



**Regular Session of the
Niagara Falls Water Board
March 25, 2019 5:00 PM at
Michael C. O’Laughlin Municipal Water Plant**

1. Call to Order & Pledge of Allegiance: *Meeting was called to order at 5:01 p.m.*

1. Roll Call:

Forster *absent* Kimble *arrived 5:19 p.m.* Larkin *P* Leffler *P*
O’Callaghan *P*

2. Letters and Communications

There were no letters and communication to discuss at this time.

3. Approval of Minutes:

1. February 25, 2019

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

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

Motion was carried 3-0

2. March 7, 2019

Motion by Ms. Leffler and seconded by Ms. Larkin

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

Motion was carried 3-0

4. From the Executive Director

1. Shimadzu Service Agreement

Mr. Fama discussed preventive maintenance for the laboratory equipment at the water treatment plant. He would like to extend the current contract the NFWB has with Shimadzu to a 3 year contract with a 20% savings.

5. Personnel Items

1. Personnel Actions and Reports dated March 25, 2019

Motion by Ms. Leffler and seconded by Ms. Larkin to approve the personnel actions Forster _absent___ Kimble _absent___ Larkin _Y___ Leffler _Y___ O'Callaghan ___Y___ Motion was carried 3-0

5. Information Technology (IT) Dept.

There was nothing new to discuss at this time.

7. Financial Reports

1. Audit Update

Ms. Walker states the PARIS report is approximately 85% complete, once all the financials are completed, the submissions will take place.

Discussion was had regarding two trailers the NFWB currently possesses. An individual is interested in purchasing these trailers from the NFWB for \$50 per trailer, and the NFWB would receive \$25 per trailer to scrap them for materials. Mr. Costello states he will review the procedure for disposal of this type of property and further discuss this matter with Ms. Walker.

Engineering discussion was had regarding the RFP for the Lasalle flow monitoring. Mr. Williamson states two proposals were received on Friday March 22nd from CPL and Arcadis. Dan Seider from Arcadis was present to answer any additional questions the Board may have regarding this project.

8. Other Reports

1. O&M Report
2. Safety

Ms. Senia states the annual fire extinguisher servicing took place at the WWTP and an electronic submission was submitted to Mr. Rowe.

9. Attorney/Legal

Mr. Costello states resolutions 10, 11 and 12 will require an open floor for nominations, once dully nominated, the board has the ability to vote as a slate.

10. From the Chairman

Nothing new from the Chairman at this time.

The board voted to enter into executive session prior to voting on the resolutions, to further discuss a matter related to the hiring, appointment, or retention of a particular individual.

Motion by Ms. Larkin and seconded by Ms. Leffler to enter into executive session at 5:18 p.m.

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

Motion was carried 3-0

Ms. Kimble arrived at 5:19 p.m. and joined the executive session.

Motion by Ms. Leffler and seconded by Ms. Larkin to adjourn from executive session at 5:46 p.m.

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

Motion was carried 4-0

11. Resolutions

2019-03-002 – REQUIRING REQUEST FOR PROPOSALS OR REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES AGREEMENTS

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

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

Motion was carried 4-0

2019-03-003 – AUTHORIZING CONTRACTUAL ASSISTANCE – GRADE 4 LICENSE

a. March 12, 2019 GHD Proposal

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

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

Motion was carried 4-0

2019-03-004 – AWARD BID FOR REPLACEMENT OF VALVE AT WALNUT AVENUE AND SECOND STREET

a. Bid Tabulation and Award Recommendation

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

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

Motion was carried 4-0

2019-03-005 – AUTHORIZING TRANSFER OF CERTAIN AGING ACCOUNTS TO BAD DEBT

a. List of Accounts and Balances

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

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

Motion was carried 4-0

2019-03-006 – CLOUD BACKUP AND STORAGE SERVICES

a. Cloud Backup and Storage Invoice

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

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

Motion was carried 4-0

2019-03-007 – AUTHORIZING LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND GRANT APPLICATION

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

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

Motion was carried 4-0

2019-03-008 -- ADOPTING PRIORITIES FOR FUNDING REQUESTS

a. NFWB Priorities for Funding Requests

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

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

Motion was carried 4-0

2019-03-009 – ACCEPTING ENGINEERING PROPOSAL FOR ENGINEERING ANALYSIS OF LASALLE SEWER FLOWS

Motion by Ms. Leffler and seconded by Ms. Larkin to approve the Resolution to accept the March 22, 2019 proposal by Arcadis for \$68,300.

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

Motion was carried 4-0

2019-03-010 – ELECTION OF OFFICERS

Board Chairman: Ms. Larkin nominates Mr. O'Callaghan, seconded by Ms. Kimble

Vice Chairman: Ms. Larkin nominates Ms. Kimble, seconded by Ms. Leffler

Treasurer: Ms. Larkin nominates Ms. Leffler, seconded by Ms. Kimble

Secretary: Ms. Kimble nominates Mr. Costello, seconded by Ms. Larkin

Motion by Ms. Larkin and seconded by Ms. Leffler to approve the resolution with the slate of officers as nominated.

Forster _absent___Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__

Motion was carried 4-0

2019-03-011 – FINANCE AND AUDIT COMMITTEE MEMBERSHIP AND MEETINGS

Ms. Larkin nominates Ms. Leffler as chairperson, seconded by Ms. Kimble

Motion by Ms. Larkin and seconded by Ms. Kimble to approve with Ms. Leffler as chairperson.

Forster _absent___Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__

Motion was carried 4-0

2019-03-012 – GOVERNANCE COMMITTEE MEMBERSHIP AND MEETINGS

Ms. Kimble nominates Ms. Larkin as chairperson, seconded by Ms. Leffler.

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

Forster _absent___Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__

Motion was carried 4-0

2019-03-013 – AUTHORIZING SETTLEMENT OF CLAIM BY FRANCO TALLARICO

a. Notice of Claim

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

Forster _absent___Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__

Motion was carried 4-0

2019-03-014 – AUTHORIZING SHIMADZU SERVICE AGREEMENT

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

Forster _absent___Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__

Motion was carried 4-0

2019-03-015 – ACCEPTING PROPOSAL FOR WATER AND SEWER SERVICE LINE PROTECTION PROGRAM PROVIDER

Motion by Ms. Kimble and seconded by Ms. Larkin

Forster _absent___Kimble __Y__ Larkin __Y__ Leffler __Y__ O'Callaghan __Y__

Motion was carried 4-0

2019-03-016 – AUTHORIZING EMPLOYMENT CONTRACT WITH JAMES PERRY

a. Proposed Employment Agreement

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

Forster absent ___ Kimble Y ___ Larkin Y ___ Leffler Y ___ O'Callaghan Y ___

Motion was carried 4-0

2019-03-017 – AUTHORIZING EMPLOYMENT CONTRACT WITH PATRICK FAMA

a. Proposed Employment Agreement

Mr. O'Callaghan states that the NFWB received a number of applications for the Executive Director position. Mr. O'Callaghan did not feel the need to continue the national search when he believes Mr. Fama has demonstrated while in the capacity of Acting Executive Director that he is a valuable asset to this entity.

Ms. Kimble states that Ms. Fama has 25 years of experience at the NFWB, with a mutual respect between himself and staff. Ms. Kimble states she is thankful for his commitment to this organization.

Ms. Larkin states she is impressed with the knowledge Mr. Fama has and she believes he is the most qualified candidate.

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

Forster absent ___ Kimble Y ___ Larkin Y ___ Leffler Y ___ O'Callaghan Y ___

Motion was carried 4-0

Walk-On Resolution

2019-03-018 – WWTP AIR SCOUR BLOWER REPLACEMENT – PROJECT 8

Motion by Ms. Kimble and seconded by Ms. Larkin to waive the resolution deadline policy and to consider the walk-on resolution

Forster absent ___ Kimble Y ___ Larkin Y ___ Leffler Y ___ O'Callaghan Y ___

Motion was carried 4-0

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

Forster absent ___ Kimble Y ___ Larkin Y ___ Leffler Y ___ O'Callaghan Y ___

Motion was carried 4-0

12. Unfinished Business

There was no unfinished business to discuss at this time.

13. New Business & Additional Items for Discussion

There was no new business to discuss at this time.

14. Executive Session (if needed)

No further Executive Session was held.

15. Adjournment of Meeting

Motion by Ms. Kimble and seconded by Ms. Larkin to adjourn at 6:05 p.m.

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

Motion was carried 4-0

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