was active enough to trigger the chlorine scrubbing system. The situation was immediately assessed and quickly resolved without the need for outside involvement.



5.1 Safety Continued

Safety Activities (May 2018):

- A total of 32 Water Board “inside” employees attended the monthly Safety/Training meetings in May. The training topic was heat-related injury and illness prevention in which employees reviewed various methods for protecting against heat stress.
- **Flagger Certification Training** – A 3-hour detailed NYS Flagger Certification training was held at the Duke Center on May 4 for NFWB Outside Water/Sewer employees and City NF DPW Streets and Forestry employees. The training was led by Doug Miller, Occupational Safety Consultants at no cost to the NFWB or to the City. The course provided essential instruction on proper flagging technique and promoted understanding of the very important role the flagger has in keeping the work zone safe.
- **Bloodborne Pathogens Exposure Control** – our janitorial staff, in conjunction with the City NF “clean team” employees, attended annual BBP training at the Duke Center on May 24. Employees reviewed our BBP Exposure Control Plan and how to use the Universal Precaution Compliance kits located at the WTP, WWTP and various City locations.
- **Emergency Lights Upgrades** – concurrent with ongoing **EXIT** sign lighting upgrades, the electricians have been replacing emergency lights at both plants in preparation for the annual NFFD “Pre-Plan” and Safety Inspection scheduled for **July 10**. Additionally the Electricians were reminded to test emergency lights and check exit signs monthly per our monthly safety & housekeeping program and NFPA 101 requirements.
- Arcadis completed a walk-through of the WTP on May 16 to view our water treatment processes specifically related to Chlorine. Their visit assisted us in identifying some compliance gaps with the **OSHA Process Safety Management** program and **EPA Risk Management Plan** requirements. These items include SOP development regarding Chlorine cylinder delivery and acceptance, cylinder connecting/disconnecting and creating a more robust Pre-Startup Safety Review, Management of Change, and Mechanical Integrity process. A timeline for completing these items is currently being developed in MS Project.
- The **Water Board Safety Committee** met on May 17 and continues to provide updates to employees as the committee progresses. New members are always encouraged to participate.



6. Technical Services – Doug Williamson, updated 6/4/18

1. **Wastewater Treatment Plant and Sanitary Sewer Lift Station Standby Power Generator Systems (General and Electrical contracts #7519 and #7520):**
WWTP generator final testing was performed on May 7th and the existing WWTP generator and diesel tank were removed from the site. The sewer lift station generator training videos and pictures were put on the share drive under Training. Requested record drawings and O & M manuals from GHD. Change order to add automatic transfer switch to generator providing back up power to main pumps 1 and 2 was approved.
2. **Hazard Mitigation FEMA Grant Program No.4204-0003:**
Initial design drawings were reviewed for the flood control measures at the WWTP project with GHD. There was a project conference call held on May 9th with GHD, FEMA and NYSDHSES. Reviewed the draft SEQR Coordination Notice we received from GHD on May 29th that will be distributed to each interested/involved party notifying them that the NFWB intends to act as Lead Agency under the SEQR for this project. We received an amended Contract Agreement from GHD in mid-May that is currently being reviewed by the NYSDHSES.
3. **Niagara Gorge Corridor - Robert Moses Parkway Removal Project:**
The Board resolution authorizing execution of project related documentation was approved at the May 21st Regular meeting. The NYSDOT Project Identification No. 5761.90 Removal of NY Route 957A (Niagara Scenic Parkway) contract drawings (3 volumes) received in May were copied to the NFWB sharepoint.com website and placed under the Engineering/NYSDOT Projects folder. We plan on creating a water/sewer utility GIS map of the project area, prior to the start of construction activities.
4. **Seneca Niagara Resort and Casino Arrival Experience Project:**
We received correspondence and revised contract drawings from Wendel on April 30th regarding their proposed utility plan at the east side of their site. Received NYSDEC letter (dated May 23rd) acknowledging the project and the main features of the stormwater drainage modifications. The storm sewer system will incorporate a contingency overflow structure, allowing excess surcharge relief to the combined sewer system on Falls Street. We provided correspondence to Wendel on May 22nd requesting a pressure recorder installation in Schoellkopf shaft #1 for continuous level measurements. A letter has been drafted regarding acceptance of the project based on certain criteria being met but we are still waiting for a maintenance agreement from Seneca Gaming first.
5. **Schoellkopf Tunnel Surcharge:**
Ongoing measurements and review of data with GHD at shaft #1 and #2 reveal no unusual behavior.
6. **LaSalle SSO Abatement Program and Consent Order:**
We received the post repair and CCTV video footage and reports from AECOM on May 25th for the LaSalle SSO Abatement Program (2016-2017) project. Milherst



6. Continued

Construction still needs to complete additional site restoration for this project, before final close-out. The sewer department was provided the 2018 LaSalle sewer cleaning and CCTV area in May. A letter was submitted by RBPC Attorneys on May 7th to the NYSDEC regarding the LaSalle SSO consent order. The year 11 (2018) work that includes the re-evaluation of the need for Love Canal Sewer Rehabilitation have been put on hold. Future work in years 12 (2019) to year 18 (2025) were addressed along with another revision of the Table 4.2 of the original consent.

7. **NYSDEC Consent Order:**
Meeting was held on May 8th with CPL, GHD and AECOM to discuss progress and issues. The NYSDEC was not present.
8. **Niagara Falls WWTP SPDES No. NY0026336:**
The current WWTP SPDES permit expires on October 31st, 2018. We are currently waiting to hear back from the NYSDEC regarding the higher hexachlorocyclohexanes (BHC) limits proposed under the new permit. The RBPC Attorneys submitted a letter to the NYSDEC on March 23rd addressing our concerns with the new proposed limit. The SPDES Renewal Application that was submitted in April also addressed our concerns.
9. **Stormwater Annual Report (2017-2018):**
The draft annual report was available for public comment from May 11th to the May 21st Water Board Regular meeting, where no comments were received. The Final report was mailed to the NYSDEC on May 23rd. 2018.
10. **Town of Niagara Flow Monitoring:**
The spring of 2018 total average flow (MGD) was calculated from the data received from TECsmith for the period of March 19th to April 16th, 2018.
11. **Gorge Pump Station Flow Measuring Instrumentation:**
We plan to perform calibration of the flow measuring instrumentation in August. The NYSDEC was notified that a dry weather overflow event may be avoided.
12. **National Grid Energy Efficiency Programs:**
We met with National Grid on May 2nd to further discuss their energy efficiency program and incentives.
13. **Radiological Monitoring Program:**
We plan on continuing to utilize Greater Radiological Dimensions (GRD) for their radiation consulting services that include recalibration of the instruments and training in 2018.



6. Continued

2018 OXIDIZER BUDGET

BUDGET = \$1,670,000.00 for year

COST = \$464,318.72 to date

% USED = 27.80% to date

BUDGET = \$4,575.34 per day avg. **\$139,166.67** per month avg.

COST = \$3,074.96 per day avg. **\$92,863.74** per month avg.

29.1 Flow (MGD) **151** total days

WWTP DATA		OXIDIZER USAGE				SLUDGE REMOVAL			
MONTH	FLOW (MG)	H2O2 (GAL)	NaOCl (GAL)	GAL PER MG FLOW	TOTAL COST	LANDFILL SLUDGE (TONS)	SOLIDS THROUGH PUT (%)	FERRIC CHLORIDE (TONS)	LIME (TONS)
Jan-2018	873.5	24,200	97,590	142	\$92,848.11	537.8	104.3	45.8	57.4
Feb-2018	937.4	20,110	85,220	123	\$78,899.03	576.5	119.4	50.5	69.3
Mar-2018	869.6	21,440	87,320	125	\$82,622.39	446.4	96.2	60.0	67.3
Apr-2018	978.4	21,050	91,355	121	\$83,496.46	511.2	120.3	59.3	62.9
May-2018	727.9	22,380	186,270	294	\$126,452.73	568.6	116.0	61.8	50.0
Jun-2018									
Jul-2018									
Aug-2018									
Sep-2018									
Oct-2018									
Nov-2018									
Dec-2018									
TOTALS	4,386.8	109,180	547,755	161	\$464,318.72	2,640.5	556.3	277.4	306.9

Low value for year

High value for year

7. SECURITY REPORT-- Richard Beutel, updated 05/08/2018

Security Officers are assisting the Fencing Contractors with traffic direction, as well as tracking all personnel entering NFWB Property. The new gates are expected to be installed by the middle of May.

Work has begun on the roof at the Gorge Pumping Station. Chief Beutel has been a fixture at the facility in his efforts to facilitate removal of material as well as monitor personnel needing access to the facility.



Implementation of the Asset Protection Program is progressing.

A meeting was held to discuss removal of trees and debris from the property line at the WWTP, in order to become compliant with Homeland Security Regulations.

7.1 SECURITY INCIDENTS

There were no Security incidents in April 2018.

8. INFORMATION TECHNOLOGY (I.T.) Joe Morock 05/08/2018

1. Parameter Survey for the Infotronics IT 3100 (Intelligent Terminal time management system) is complete. It was submitted to ComputerSearch Corp. The next step will be system installation and training.
2. Preparing New and Updating existing NFWB IT policies and Procedure forms to be used on new and existing employees, to provide audit trails of NFWB employee's access and permissions to our network.
 - a) Will be building/hosting an INTRANET site that all NFWB employees can access to get any IT, policy and procedures, forms and see current events, or special announcements.
3. Reviewing assets tracking/tagging systems for all equipment.
4. Soon to be implementing an IT trouble ticketing system, exploring options through Lucity, SharePoint or 3rd party.
5. Implementing a collaborative NFWB SharePoint site to assist with new and ongoing projects to provide status updates from NFWB, consultants and vendors on an "as needed basis".
6. Lucity is still in development. The feedback is being used to refine and further develop the platform moving forward. Current improvements include:
 - a) Working with outside contractors to assist with uploading additional data and linking assets to work orders and GPS.
 - b) Building reports that can be run to display the real-time status of assets.
 - c) 3-D Integration of plant and equipment for both WTP & WWTP.
 - d) Tie-in with New World system integration and 3-D to provide clickable real-time asset information.



- e) Lucy Mobile – will be the next phase. Lucy Desktop must be completed prior to being able to focus on the mobile app
- 7. Email (Exchange) we are exploring a Cloud Email system.
- 8. Office 365- Bundling with Exchange Cloud Bids sent out (received one back).
- 9. We are looking into Infrastructure needs and improvements at each plant, which will improve the reliability and speed of the NFWB Network. Such as;
 - a) Fiber connectivity between the plants.
 - b) New Routers & Switches with room for growth and network segregation of traffic.
 - c) Improvements to Network Security.
 - d) Wi-Fi Coverage at WW & WWTP (Work and Guest network)
 - e) Exploring ways to improve Emergency Recovery Plan. Several methods being explored; redundancy options for Network and Internet.
- 11. Will explore multiple IP phone vendors, for possible cost reductions in service.
- 12. Guard house – Assisting with main gate doorbell solutions, intercom integration, phone installation.
- 13. Datacenter – I.T. will be re-wiring all WW & WWTP servers with CAT6 Ethernet cable.
 - a) I.T. will also be replacing all desktop and phone cables to Cat 6 Ethernet to replace existing brittle cabling.
- 14. Preparing a modernization plan for conference rooms at both plants.
- 15. Exploring real-time server hardware monitoring solutions (proactive solutions)
- 16. Looking to implement SCCM (Microsoft System Center Configuration Manager) which will allow IT to manage the deployment and security of devices and applications across our network.
- 17. Assisting with videography of plant operations, to be used as training videos for current or future break fix scenarios.
- 18. Issued iPad tablets for board to use for access to SharePoint and to check Lucy work order status and for NFWB email access. - done
 - a) Providing support.



19. Preparing for a major Lucity software upgrade which will add new functionality and reliability to the system.
20. Systematically upgrading Desktop PC's.
21. Working on electronic O&M manual, PM's and Checklists at WTP.
22. Efforts to organize IT areas at both plants continues, taking inventory of equipment and material on hand. We are also setting everything up to look more professional.
23. SCADA at WTP – working with Rob to address needs of SCADA.
24. Phone WWTP- whole basement maintenance area needs approximately 9 corrosive resistant phones installed.
 - a) We also need to locate, wire check (test) all lines and replace if necessary.
25. Verizon – met with Verizon to talk about installing mobile cell signal antennas inside WWTP & WTP, coverage to include basement to top floors.
 - a) Gorge pumping station – elevator and station landlines will be tested and fixed if faulty.
 - b) Discussed replacing the old Comtel phones with a new digital IP phone system to replace Comtel.
26. IT will be scheduling full WTP & WWTP and GORGE site survey tours checking and testing all phones, PC's and data connections.
27. IT will be visiting other Water Treatment Facilities (both WWTP & WTP) as permitted this year to benchmark their IT process. This is going to help us throughout the course of the year to observe best practices and possibly become a World Class Operation.
28. Historian – Data collection server for SCADA (IFIX, Proficy) systems need attention, upgrades and consolidation of new services from current ways.
 - a. Met with Automatech's Henry to discuss upgrade of SCADA systems, to new version and hardware "stratus server" meeting being setup to include, B. Millroy, Kevin Coleman and IT.
29. STATIC IP – to solve issues as seen from the electrical project, IT will be manually assigning all static IP addresses to every PC/PRINTER.





The following Summary is offered to the Niagara Falls Water Board
for consideration of a mutual partnership.

Contact:
Abbey Greenberg
Business Development Manager
Phone: 609-605-9194
Email: Abbey.Greenberg@amwater.com

This Summary is conditioned on completion of due diligence and negotiation of a binding contract.



A Proven Leader

American Water Resources is a leading provider of homeowner protection programs in the U.S. with nearly 20 years of experience. We are a subsidiary of American Water, the largest publicly traded water and wastewater utility company in the United States.

A Trusted Partner

American Water Resources partners with utilities to educate their customers about their responsibilities and provide options for homeowners to protect themselves against the financial risks associated with service line repairs or replacements.

Our products and services provide an option for **100%** of your customers. By partnering with American Water Resources, you will ensure that water loss associated with service line failures is minimized, that your customers are prepared for service interruption, and that satisfaction of your customers remains high.

Partnership Summary

- **Proposed Contract Term:** 3-Year initial term with two automatic 1-year extensions
- **Customer Engagement:** Our cross-functional team manages all aspects of the customer experience including enrollment (direct mail, online & phone), billing, and quality assurance.
- **Programs & Services Detail:**
 - **Water and Sewer Line Protection Program.** The Water Line & Sewer Line Protection Programs for Niagara Falls Water Board customers would cover repairs to leaking or broken water lines, and clogged and blocked sewer lines resulting from normal wear and tear, tree roots, and defects in materials.

If during a repair, the customer's water line is found to be lead, AWR would replace the entire customer owned line. Consistent with American Water's best safety practice, **WHENEVER A LEAD WATER LINE IS DISCOVERED, IT IS REPLACED IN FULL.**

American Water Resources takes a pro-active approach to developing and delivering a successful Water and Sewer Line Protection Program. We apply best practices learned from our experience across the country and present focused, organized, and detailed program implementation methodologies.

Repair costs are covered up to \$10,000 per water line claim (up to \$5,000 for covered line repairs & up to \$5,000 for covered street repairs.) For sewer lines, repair costs are covered up to \$8,000 per sewer line claim (up to \$4,000 for covered line repairs & up to \$4,000 for covered street repairs.) In each case, AWR will pay to repair the water or sewer line and provide basic site restoration.

AWR does not have an annual or lifetime cap on the amount it will pay for claims, and there is no limit on the number of claims that a customer can file each year or in a lifetime.

- **In-Home Plumbing Emergency Program:** Niagara Falls Water Board customers would also be able to participate in our In-Home Plumbing Emergency Program. This provides for repairing leaking/broken internal water lines or clogged/blocked internal drainage lines resulting from normal wear and tear. This program includes coverage up to \$1,500 for covered internal water line repairs and up to \$1,500 for covered internal wastewater line repairs is included. American Water Resources does not have an annual or lifetime cap on the amount it will pay for claims, and there is no limit on the number of claims that a customer can file annually or in a lifetime.
- **On Demand Service:** Historically, less than 4 out of 10 homeowners enroll in Service Line Protection. Sadly, those who do not enroll face the same risk of service line emergency as those who protect themselves. AWR's On Demand Repair Service can be offered to homeowners who opted not to enroll in a protection program and experience a repair need. For a low, flat fee, our contractor will address their water or sewer line issue. The affordable rate provides cost certainty and our team's quick response nearly eliminates the inconvenience to the homeowner.
- **Programs & Services Pricing**

PROGRAM	Yr 1	Yr 2+	Coverage
Water Line Program	\$4.95	\$5.49	\$10,000
Sewer Line	\$8.00	\$9.00	\$8,000
WL/SL Combo	\$11.25	\$12.49	\$18,000
IHP	\$4.99	\$4.99	\$3,000
Frozen Line Add On	\$TBD per month		Added Coverage for Water Line Protection
SERVICES	Yr 1	Yr 2+	
On Demand Repair	\$1,550	To be revisited Annually	Flat fee; does not include cost of permits to be paid by customers
On Demand Replacement	\$4,000	To be revisited Annually	

Partner Cooperation

- Niagara Falls Water Board would provide AWR with list of eligible residential customers
- Niagara Falls Water Board would support offering of AWR Programs
- Niagara Falls Water Board would approve use of its official logo (name) on marketing materials
 - All materials utilizing the official logo would be provided to Niagara Falls Water Board in advance for review and approval prior to distribution.

Marketing

- AWR would manage, design and produce all marketing materials at its own expense.
- The education cadence, communication frequency and volume would be at AWR's discretion.

COMPENSATION SUMMARY

For Niagara Falls Water Board consideration, American Water Resources has outlined three financial compensation options for a Service Line Protection Partnership.

1. A FOCUS ON COMMUNITY BENEFIT

- a. H2O (Help to Others Fund): \$5,000 per year
- b. Revenue Share to NFWB: 5% of collected revenue
each month on program fees

2. MONEY UP FRONT TO KICK START THE PARTNERSHIP

- a. Start Up Payment: \$10,000
- b. Revenue Share to NFWB: 5% of collected revenue
each month on program fees

3. WIN – WIN: MAXIMIZING THE ONGOING FINANCIAL BENEFIT

- a. Revenue Share to NFWB: 10% of collected revenue
each month on program fees

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-001

**PROHIBITING ALTERATION OF WATER BOARD
PROPERTY WITHOUT AUTHORIZATION**

WHEREAS, the Niagara Falls Water Board (“Water Board”) has a fiduciary obligation to exercise oversight and control over Water Board property; and

WHEREAS, the Water Board wishes for its property to remain safe, uniform, and professional in appearance;

NOW THEREFORE BE IT

RESOLVED, that no employee may make any modification or alteration to the appearance of Water Board buildings, vehicles, or other property, including removal or addition of stickers, decals, screens, privacy film, the covering of windows on doors, etc., without the approval of the Water Board’s Executive Director or his designee; and

IT IS FURTHER RESOLVED, that affixing inventory control labels, safety labeling or advisories, authorized postings, and maintenance or improvements related to approved projects are excepted from this policy; and

* CONTINUED ON NEXT PAGE *

IT IS FURTHER RESOLVED, that the Executive Director shall require the removal of any existing modifications or alterations to Water Board property that in his discretion result in the property being or appearing unsafe, lacking uniformity, or unprofessional.

Water Board Personnel Responsible for Implementation of this Resolution:
Executive Director

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Not applicable.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

HIRING PROCEDURES

WHEREAS, the Niagara Falls Water Board (“Water Board”) desires to exercise appropriate control over personnel actions that will have a fiscal impact on the Water Board while permitting Water Board hiring staff to evaluate the qualifications of individuals for Water Board positions;

NOW THEREFORE BE IT

RESOLVED, that any prior resolution or policy addressing this subject is rescinded and the following procedures will be followed for hiring moving forward:

1. All requests to fill vacant or newly-created positions, including positions to be filled through internal hiring, must be submitted to the Board for approval. The Board’s approval will be for the position, not the individual to be hired. If approved, Water Board hiring staff will have discretion to fill the position with the best available qualified individual.
2. Other than contractually-mandated step increases, all requests to promote or change the classification of an employee must be submitted to the Board for approval. The Board’s approval will be for the transfer of an employee from their existing title/classification to a new title/classification, without reference to a specific individual. If approved, Water Board hiring staff will have discretion to promote or change the classification with the best available qualified individual.
3. Proposed new positions will be approved by the Water Board prior to advertising/interviewing for that position.
4. All proposed new positions will be submitted with a brief description of the new position and how the new position is expected to benefit the Water Board.
5. The Director of Administrative Services shall be responsible for preparing a report of proposed personnel actions for Board approval, with each requested action to be identified by line item number. The Board may vote to approve all requested personnel actions, or to approve only certain items from the proposed personnel action sheet. Any personnel action not approved shall be deemed tabled and may be presented by staff at a subsequent meeting.
6. All individual employment contracts shall continue to be subject to Board review and approval.

7. In the event of a conflict between the terms of this resolution and an applicable collective bargaining agreement between the Water Board and a Union, the terms of the collective bargaining agreement will control.

Water Board Personnel Responsible for Implementation of this Resolution:
Director of Administrative Services

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Not applicable.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-003

**REVISING CREDIT CARD POLICY TO PROHIBIT TRANSFER
OF CREDIT CARDS OUTSIDE OF DEPARTMENTS**

WHEREAS, the Niagara Falls Water Board (“Water Board”) reviewed and revised its purchase/credit card policy in May 2018; and

WHEREAS, it has come to the attention of the Water Board that the policy lacks provisions regarding the use of credit cards by individuals other than the person to whom the card is issued; and

WHEREAS, Water Board desires to make a minor revision to the purchase/credit card policy to address this issue;

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board hereby amends the purchase/credit card policy last revised on May 21, 2018 to include the following provisions:

Transfer of Credit Cards: Cards are issued in the name of an authorized individual. Cardholders may not allow their card to be used by an individual who is not their organizational subordinate without the prior written approval of the Director of Financial Services.

Water Board Personnel Responsible for Implementation of this Resolution:
Director of Financial Services

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Not applicable.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O’Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O’Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

NIAGARA FALLS WATER BOARD

Purchase/Credit Card Policy

As a body corporate and politic constituting a corporate municipal instrumentality of the State of New York, the Niagara Falls Water Board is held to a high degree of public scrutiny and accountability for its business practices. Accordingly, every reasonable effort must be made to ensure that funds are used in a responsible and appropriate manner consistent with the Water Board's mission, applicable laws and ethical practices.

Purchasing Cards (Card), whether issued through a vendor as a means to purchase items on a store charge account, or an individual business credit card is a tool designed to complement the Water Board's purchasing and payment processes. Cardholders have the overall responsibility to ensure that Card usage and activities are consistent with NFWB Purchasing Policies, Card Business Rules/Policies, Travel Policies, Expenditure Policies and the Card User Agreement Requirements (collectively, the "Policies").

The Card is generally expected to be used in those situations involving field purchases, emergency purchases, and purchases for necessary items that are not subject to a blanket purchase order or if the NFWB is unable to establish a purchase order with the vendor (i.e. on line purchases requiring immediate payment).

The Purchase Card (Card) provides Water Board staff with a tool to purchase goods and some travel services required to conduct Water Board business.

The Card is subject to transaction limits according to individual credit limits and purchase authorizations. In no event will the Water Board Card be used for personal charges.

Parameters for Card usage include the following:

- **Pre-authorized Purchases:** The Card may be used for purchases that have been previously authorized by Water Board action, either pursuant to a specific contract for purchases or work authorized to be undertaken by the Water Board or by means of the policies and actions approved by the Board. The Card will, thus, serve to solely implement purchasing policy and undertakings previously established by the Water Board and are not a grant of purchasing power in its own right.
- **Purchase Limits:** Card authorizations shall not exceed **\$2,500** for any single purchase. Exceptions will be on a case by case basis as designated in writing by the Executive Director or his designee.
- **Credit Card Issuance:** Cards may be issued to the Executive Director, the Directors, and supervisory personnel designated from time to time by the Executive Director.

- **Transfer of Credit Cards:** Cards are issued in the name of an authorized individual. Cardholders may not allow their card to be used by an individual who is not their organizational subordinate without the prior written approval of the Director of Financial Services.
- Cardholders are required to sign a Purchase Card User Agreement (the "Agreement") when a new card is issued or a current card is renewed. By signing this document, the cardholder agrees to abide by the Niagara Falls Water Board's requirements for Card usage.
- Failure to comply with the Card Business Rules/Policies, Water Board Expenditure Policies and Travel Policies will result in disciplinary steps.
- Fraudulent use or abuse of the Card will result in immediate revocation of the card and may result in corrective action up to and including termination and/or criminal action. In addition, the Water Board will seek restitution for any inappropriate charges made to the account.
- Adequate documentation to support a purchase must be retained by the Cardholder and submitted to the Director of Financial Services within **2** business days of a purchase or **5** business days after returning to work if traveling. Documentation must include an original itemized receipt, the signed credit card slip, packing slips and/or receiving documents.
- In addition, IRS rules require documentation of the time, date, place, business purpose, and attendees for all business meal purchases. An itemized business meal receipt must include the specific items ordered.
- Purchases must not be split to bypass the single transaction limit.
- Cash, gift cards, or a "due bill" cannot be accepted for a returned item. A credit must be applied to the account.
- Cardholders who are granted any type of leave of absence must return his/her card immediately to the Director of Financial Services.
- If employment of the cardholder terminates for any reason, the card must be cancelled immediately.
- Disciplinary steps for infractions in Card usage include verbal notification, written notification, temporary suspension and/or permanent loss of Card privileges. Fraudulent use or abuse of the Card will result in immediate suspension of privileges and may result in corrective action up to and including termination and/or criminal action. In addition, the Water Board will seek restitution for any inappropriate charges.
- No one may authorize payment for their own charges.

Restricted Purchases:

The following are examples of purchases that **CANNOT** be made on a Purchase Card:

- Gift cards, gift certificates, and other cash or gift instruments
- Capitalized Equipment – unless authorized in writing
- Cellular phone (purchase or service)
- Controlled substances
- Gas cylinders
- Gasoline (except rental vehicles or travel related)
- Guns, weapons, ammunition and explosives

- Independent contractors and other tax reportable services (1099's)
- Internet connectivity (and associated Internet expenses) except while on travel status
- Monthly services (e.g. laundry service)
- Personal expenses – including clothing
- Portable and mobile radio equipment
- Professional or Consulting Services
- Purchases that require signing of contractual documents including, but not limited to, maintenance agreements, licenses, etc.
- Radioactive materials
- Vending services
- Recreational or social memberships or other related expenses
- Utilities except telecommunication provided prior approval is obtained

Lost or Stolen Cards

Cardholders are responsible to ensure lost or stolen cards are reported IMMEDIATELY to the Vendor of issue, your immediate supervisor, and the Director of Financial Services.

Disputes

The Cardholder is responsible for following up with the seller for any disputed charges. If the Cardholder is unable to reach an agreement with the seller, the Cardholder should contact the vendor of issue to file a formal dispute. The cardholder must make this notification within 30 days of the transaction posting date to be considered. In addition, the Cardholder must notify the Director of Financial Services within 2 business days of notifying the vendor in writing of the dispute.

Monthly Statements

The Finance Department will match the receipts to each of the vendor statements or purchase orders prior to payment. It is the cardholder's responsibility to forward the appropriate documentation to the Finance Department within 2 days of each purchase.

Cardholder Responsibilities

1. The Cardholder agrees to abide by all State laws, Purchase/Credit Card Business Rules/Policies, Water Board resolutions, Water Board purchasing and travel policies, and other applicable codes or laws.
2. Each authorized Cardholder involved in the expenditure of public funds is held to the highest degree of public trust. No authorized Cardholder shall engage in or permit any illegal or improper purchasing practices.
3. All purchases must be for official Water Board business.
4. The Cardholder is responsible for all transactions appearing on their account.
5. The use of the Card is subject to a single transaction limit of **\$2,500** and a monthly spending limit of **\$7,500** or lower, as credit limits are established, unless expressly allowed by written consent of the Director of Financial Services and the Executive Director.
6. Purchases may not be split to bypass the single transaction limit.
7. The purchaser agrees to supply the tax exempt certificate preventing sales tax charges for purchases where applicable.

8. The Cardholder agrees to provide supporting documentation for all purchases to the Finance Department within 2 days of the purchase.
9. Cardholders cannot accept cash, a gift card or a "due bill" for a return; instead, a credit must be applied to the account.
10. Cardholders who are on a leave of absence must return his/her card to the Director of Financial Services immediately.
11. Cardholders who terminate their employment with the Niagara Falls Water Board must return his/her card to the Director of Financial Services immediately. The card holder is required to reconcile all outstanding balance prior to leaving employment.
12. Cash Advances are expressly prohibited.

.....

Business Credit Card - The Business Credit Card is issued in an individual's name and can be used for Water Board business purchases. Airline tickets and travel agency services can be purchased with this card if authorized in advance.

- Card Limits: Individual monthly credit limits on Cards shall be set as following:

Executive Director: **\$7,500** credit limit per month

Directors: **\$4,000** credit limit per month

Others: Up to a maximum of **\$2,000** per month, to be determined by the Executive Director from time to time.

In Addition to the above listed parameters and responsibilities, the following applies to Individual Cardholders

The individual cardholder:

- Submits all purchase transaction documentation to the Director of Financial Services within **2** business days of the purchase or within **5** days upon return to work, if traveling. Documentation must include an original itemized receipt, the signed credit card slip, packing slips and/or receiving documents.
- Understands the Travel Policy guidelines for use of Water Board Purchase/Credit Card.
- Authorized cardholder is responsible for all transactions appearing on the monthly statement associated with their account.

Detailed Information for the Individual Credit Card Holder:

- The Niagara Falls Water Board's Purchase card (Card) is a bank-issued credit card used to purchase business related, goods and some travel services. The Purchase card cannot be used for personal expenses.
- The Water Board's Purchase Card is subject to a standard single transaction limit of \$2,500, unless authorized in writing by the Executive Director or the Director of Financial Services. Under no circumstances will the monthly purchases exceed \$7,500 or the credit limit of the individual card.
- It is important to note that a Card is simply a purchasing tool. Usage of this card does not authorize the Cardholder to bypass Water Board expenditure policies, travel policies, and/or approval processes or Internal Controls.
- Online purchases may be made on a secure site using an Individual Card. For internet purchases, a copy of the order confirmation and the shipping document must be sent to the Director of Financial Services within 2 days of the purchase.
- Cardholders who are granted any type of leave of absence must return his/her card immediately to the Director of Financial Services.
- If employment of the cardholder terminates for any reason, the card must be cancelled immediately.
- Cash Advances are expressly prohibited.

Lost or Stolen Cards

Cardholders are responsible to ensure lost or stolen cards are reported IMMEDIATELY to the Bank at the toll-free telephone number listed on the back of the card (available from the Director of Financial Services) and the Director of Financial Services.

Declines

If a transaction is declined, the individual Cardholder may call the bank directly to determine the reason the purchase was rejected.

Disputes

The Cardholder is responsible for following up with the seller for any disputed charges. If the Cardholder is unable to reach an agreement with the seller, the Cardholder should contact the Bank at the toll-free number listed on the back of the card to file a formal dispute. The cardholder must make this notification within 30 days of the transaction posting date to be considered by the Bank. In addition, the Cardholder must notify the Director of Financial Services within 2 business days of notifying the Bank in writing of the dispute. (See Disputed Charge Form)

Monthly Bank Statements

Each month the Bank will issue a statement to the name and address associated with the account. The Director of Financial Services will match the Card receipts to each of the bank statements prior to payment. It is the cardholder's responsibility to forward the appropriate documentation to the Director.

NIAGARA FALLS WATER BOARD

Delegation of Purchase Card Authority **Purchase Card User Agreement**

Delegation of Authority

The Niagara Falls Water Board issues company purchase/credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such cards. Use of company issued purchase cards is a privilege, which the NFWB may withdraw in the event of abuse. Employees with such purchase cards shall not use them for any non-business, non-essential purpose. Employees must pay for any personal purchases (i.e. transactions for the benefit of anyone or anything other than the Company) with their own funds or personal credit cards. If an employee uses this credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from subsequent paychecks until the wage advance is fully repaid. In addition to financial responsibility and liability for wage deductions, any purchase an employee makes with a company purchase card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending on the severity and repeat nature of the offense.

Agreement for Wage Deductions Associated with Improper Use of Company -issued Purchase Cards:

I, _____, hereby certify that I understand and agree to abide by the NFWB's policies regarding use of company-issued purchase cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e. transactions for the benefit of anyone or anything other than the Company) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the NFWB may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the NFWB may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full.

Signature of Employee

Date

Employee's Printed Name

Company Representative

Date

Last 4 digits of Card number: _____

Monthly Limit: \$_____

NIAGARA FALLS WATER BOARD

Purchase Card Transaction Dispute Form

INSTRUCTIONS:

- After attempts to reach an agreement with the seller have failed, the Cardholder should contact [fill in bank name and telephone number here] to file a formal dispute. Contact should be made within 30 days of the transaction posting date to be considered by the bank.
- Complete applicable fields below.
- Submit completed form to the Director of Financial Services within 2 business days of notifying the bank of the dispute.

Cardholder Information:

Last Name _____ **First Name** _____ **M.I.** _____

Phone # _____ **email address:** _____ **Last 4 digits of Card** _____

Disputed Transaction Information:

Merchant Name _____ **Transaction Date** _____ **Disputed Amount** _____

Check the Reason for Dispute (select only one explanation below):

- ☐ I did not make, nor authorize the above transaction
- ☐ There is a difference in the amount I authorized and the amount I was billed.
- ☐ I was previously billed for this transaction. Date of previous charge: _____
- ☐ I do business with the listed merchant regularly; however, I do not recognize the above transaction.
- ☐ I have received a credit voucher from the merchant for the above transaction but it has not yet appeared on my account.
- ☐ The above transaction is mine but I am disputing it due to:
(Please explain dispute below, such as merchandise was returned, defective, or not received, or items cancelled with the vendor)
- _____

Cardholder signature: _____ Date: _____

NIAGARA FALLS WATER BOARD

Purchase Card Maintenance Form

This is a multi-use form: Please complete only the pertinent sections to support your maintenance request. Appropriate signatures and approvals are required to process any change request.

Section 1 - Card Account Information (Must be completed)

Cardholder Name: _____

Last 4 digits of card: _____

Section 2 - Requested Change to Account Listed in Section 1 above (please check all that apply):

☐ Change Name to: _____ Reason: _____

☐ Change credit limit to: \$ _____ Effective Date: _____

Section 3 - Cancellation of Account listed in Section 1 (please check reason)

☐ The Purchase card is no longer needed within the department/division

☐ Cardholder is no longer employed by the Water Board

☐ Cardholder is on a Leave of Absence

☐ Cardholder refuses to sign Purchase Card User Agreement and/or abide by the rules and policies established by the Water Board.

.....
Authorized Director Signature:

_____ Date: _____

.....
Completed form must be submitted to the Director of Financial Services to process changes.

Received by Director of Financial Services: _____

Date Changes Processed: _____

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-004

AUTHORIZING INFORMATION CAMPAIGN ADVERTISING

WHEREAS, the Niagara Falls Water Board (“Water Board”) finds it necessary and desirable to improve its communications with the ratepayers that it serves, in order to provide timely and valuable information, to educate its ratepayers and other interested parties, and to increase transparency and public access to relevant information; and

WHEREAS, the Executive Director has experimented with using print ads as one facet of such a campaign, with these ads appearing to be effective;

NOW THEREFORE BE IT

RESOLVED, that the Executive Director is authorized to continue a public communications campaign using print ads, and hereby is authorized to spend up to \$10,000 during the period from June 1, 2018 through December 31, 2018 on such campaign.

Water Board Personnel Responsible for Implementation of this Resolution:
Executive Director

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O’Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O’Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-005

**AUTHORIZING SETTLEMENT OF MARYANN TAIBI CLAIM
FOR DAMAGE TO SHRUB AT 2948 WOODLAWN AVENUE**

WHEREAS, on or about January 17, 2018 claimant Maryann Taibi filed a notice of claim against the Niagara Falls Water Board, seeking to recover for damages allegedly caused by Niagara Falls Water Board personnel striking a shrub with a vehicle in connection with excavating near her home at the corner of Woodlawn Avenue and 27th Street on or about December 13, 2017, and Ms. Taibi has produced three estimates of the cost to replace said shrub; and

WHEREAS, General Counsel recommends that it is in the best interests of the Water Board that the matter be compromised and settled for \$200, the amount of the lowest replacement estimate provided by Ms. Taibi;

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board be and is hereby authorized to pay the sum of \$200 to Maryann Taibi as settlement in full of the Notice of Claim filed on or about January 17, 2018, on the condition that Maryann Taibi execute a general release acknowledging that no party admits fault for the underlying incident.

Water Board Personnel Responsible for Implementation of this Resolution:
General Counsel

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board



NIAGARA FALLS WATER BOARD

5815 Buffalo Avenue
Niagara Falls, NY 14304

NIAGARA FALLS
JAN 17 2018
WATER BOARD

NOTICE OF CLAIM FORM FOR PERSONAL INJURY, DAMAGE TO PROPERTY OR LOSS OF PROPERTY

NOTE: NO NOTICE OF CLAIM WILL BE ACCEPTED IF FILED LATER THAN 90 DAYS FROM THE DATE OF LOSS. YOUR CLAIM MUST PROVIDE VALID PROOF OF ALLEGED DAMAGES AND PROOF OF THE VALUE OF ANY PROPERTY ALLEGEDLY DAMAGED.

UNDER NEW YORK LAW, ANY PERSON WHO PRESENTS A FALSE OR FRAUDULENT CLAIM TO A LOCAL GOVERNMENT FOR PAYMENT IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES INCLUDING RECOVERY OF THREE TIMES THE AMOUNT OF DAMAGES SUSTAINED BY SUCH LOCAL GOVERNMENT.

CLAIM INVESTIGATION BY THE NIAGARA FALLS WATER BOARD WILL
TAKE BETWEEN 6 TO 8 WEEKS

1. Name of Claimant: Maryann Taibi
2. Address of Claimant: 2150 Swann Rd
Ransomville, NY 14131
3. Claimant's telephone number: (716) 523-9871
4. Owner of damaged or lost property: same
5. Owner's address: same
6. Owner's telephone number: same
7. Date of Loss: Dec 13 / Dec 14, 2017
8. Time when loss occurred: 10:30 p.m. - 5:00 a.m. (approx) AM / PM
9. Exact location of loss (i.e. house address, nearest cross street):
Corner of Woodlawn Ave and
27th St.

10. Police report number (if any) _____

11. Describe how loss occurred: _____

Unknown vehicle (as per
tracks on lawn) backed into
shrub.

12. List all items of property damage ascertained to date (attach two original
estimates of repair or replacement and all paid original

receipts): Mature Dense Yew shrub

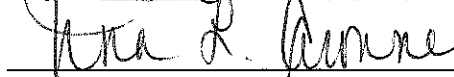
Claim must be notarized

THE UNDERSIGNED DECLARES, UNDER PENALTIES OF PERJURY, THAT
HE/SHE IS THE CLAIMANT, THAT HE/SHE HAS READ THE FOREGOING
NOTICE OF CLAIM, THAT TO THE BEST OF HIS/HER KNOWLEDGE THE
INFORMATION CONTAINED HEREINABOVE IS TRUE AND CORRECT.


Signature of Claimant

Sworn to before me this 24th

day of December, 2017


Notary Public/ Commissioner of Deeds

TINA L. ARONNE
Commissioner of Deeds
In and for the City of Niagara Falls, NY
My Commission expires June 30, 2019

Dec. 23, 2017

On the evening of Dec. 13, 2017, a water line ruptured at 27th Street and Woodlawn Avenue, and was worked on until the early morning hours of Dec. 14. On Dec 15, I went to my rental property (2498 Woodlawn Ave) to shovel snow and learned of the leak from my tenants. (Showed me the video she took.) Upon returning the following week (Dec. 20), after the snow/ice melted, I noticed the freshly damaged front shrub with tire tracks across the lawn leading to the spot on the street where repairs were made on the ruptured line. On Dec. 21, I called the city to report the damage.

Enclosed, please find pictures I took starting at the damaged shrub, backing up, showing the tracks across the lawn and leading to the repaired street. Also enclosed is the notarized notice of claim form. At this

time I have no estimates.
Called several places, either no
answer or not returning calls.
Was leaving the area on Dec 26
until late March. Therefore, not
able to get estimates at this
time. But, since no work can
be done until Spring, I will
get estimates to you when I
return.

Please call with any questions
or further instructions for me.

Thank you,

Maryann Tails
(714) 523-9871
2150 Swann Rd
Ransomville NY 14131

-65-

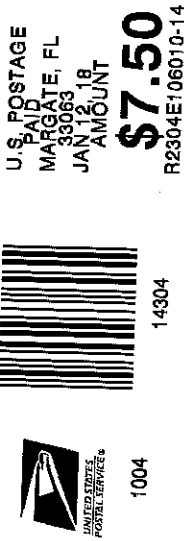
1110 NW 74th Ave
Margate, FL 33063





Maryann Taibi
2150 Swann Rd
Ransomville, NY

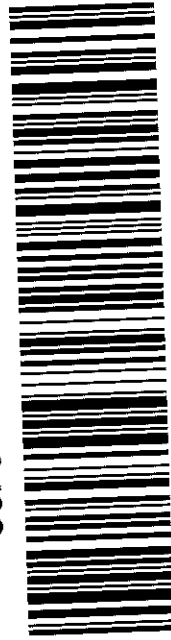
14131



Niagara Falls Water Bd
5815 Buffalo Ave
Niagara Falls NY 14304

Expected Delivery Day: 01/16/2018

USPS TRACKING NUMBER



9505 5144 0118 8012 2654 92

For Domestic Use Only

Label 107R, July 2013

ATT: Claims

June 13, 2018

to Whom it May Concern,

On the evening of December 13, 2017, a water line ruptured at the intersection of 27th Street and Woodlawn Avenue. (I own a house on the corner of that intersection.) It was worked on until the early hours of December 14. On the following day, my tenant showed me the video she had taken on her phone of the water squirting up from the road. While there, I noticed my corner shrub freshly damaged, and the tire marks in the dirt. (photo #1) Then I noticed the tire tracks from the shrub, across the lawn, leading to the spot on the street where the repairs were made on the ruptured line. (photos #2 & #3) On December 21, I called the city to report the damage. I then filled out the form, had it notarized, and attempted to acquire estimates per instructions. No one would come out and give an estimate. It had snowed and no work could be done plus, no new shrubs would be available until spring.

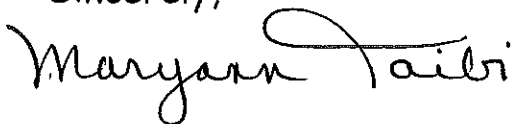
I sent a note explaining this along with the pictures I had taken and the notarized form, stating I would get the estimates when I returned from my Florida vacation. These were sent from Florida on January 12, 2018.

Enclosed, please find estimates I was now able to acquire, along with another copy of the pictures I had sent previously.

Please let me know if there is anything else I need to do to receive compensation for the removal of the now dead shrub and its replacement. I'll have the lawn repaired myself.

Thank you,

Sincerely,



Maryann Taibi (716) 523-9871

2498 Woodlawn Avenue, Niagara Falls, NY 14301

Landscaping

Message

Karl Krell <kdkrell@yahoo.com>

Thu, Dec 21, 2017 at 7:57 PM

Reply-to: Karl Krell <kdkrell@yahoo.com>

Mataibi1320@gmail.com

Maryanne,

Landscaping quote:

Relcad Landscaping Inc. quotes the following work -

- 1) remove damaged yew from right front bed.
- 2) dispose of shrub at town dump.
- 3) replace old shrub with new yew.
- 4) add cow manure and peat moss.

Total cost of work including labor and materials = \$200

Work cannot be done until May 2018

Thank you

Karl Krell

ner:

Quality Landscape Designing Planting & Maintenance

pleased to quote as follows:

Date 5 / 15 / 8


[illegible]

constitutes a
reement if signed
stomer.

X

Official Representative

ive Melissa Skow

ANCE OF CONTRACT DUE UPON COMPLETION. • ANY PAYMENTS 30 DAYS PAST DUE ARE SUBJECT TO 1.5% MONTHLY FINANCE CHARGE.
• IF OWNER DEFAULTS THEY AGREE TO PAY ALL ATTORNEY AND/OR COLLECTION FEES. 

Charles R. Tracy Plumbing & Heating Inc.
2 W. 1st St.
N.Y. 14122

Proposal

PROPOSAL NO.	DATE 5/25/2019
BID NO.	ARCHITECT
WORK TO BE PERFORMED AT: Estimate	
ADDRESS 2498 Woodlawn	
CITY, STATE N.Y.C. Falls	
DATE OF PLANS	

Mary Ann Taibi
2150 Swan
Ransomville N.Y.
(716) 523-9871

by propose to furnish the materials and perform the labor necessary for the completion of _____

ow for additional description and/or drawings:

Remove Bush and Replace
/new bush equal to or. Same bush as there.

\$425.00 Total

(Estimate)

ial is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and
ed in a substantial workmanlike manner for the sum of half down balance when complete
Dollars (\$ 425.00) with payments to be made as follows.

or deviation from above specifications involving extra costs
ent only upon written order, and will become an extra charge
re the estimate. All agreements contingent upon strikes,
delays beyond our control.

Respectfully submitted Charles R. Tracy

Per _____
Note - This proposal may be withdrawn by us if not accepted within _____ days.

TANCE OF PROPOSAL The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

5/25/2019

Signature _____
Signature _____

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-006

**GRANTING THE STATE OF NEW YORK AUTHORITY
TO PERFORM AN ADJUSTMENT OF NIAGARA FALLS WATER BOARD
FACILITIES AND AGREEMENT TO MAINTAIN FACILITIES
ADJUSTED VIA THE STATE-LET CONTRACT**

WHEREAS, the New York State Department of Transportation proposes a construction, reconstruction, or maintenance project named “ADA Compliance on Various Routes; City of Niagara Falls; Towns of Amherst, Hamburg, Lancaster, Newfane, Niagara, Tonawanda; Villages of Alden, Blasdell, Depew, Farnham and Lancaster; Erie, and Niagara Counties,” including work in the City of Niagara Falls located in Niagara County, project identification number (“PIN”) PIN 5809.31; and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above-mentioned project adjustments to the Water Board’s facilities that are presently located in the New York State Right-of-Way, specifically adjustment of manhole cover elevations per the contract documents on Water Board sanitary sewer lines on the southwest corner of NY 265 (Military Road) at Rick Manning Drive, pursuant to Section 10, Subdivision 24, the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner; and

WHEREAS, the service life of the relocated and/or replaced utilities has not been extended; and

WHEREAS, the State will provide for the reconstruction of the above-mentioned work, as shown on the contract plans relating to the above-mentioned project;

NOW THEREFORE BE IT

RESOLVED, that the Niagara Falls Water Board approves the proposed adjustment of manhole cover elevations and the above mentioned work to be performed on the project and shown on the contract plans relating to the project and that the Niagara Falls Water Board will maintain or cause to be maintained the adjusted facilities performed as above-stated and as shown on the contract plans; and

BE IT FURTHER RESOLVED, that the Water Board’s Executive Director has the authority to sign, with the concurrence of the Board of Directors, any and all documentation that may become necessary as a result of this project as it relates to the Niagara Falls Water Board; and

* CONTINUED ON NEXT PAGE *

BE IT FURTHER RESOLVED, that the secretary to the Niagara Falls Water Board is hereby directed to transmit 5 certified copies of the foregoing resolution to the New York State Department of Transportation.

Water Board Personnel Responsible for Implementation of this Resolution:
Executive Director

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Not applicable.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

CERTIFICATION

I, Sean W. Costello, duly appointed and qualified as General Counsel and Secretary to the Niagara Falls Water Board, do hereby CERTIFY that the foregoing resolution was adopted at a meeting duly called and held in the office of the Niagara Falls Water Board, a quorum present on the 25th day of June 2018, and that said copy is a true, correct and compared copy of the original resolution so adopted and that the same has not been revoked or rescinded.

WITNESSETH, my hand and seal this ____ day of June, 2018.

Sean W. Costello, General Counsel and
Secretary to the Board



Department of
Transportation

ANDREW M. CUOMO
Governor

PAUL A. KARAS
Acting Commissioner

FRANK P. CIRILLO, SR/WA
Regional Director

June 15, 2018

Douglas S. Williamson, P.E., Director of Tech. and Reg. Services
Niagara Falls Water Board
5815 Buffalo Avenue
Niagara Falls, New York 14304

**RE: ADA COMPLIANCE PROJECT, VARIOUS ROUTES
TOWN OF AMHERST, BLASDELL, BRANT, HAMBURG, LANCASTER, NEWFANE
TONAWANDA, AND WEST SENECA; VILLAGES OF DEPEW, FARNHAM, AND
LANCASTER; ERIE AND NIAGARA COUNTIES
PIN 5809.31**

Dear Mr. Williamson:

Enclosed is an electronic copy of the proposed contract plans for the above-referenced project. Niagara Falls Water Board has existing facilities on the southwest corner of NY Route 265 (Military Road) at Rick Manning Drive. Niagara Falls Water Board's involvement in this project consists of the adjustment of the manhole cover elevations. The details of the adjustment are shown on the project plans included with this letter. The work will be performed by the State's contractor at no cost to the Niagara Falls Water Board.

Also enclosed are four (4) sets of documents which include the Utility Work Agreement (HC-140) and the Special Note. Each of the four (4) HC-140 forms must be duly executed by an authorized representative of Niagara Falls Water Board.

Work being done under contract items requires a Certified Resolution by your governing body as stated in Section VI – References, of the HC-140. The resolution must state your municipality is "*Granting the State of New York authority to perform the adjustment for the owner*" and "*Agreeing to maintain facilities adjusted via State-let contract*". The HC-140 requires four (4) copies of the Certified Resolution. Each copy must be signed and have a seal affixed to it. Enclosed is an example of a Certified Resolution granting the State of New York authority to perform facility adjustments, agreeing to maintain facilities, and authorizing a municipal official to enter agreements with the State of New York.

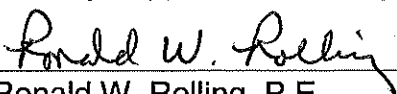
Please return four (4) original sets of the signed HC-140, Special Note, and Certified Resolution to Ronald Rolling, Regional Utilities Engineer, 100 Seneca Street, Buffalo, NY 14203 **by July 13, 2018**. One (1) copy of the approved agreement will be returned to you for your records.

Douglas S. Williamson, P.E., Director of Tech. and Reg. Services
PIN 5809.31
June 15, 2018
Page 2 of 2

Any questions regarding these plans may be directed to Robert Schaller, Design Job Manager, at (716) 847-3043 or via e-mail at Robert.Schaller@dot.ny.gov. Questions regarding these forms can be directed to Ronald Rolling, Regional Utilities Engineer, at (716) 847-3954 or via e-mail at Ronald.Rolling@dot.ny.gov.

Sincerely,

William P. Zimmerman, P.E.
Engineering Support Unit Manager

By: 
Ronald W. Rolling, P.E.
Regional Utilities Engineer

WPZ/RWR/MMB/bjh

Enclosures: HC-140, Special Note, plans on CD, examples of Certified Resolution

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION
UTILITY WORK AGREEMENT**

Since the construction, reconstruction, or maintenance of the transportation project described below, identified as:

Project Identification No.: 5809.31	F.A. Project No.:
ROW Declaration No.:	Map Nos.:
Parcel Nos.:	County of: Niagara
Contract No.:	

Project Description: ADA Compliance on Various Routes
City of Niagara Falls; Towns of Amherst, Hamburg, Lancaster, Newfane, Niagara,
Tonawanda; Villages of Alden, Blasdell, Depew, Farnham and Lancaster
Erie, and Niagara Counties.

necessitates the adjustment of utility facilities as hereinafter described, the owner, **Niagara Falls Water Board**, of said facilities herewith agrees with the State of New York acting through the Commissioner of Transportation that this agreement shall apply to the accommodation of these utility facilities. Any adjustment of said facilities will be accomplished under the terms of this agreement, in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way, in compliance with the attached Special Note "Coordination with the Utility Schedule, and in accordance with the contract plans, specifications, proposal, amendment(s) or change order(s).

I. Existing Facilities (describe type, size, capacity, location, etc.)

Niagara Falls Water Board has existing sanitary sewer lines on the SW corner of NY 265 (Military Rd) at Rick Manning Dr.

presently located on **the New York State Right-of-Way** as shown on the plans for the proposed transportation project are to be adjusted as follows: (describe type, size, capacity, location, etc.)

Adjustment of manhole cover elevations per contract documents.

for an estimated \$ N/A

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION
UTILITY WORK AGREEMENT**

II. Financial Responsibility (check appropriate boxes):

- ☐ () The facilities to be adjusted under the terms of this agreement are subject to Section 52 of the State Highway Law, and the cost of this adjustment is the sole responsibility of the owner.
- ☒ X Subdivision 24 of Section 10 of the State Highway Law enables the Commissioner of Transportation to provide at the expense of the State, for adjustment to a municipally owned utility when such work is necessary as a result of State highway work. (Municipal Agreement required.)
- ☐ () Subdivision 24-b of Section 10 of the State Highway Law enables the Commissioner of Transportation to participate in the necessary expenses incurred for adjustment of privately, publicly or cooperatively owned facilities, municipal utility facilities, or facilities of a corporation organized pursuant to the State Transportation Corporations Law. (Privately Owned Property Agreement or Reimbursement Agreement required.)
- ☐ () Subdivision 27 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a municipality, to perform for and at the expense of such municipality specified work to be included within a State-let contract. (Betterment Resolution required.)
- ☐ () Subdivision 33 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a public utility corporation, to perform for and at the expense of such public utility corporation specified work to be included within a State-let contract.
- ☐ () Subdivision 13 of Section 30 of the State Highway Law enables the Commissioner of Transportation to enter into an agreement to reimburse with public funds the owner for necessary expenses incurred as a result of this adjustment, or to replace the facilities in kind.
- ☒ X The owner will develop and keep a record of costs in accordance with the New York State Department of Transportation (NYSDOT) Reimbursement Procedures, and when federal funds participate in the cost, the Federal Highway Administration (FHWA) Federal-Aid Policy Guide Part 645, or as indicated below:

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION
UTILITY WORK AGREEMENT**

III. Physical Adjustment Method (check appropriate boxes):

The actual adjustment or design engineering will be performed by the following method (s):

- ☒ Contract let by the Commissioner.
- ☐ Contract let by the Owner, (check applicable statement, i.e., a or b)
 - ☐ a. Best Interests of State.
 - ☐ b. Utility not sufficiently staffed or equipped.
- ☐ By the Owner's forces.

IV. Betterment, Salvage, and Depreciation Credits Due the Project (check appropriate boxes):

- ☒ There will be no extension of service life, improved capacity nor any other betterment of the facility (as defined by the NYSDOT Utility Reimbursement Procedures and by FHWA Federal-Aid Policy Guide Part 645) as a result of the adjustments made pursuant to this agreement.
- ☐ There is betterment described as follows:
- ☐ The owner will not claim reimbursement for that betterment portion of the work, but will duly account for it as required by applicable NYSDOT and FHWA procedures.
- ☐ The owner hereby agrees to deposit with the Comptroller of the State of New York the amount of \$_____ to cover the cost of the betterment as described above.
- ☐ The owner agrees to comply with the requirements of the NYSDOT Utility Reimbursement Procedure and FHWA Federal-Aid Policy Guide Part 645 with the respect to salvage and depreciation credits when applicable.

V. General Covenants

The owner hereby agrees to accept full title and responsibility for the adjusted facility in writing upon satisfactory completion of the work. Such acceptance will acknowledge the owner's responsibility to maintain the facility in accordance with all applicable codes, standards and regulations, including his obligation, where applicable, to remove any or all of the facility from the highway at the order of the Commissioner of Transportation, all in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way. All compensable claims covered by this agreement will be included in one of the following:

- A. Privately Owned Property Agreement executed prior to the performance of the work.
- B. Municipal Agreement executed prior to performance of the work.
- C. Reimbursement Agreement executed prior to performance of the work.
- D. Such other agreement as approved by NYSDOT Office of Legal Affairs.

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION
UTILITY WORK AGREEMENT**

VI. References

The following documents are herewith incorporated in this agreement be reference (check appropriate boxes)

☒ Federal Highway Administration's Federal-Aid Policy Guide Part 645.

☒ Contract documents : Contract number _____
PIN: 5809.31
Plan sheets No. _____

☐ Owner's plan sheets _____

☐ Owner's estimate sheets form No. _____

☒ Resolution dated _____, by _____

☒ Granting the State of New York authority to perform the adjustment for the owner.

☒ Agreeing to maintain facilities adjusted via State-let contract.

☐ Authorizing deposit of funds by the owner.

☒ Certification by the owner or his agent that he has the legal authority to enter into this agreement.

(Print/Type Name) Owner or Agent	(Signature)	Title	Date
Cathy Nusca, P.E., For the NYSDOT Commissioner of Transportation,		Statewide Utilities Engineer Title	Date

SPECIAL NOTE**COORDINATION WITH THE UTILITY SCHEDULE**

The contractor must coordinate their schedule of operations with the various utility owners involved with the project and shall verify utility information found in the contract documents. Utility revisions required by the various utility owners in connection with this project include:

Niagara Falls Water Board**Utility Field Contact:**

Douglas S. Williamson, P.E., Director of Tech. and Reg. Services
5815 Buffalo Avenue
Niagara Falls, New York 14304
(716) 283-9770 Ext. 229
dwilliamson@nfwb.org

The Niagara Falls Water Board has existing sanitary sewer lines on the southwest corner of NY Route 265 (Military Road) at Rick Manning Drive.

Reimbursable Work to be Done by the State's Contractor:

The project requires adjustment of manhole cover elevations, per contract documents.

The work is to be done by the State's contractor and paid by contract items.

The State's contractor must give two (2) full working days notice to utility owner before commencing work on their facilities.

The State's Engineer-In-Charge will provide record plans to Niagara Falls Water Board.

The contractor should be aware that overhead and underground lines may be in close proximity to the work site. The New York State Department of Transportation (NYSDOT) has reviewed the site and has determined that the site can be constructed without relocating utility facilities other than those that have already been identified as needing adjustment.

The utility relocation time frame(s), as stated above, have been mutually established by NYSDOT and the utility companies based upon the recommended sequence of construction. Alterations to the recommended sequence of construction may affect the time schedules for relocating utility facilities. The contractor should expect that additional time may be required for planning and material procurement.

In addition to the above-itemized revisions, other relocations may become necessary during the construction phase as a result of more precise location data or other changes that might develop. These relocations are to be performed by the utility owners and/or the State contractor with coordination by the State Engineer-In-Charge and the contractor.

Suitable time frames for these additions shall be coordinated between the contractor and the utility companies. Such time frames are not to be included within previously established time frames.

The contractor is reminded that he is governed by and must adhere to the provisions of 16 NYCRR Part 753 (Protection of Underground Facilities).

**COMMITTING TO FUND OR BOND EXPENSES OF PROPOSED IMPROVEMENTS
TO SEWER PLANT, WATER MAINS, AND BEECH AVE. WATER TANK**

WHEREAS, the Niagara Falls Water Board is in the midst of developing a five-year plan for capital improvements to its water and wastewater system; and

WHEREAS, staff and Water Board engineering consultants have identified as necessary for the maintenance of the viability and operational integrity of the NFWB Waste Water Treatment Plant (“WWTP”) capital projects to perform work on the following systems and components of the WWTP and the wastewater treatment process:

- Sedimentation Basin and Scum Management;
- Solids Handling;
- Carbon Filter Beds;
- WWTP Electrical System;
- Disinfection facilities and chemical addition optimization;
- WWTP HVAC improvements;
- WWTP backwash blower replacements;
- WWTP waterlines;
- Gorge Pump Station; and

WHEREAS, the Water Board has identified the following capital projects as necessary to maintain or improve the reliability of its water supply system:

Waterline and lead service replacement at:

- 10th Street from Lockport Street to North Avenue
- Michigan Avenue from Lockport Street to 10th Street
- Whitney Avenue from 11th to 18th Street
- Whitney Avenue from 18th Street to Hyde Park Boulevard
- 77th Street from Lasalle Parkway to Niagara Falls Boulevard
- Military Road from Jacob Place to Bollier Avenue

Water tower demolition and replacement:

- Beech Avenue Water Tower; and,

WHEREAS, the Water Board desires to ensure that these projects be completed by committing to fund the projects, using bonded funds if necessary;

NOW THEREFORE BE IT

RESOLVED, that the Board will make necessary arrangements to fund the projects listed above within a reasonable period of time, using Water Board funds, grant monies, or bond proceeds.

Water Board Personnel Responsible for Implementation of this Resolution:
Executive Director

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Capital funds.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

FINANCE AND AUDIT COMMITTEE MEMBERSHIP AND MEETINGS

WHEREAS, the Niagara Falls Water Board has a Finance and Audit Committee that it seeks to strengthen by expanding the membership of that committee and establishing basic procedures for its meetings; and

WHEREAS, the Chairperson of the Water Board has recommended that Nicholas Forster be named Chairperson of the Finance and Audit Committee; and

WHEREAS, the Chairperson of the Water Board further recommends that the Finance and Audit Committee be a committee of the whole, comprised of each member of the Niagara Falls Water Board, with the Executive Director and Director of Financial Services serving as ex-officio members of the Committee;

NOW THEREFORE BE IT

RESOLVED, that

- (1) Nicholas Forster hereby is appointed Chairperson of the Finance and Audit Committee;
- (2) Until the Water Board's next organizational meeting, the Finance and Audit Committee shall be a committee of the whole, whose membership will be each member of the Niagara Falls Water Board, with the Executive Director and Director of Financial Services serving as ex-officio members of the Committee;
- (3) Meetings of the Finance and Audit Committee will be called by that Committee's Chairperson, with said meetings:
 - a. Held in compliance with the Open Meetings Law, including proper public notice;
 - b. Conducted pursuant to agendas, and recorded with minutes, both of which shall be posted to the Water Board's website; and
 - c. When possible, conducted before or after work sessions or other meetings of the Water Board, to avoid a multiplicity of meetings for Board members.

* CONTINUED ON NEXT PAGE *

- (4) The Chairperson of the Finance and Audit Committee also shall be tasked with scheduling regular meetings with Water Board staff for the coordination of information and execution of Finance and Audit Committee objectives, to be referred to as Finance Team Meetings. The Chairperson will be responsible to report to the Finance and Audit Committee appropriate information from Finance Team Meetings.

Water Board Personnel Responsible for Implementation of this Resolution:

Director of Financial Services

Chairperson, Audit and Finance Committee

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

Not applicable.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-009

GOVERNANCE COMMITTEE MEMBERSHIP AND MEETINGS

WHEREAS, the Niagara Falls Water Board has a Governance Committee that it seeks to strengthen by clarifying the membership of that committee and establishing basic procedures for its meetings; and

WHEREAS, the Chairperson of the Water Board has recommended that Renae Kimble be named Chairperson of the Governance Committee; and

WHEREAS, the Chairperson of the Water Board further recommends that the Governance Committee be a committee of the whole, comprised of each member of the Niagara Falls Water Board, with the Executive Director and General Counsel and Secretary serving as ex-officio members of the Committee;

NOW THEREFORE BE IT

RESOLVED, that

- (1) Renae Kimble hereby is appointed Chairperson of the Governance Committee;
- (2) Until the Water Board's next organizational meeting, the Governance Committee shall be a committee of the whole, whose membership will be each member of the Niagara Falls Water Board, with the Executive Director and General Counsel and Secretary serving as ex-officio members of the Committee;
- (3) Meetings of the Governance Committee will be called by that Committee's Chairperson, with said meetings:
 - a. Held in compliance with the Open Meetings Law, including proper public notice;
 - b. Conducted pursuant to agendas, and recorded with minutes, both of which shall be posted to the Water Board's website; and
 - c. When possible, conducted before or after work sessions or other meetings of the Water Board, to avoid a multiplicity of meetings for Board members.

* CONTINUED ON NEXT PAGE *

- (4) The Chairperson of the Governance Committee also shall be tasked with scheduling regular meetings with Water Board staff for the coordination of information and execution of Governance Committee objectives, to be referred to as Governance Team Meetings. The Chairperson will be responsible to report to the Governance Committee meeting appropriate information from Governance Team Meetings.

Water Board Personnel Responsible for Implementation of this Resolution:

General Counsel and Secretary
Chairperson, Governance Committee

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

Not applicable.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-010

**REQUIRING THAT COSTS OF COOPERATION
WITH OTHER MUNICIPAL ENTITIES BE TRACKED**

WHEREAS, the Niagara Falls Water Board (“Water Board”) is a corporate municipal instrumentality of the State with a water and sewer system that is vital to the community and extends throughout all parts of the City of Niagara Falls; and

WHEREAS, the nature of the Water Board’s system and operations result in it occasionally needing the assistance and cooperation of other municipal entities with certain projects or tasks, while on the other side of the equation the Water Board occasionally possesses equipment or capabilities that are requested by other municipal entities; and

WHEREAS, the Water Board desires to continue its good working relationships with the other municipal entities with which it interacts, but has an obligation to make certain that it is not using its ratepayers’ funds to benefit other municipal entities if it is not receiving goods and services of comparable value in return;

NOW THEREFORE BE IT

RESOLVED, that

- (1) Water Board executive staff shall prepare a form to track the loaning of equipment and/or furnishing of services by the Water Board to other municipal entities, to be referred to as a “Cost of Cooperation Tracking Form”;
- (2) A Cost of Cooperation Tracking Form shall be completed for all sharing of Water Board resources with other municipal entities, except for informal cooperation with other municipal entities with a total value that does not exceed \$250;
- (3) All Cost of Cooperation forms shall be completed and filed with the Director of Operations within three days from the date the Water Board equipment was loaned or services were rendered;

* CONTINUED ON NEXT PAGE *

- (4) No equipment shall be loaned or services rendered with a value in excess of \$250 without the written authorization of the Executive Director or Director of Operations. A copy of this written authorization must be attached to the Cost of Cooperation Tracking Form; and
- (5) The Director of Operations will provide copies of all Cost of Cooperation Tracking Forms to the Board of Directors on a monthly basis at each month's work session.

Water Board Personnel Responsible for Implementation of this Resolution:
Director of Operations

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:
Not applicable.

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairperson O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board



Cost of Cooperation Tracking Form

COMPLETE ALL BLANKS. PROVIDE ANY SUPPORTING DOCUMENTS.
FILE WITH DIRECTOR OF OPERATIONS WHEN COMPLETE.

Date Form Completed: _____

Date(s) Services Furnished/Equipment Loaned: _____

Person Requesting Services: _____

Agency: _____

Date Request Received: _____

How Was Request Received: _____
(if in writing, attach copy of request)

NFWB Representative Contacted Regarding Request: _____

What Was Requested? _____

Where is Work/Equipment to be Located? _____

Is equipment to be delivered by NFWB? _____ Operated by NFWB? _____

Estimated rental value of equipment: _____
(specify per day/hour/etc.)

Source of rental value estimate: _____

* CONTINUED ON NEXT PAGE *

Labor cost estimate:

Multiply (the number of hours) x (hourly rate) x (1.9 for each position).

Position	No. of Hours	Approx. Hourly Rate	Multiply by 1.9 (Benefits cost)	Total
			Grand Total:	

Total Estimated Value of Cooperation: _____
(Labor Cost Plus Rental Value of Equipment)

Written Approval Attached: _____

Date Approved: _____ **Who Approved:** _____

Person completing form: _____

Signature: _____

Additional Notes (optional): _____

REMEMBER:

- ☐ Complete All Blanks
- ☐ Attach Written Request (if any)
- ☐ Attach Other Supporting Documents
- ☐ Attach Written Approval

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-011

**AUTHORIZING FUNDS TO COMPLETE REPAIRS TO
WASTEWATER TREATMENT PLANT
SEDIMENTATION BASIN SCRAPERS, GRIT SCREW, AND GATES**

WHEREAS, the Niagara Falls Water Board (“Water Board”) wastewater treatment plant (“WWTP”) requires certain immediate repairs to remain in a functional state; and

WHEREAS, the Executive Director has requested a resolution authorizing funds for these repairs, to be completed using pre-bid indefinite delivery/indefinite quantity contracts and/or Water Board personnel, as appropriate;

NOW THEREFORE BE IT

RESOLVED, that the Executive Director is authorized to proceed with the following repairs on a time and material basis:

- 1) Repair or replacement of the scraper blade in Sedimentation Basin #5, with the scraper blade replaced with stainless steel in order to extend its service life, and procurement of a spare scraper blade to reduce the time required to make future repairs, at a total estimated cost of \$120,000;
- 2) Repairs to the grit screw in Sedimentation Basin #1, at a total estimated cost of \$30,000; and
- 3) Repairs and refurbishment of sluice gates for influent control within the WWTP at a total estimated cost of \$25,000.

Water Board Personnel Responsible for Implementation of this Resolution:
Executive Director

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O’Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O’Callaghan, Chairperson

Sean W. Costello, Secretary to the Board

NIAGARA FALLS WATER BOARD RESOLUTION # 2018-06-012

**AUTHORIZING FUNDS TO RESTORE SCADA SYSTEM FUNCTIONALITY
AND TO PREPARE A REPORT ON NEEDED IMPROVEMENTS**

WHEREAS, the Niagara Falls Water Board (“Water Board”) utilizes a supervisory control and data acquisition (“SCADA”) system in connection with its wastewater treatment plant (“WWTP”) operations; and

WHEREAS, the existing WWTP SCADA system requires technical repairs in order to restore certain functions; and

WHEREAS, Water Board staff have identified a need to integrate discrete portions of the SCADA system into one, plant-wide system in order to improve operations, efficiency, and safety; and

WHEREAS, GHD has extensive technical knowledge regarding SCADA systems, familiarity with the existing WWTP SCADA system, is available to perform the technical repairs, and is qualified to prepare a report to guide improvements to the SCADA system;

* CONTINUED ON NEXT PAGE *

NOW THEREFORE BE IT

RESOLVED, that the Executive Director is authorized to enter into an agreement with GHD to perform necessary technical repairs to the WWTP SCADA system and to prepare an engineering report on implementing a plant-wide integrated SCADA system and other improvements to the SCADA system, at a total cost not to exceed \$50,000.

Water Board Personnel Responsible for Implementation of this Resolution:
Executive Director

Water Board Budget Line or Capital Plan Item with Funds for this Resolution:

On June 25, 2018, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yes	No	Abstain	Absent
Board Member Forster	[]	[]	[]	[]
Board Member Kimble	[]	[]	[]	[]
Board Member Larkin	[]	[]	[]	[]
Board Member Leffler	[]	[]	[]	[]
Chairman O'Callaghan	[]	[]	[]	[]

Signed By:

Vote Witnessed By:

Daniel T. O'Callaghan, Chairperson

Sean W. Costello, Secretary to the Board