



**Regular Session of the
Niagara Falls Water Board
October 29, 2018 5:00 PM at
Michael C. O’Laughlin Municipal Water Plant**

1. Attendance and Preliminary Matters

The meeting was called to order at 5:02 p.m.

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

b. Letters and Communications

A letter received from the Niagara County Department of Health, Environmental Health Division, regarding the inspection that took place at the NFWB on September 26, 2018. The letter indicated that there were no SPDES related violations noted at the time of the inspection and that the NFWB is in substantial compliance with the terms and conditions of its SPDES permit.

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

Ellen Shareef spoke regarding her high water bill at her rental property, located at 411 Hyde Park Blvd. Niagara Falls, NY. Ms. Shareef stated that over the course of March and April 2018, her water bill was \$11,793.00. She stated she contacted the NFWB in May and was advised to present her discrepancy at the next board meeting; in the meantime, her meter was read by the NFWB on May 1st and a break in her water line was identified but there was not any water damage; she had turned the water off at her property to try and avoid any further charges on May 2nd. Ms. Shareef states that her bill does not outline the usage or if the meter has been read, it simply states the cost. Ms. Shareef is looking for consideration with her water bill, explaining she is would like to rent the property but can also not afford to pay her water bill. Ms. Walker explains that Ms. Shareef should disregard any correspondence since her last appearance in front of the board. The Board directed Mr. Costello to further investigate this matter and be in contact with Ms. Shareef.

Tamar Skrlin is seeking assistance with her high water bill from her rental property located at 1317 Michigan Ave. Niagara Falls, NY. Ms. Skrlin states she has

accumulated a \$917.00. She states she completed the required paperwork but her request was denied. The Board directed Mr. Costello to further investigate this matter and be in contact with Ms. Skrlin.

Ronald Cunningham is seeking assistance with his high water bill from his commercial rental property located at 1616 15th St. Niagara Falls, NY. Mr. Cunningham states that his commercial rental property has been vacant since he purchased the property, yet has accumulated a water bill that is over \$3,000.00. The Board directed Mr. Costello to further investigate this matter and be in contact with Mr. Cunningham.

d. Approval of Minutes from September 24, 2018

*Motion by Ms. Kimble and seconded by Ms. Larkin to approve
Forster_Y_Kimble_Y_Larkin_Y_Leffler_Y_O'Callaghan_abstain_
Motion was carried 4-0*

2. Executive Director

There was nothing new to discuss from the Executive Director at this time.

3. Director of Operations
a. Projects at WWTP
b. RFP Resolutions

There was nothing new to discuss from the Director of Operations at this time.

4. Superintendent

Mr. Wright states the NFWB currently has 159 private fire hydrants and 172 fire loops. Mr. Forster states this is useful information in order to determine a possible fee increase for these services.

5. Engineering

a. Update regarding Niagara Air Reserve Station water main project

6. Personnel Items/Director of Administrative Services

a. Staff Requested:

**Motion to Approve Personnel Actions and Report dated
October 22, 2018.**

*Motion to approve Section II, Item 1 of the personnel actions report by Ms. Leffler and
seconded by Ms. Larkin*

Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__

Motion was carried 5-0

b. Invoice/Bill Management System

7. Information Technology (IT) Dept.

8. Financial Reports – Director of Financial Services

a. 2019 Budget Update

*Discussion regarding status of 2019 Budget, draft budget to be presented to Board for
November 2018 work session. Anticipated that hearing on rates, fees, and other
charges will be scheduled at November 2018 regular meeting and conducted on night
of December 2018 work session.*

9. Reports

a. Questions Regarding O&M Report for September (if any)

b. Safety

10. General Counsel and Secretary

There was nothing new to discuss from General Counsel at this time.

11. From the Chairman

There was nothing new to discuss from the Chairman at this time.

12. Resolutions

2018-10-001 – VEHICLE ASSET ADMINISTRATION

*Motion to table by Ms. Kimble and seconded by Ms. Larkin
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was tabled 5-0*

2018-10-002 – CERTAIN EMPLOYEES TO USE TIME MANAGEMENT SYSTEM EFFECTIVE IMMEDIATELY

*Motion to table by Ms. Kimble and seconded by Mr. Forster
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __N__
Motion was tabled 4-1*

2018-10-003 – AUTHORIZING FUNDS FOR AECOM TO PERFORM WORK REQUIRED BY CONSENT ORDER

1. October 12, 2018 Proposal

*Motion to table by Mr. Forster and seconded by Ms. Kimble
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was tabled 5-0*

2018-10-004 – APPROVING 2019 HOLIDAY SCHEDULE

1. Schedule of 2019 Holidays

*Motion to approve by Mr. Forster and seconded by Ms. Larkin
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was approved 5-0*

2018-10-005 – SEXUAL HARASSMENT POLICY

- 1. Policy**
- 2. Complaint Form**

*Motion to approve by Ms. Kimble and seconded by Ms. Larkin
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was approved 5-0*

2018-10-006 – AUTHORIZING SETTLEMENT OF ANGELA ZITTO CLAIM FOR PROPERTY DAMAGE AT 2647 PIERCE AVENUE

1. Notice of Claim

*Motion to approve by Mr. Forster and seconded by Ms. Kimble
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was approved 5-0*

2018-10-007 – AUTHORIZING FUNDS FOR 18” DIAMETER INFLUENT PIPING REPAIR

1. **Mollenberg-Betz Quote No. HJ2018-133**
2. **Photograph of Pipe**

*Motion to approve by Mr. Forster and seconded by Ms. Larkin
Forster Y Kimble Y Larkin Y Leffler Y O’Callaghan Y
Motion was approved 5-0*

2018-10-008 – AUTHORIZING FUNDS TO REPLACE WET WELL VALVE PLATFORMS

1. **Mollenberg-Betz Quote No. HJ2018-136**

*Motion to table by Mr. Forster and seconded by Ms. Kimble
Forster Y Kimble Y Larkin Y Leffler Y O’Callaghan Y
Motion was tabled 5-0*

2018-10-009 – REPLACEMENT OF DEFECTIVE 115,000 VOLT SWITCH

1. **Ferguson Electric Invoice No. 132406**

*Motion to approve by Mr. Forster and seconded by Ms. Kimble
Forster Y Kimble Y Larkin Y Leffler Y O’Callaghan Y
Motion was approved 5-0*

2018-10-010 – PERSONNEL WHO MAY DISCUSS WATER BOARD ACCOUNTS WITH FINANCIAL INSTITUTIONS

*Motion to table by Mr. Forster and seconded by Mr. O’Callaghan
Forster Y Kimble Y Larkin N Leffler N O’Callaghan Y
Motion was tabled 5-0*

2018-10-011 – ANNUAL REVIEW OF PROCUREMENT POLICY AND ADOPTION OF REVISED POLICY

1. **Procurement Policy Dated October 29, 2018**

*Motion to table by Mr. Forster and seconded by Mr. O’Callaghan
Forster Y Kimble N Larkin N Leffler N O’Callaghan Y
Motion was not approved*

*Motion to approve by Ms. Larkin and seconded by Ms. Leffler
Forster N Kimble Y Larkin Y Leffler Y O’Callaghan N
Motion was approved 3-2*

At Mr. Costello’s request, the Board discussed approval of procurements over \$10,000 pursuant to pre-bid, indefinite quantity, indefinite delivery contracts. The Board wants to approve these.

**2018-10-012 – AUTHORIZING ENGINEERING SERVICES
AGREEMENT FOR SCUM PUMP, FINE SCREEN TRAVELING
BRIDGE, AND ISOLATION PLATE GUIDE IMPROVEMENTS AT
WASTEWATER TREATMENT PLANT (PROJECT NO. 1)**

*Motion to approve by Mr. Forster and seconded by Ms. Kimble
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was approved 5-0*

**2018-10-013 – AUTHORIZING ENGINEERING SERVICES
AGREEMENT FOR GORGE PUMPING STATION REHABILITATION
PROJECT (PROJECT NO. 2)**

*Motion to approve by Mr. Forster and seconded by Ms. Larkin
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was approved 5-0*

**2018-10-014 – AUTHORIZING ENGINEERING SERVICES
AGREEMENT FOR IMPROVEMENTS TO SCREENINGS AND GRIT
TRANSPORT EQUIPMENT, POLYMER EQUIPMENT, AND
DEWATERING CONTROLS AT WASTEWATER TREATMENT PLANT
(PROJECT NO. 3)**

*Motion to approve by Mr. Forster and seconded by Ms. Kimble
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was approved 5-0*

**2018-10-015 – AUTHORIZING ENGINEERING SERVICES
AGREEMENT FOR GRANULATED ACTIVATED CARBON AND
CARBON FILTER SUPPORT GRAVEL REPLACEMENT AT
WASTEWATER TREATMENT PLANT (PROJECT NO. 4)**

*Motion to approve by Mr. Forster and seconded by Ms. Larkin
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__
Motion was approved 5-0*

**2018-10-016 – AUTHORIZING ENGINEERING SERVICES
AGREEMENT FOR ELECTRICAL SYSTEM AND LIGHTING
IMPROVEMENTS AT WASTEWATER TREATMENT PLANT
(PROJECT NO. 5)**

*Motion to approve by Ms. Kimble and seconded by Mr. Forster
Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __N__
Motion was approved 4-1*

**2018-10-017 – AUTHORIZING ENGINEERING SERVICES
AGREEMENT FOR CRITICAL HEATING AND VENTILATION
IMPROVEMENTS AT WASTEWATER TREATMENT PLANT
(PROJECT NO. 7)**

*Motion to approve by Mr. Forster and seconded by Ms. Kimble
Forster Y Kimble Y Larkin Y Leffler Y O'Callaghan N
Motion was approved 4-1*

**2018-10-018 – AUTHORIZING ENGINEERING SERVICES
AGREEMENT FOR REPLACEMENT OF PLANT WATERLINE,
PROCESS WATERLINE, AND INTERIOR PROCESS PIPING
AT WASTEWATER TREATMENT PLANT (PROJECT NO. 9)**

*Motion to approve by Mr. Forster and seconded by Ms. Kimble
Forster Y Kimble Y Larkin Y Leffler Y O'Callaghan Y
Motion was approved 5-0*

**2018-10-019 – DIRECTING CLARK PATTERSON LEE TO SERVE AS
WATER BOARD'S REPRESENTATIVE FOR DESIGN AND BIDDING
OF CAPITAL PROJECTS AT WASTEWATER TREATMENT PLANT**

*Motion to approve by Mr. Forster and seconded by Ms. Kimble to approve
Forster Y Kimble Y Larkin Y Leffler Y O'Callaghan Y
Motion was approved 5-0*

**Walk-on Resolution 2018-10-020
Approving Memorandum of Understanding with United Steel Workers**

*Motion to walk-on by Mr. Forster and seconded by Ms. Larkin
Forster Y Kimble Y Larkin Y Leffler Y O'Callaghan Y
Motion was approved 5-0*

*Motion to approve by Mr. Forster and seconded by Ms. Larkin
Forster Y Kimble Y Larkin Y Leffler Y O'Callaghan Y
Motion was approved 5-0*

13. Unfinished Business

Mr. Forster questions the winter tires on the NFWB fleet; would like clarification if the winter tires were included under our contract with Enterprise.

Mr. Drury confirms that the winter tires were included under our contract with Enterprise.

Mr. Forster would like the cost breakdown of the lease program along with fuel consumption to be provided at the next board meeting.

14. New Business & Additional Items for Discussion

There was no new business or additional items to be discussed at this time.

15. Executive Session

Motion by Ms. Larkin and seconded by Ms. Leffler to enter into executive session for the following at 7:30 p.m.: (1) discuss matters related to collective bargaining negotiations; (2) discuss the employment history of a particular person; (3) discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

16. Adjournment of Meeting

Motion by Ms. Kimble and seconded by Ms. Larkin to adjourn at 8:18 p.m.