



**Regular Session of the
Niagara Falls Water Board
January 27, 2020 5:00 PM at
Michael C. O’Laughlin Municipal Water Plant**

1. Attendance and Preliminary Matters: *Acting Chairperson Ms. Kimble called the meeting to order at 5:00 p.m.*

a. Aversa P Forster P Larkin P Leffler P Kimble P

b. Letters and Communications

i. DEC Letter Awarding \$100,000 Engineering Planning Grant

ii. DEC Letter Approving use of Phase II Funds for Projects

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)

Colleen Collier, realtor for a property located at 2216 Cudaback Ave., spoke on behalf of the seller of the property. Ms. Collier explains she is trying to avoid a possible foreclosure on the property due to a burst pipe, resulting in a high-water bill. Ms. Walker or Mr. Costello to be in touch with Ms. Collier regarding a possible resolution.

Jim Briggs, Sub-District Director for the United Steelworkers, spoke in front of the board regarding his belief that the new positions for hire at the NFWB are union jobs. He also stated that employee evaluations are a mandatory subject of negotiation.

d. Approval of Minutes from December 16, 2019

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

Aversa abstain Forster Y Larkin Y Leffler Y Kimble Y

Motion was carried 4-0, with 1 abstention.

2. Executive Director

- a. CPL – Capital Project Update**
- b. CPL – Estimated Construction Schedule**

Dave Jaros from CPL updated the board on the status of WWTP projects and estimated construction schedule.

Mr. Forster questioned the status of the Beech Ave. water tower and the 102nd St. Project. Mr. Forster asked the quantity of water that can be taken from the County if needed. Mr. Wright states he will verify with the County and report back at next month's meeting.

3. Superintendent

Mr. Wright states the new fire hydrant program has begun. At the time of the meeting, there is one out-of-service fire hydrant to be replaced (waiting on a Dig Safely response from National Grid prior to proceeding). Six fire hydrants have been replaced and five fire hydrants have been repaired since the beginning of the year.

Mr. Forster questions the status of the fire hydrant on Weston Ave. where a house fire recently occurred. Mr. Forster wants to verify that the fire hydrant was fully operational. Mr. Eagler explains that he went to the site along with Chief Winker and were able to operate the fire hydrant with no issues; contrary to an incorrect report on social media the fire hydrant is and was fully operational.

4. Engineering

- a. Status of Capital Improvement Plan**
- b. Project Updates**

Mr. Williamson states a draft update to the CIP plan has been prepared, but it is a working document that is constantly changing. Mr. Williamson would like to sit down with CPL and members of the Board (if they wish) to discuss the plan further.

Mr. Williamson states the NFWB met with the DEC regarding the Falls St. Tunnel on Wednesday January 22nd. The NFWB will seek grant funding for at least half of the cost of the project. The 102nd St. Meter Pit project will begin in April 2020.

5. Personnel Items/Director of Administrative Services

- a. Personnel Actions and Reports**

6. Information Technology (IT) Dept.

The new phone system has been implemented.

New World update is a work in progress.

Various wiring projects are taking place to improve connectivity throughout the water treatment plant and the wastewater treatment plant.

7. Financial Reports – Director of Financial Services

- a. Finance Overview Report
- b. Payroll-Based Overtime Report
- c. 2020 Capital Requisition and CPO Tracking Log

8. Reports

- a. Questions Regarding O&M Report for December 2019 (if any)
- b. Safety

9. General Counsel and Secretary

- a. Annual Confidential Board Evaluation
- b. Additional Insurance Products Under Consideration

Mr. Costello noted that in the past month two personal injury claims have been placed into suit.

10. From the Chairperson

11. Resolutions

**2020-01-001 – LUCITY SOFTWARE SUPPORT AND MAINTENANCE
RENEWAL**

- a. Invoice dated October 31, 2019

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

**2020-01-002 – AWARD OF THE HEATING, VENTILATING, AND AIR
CONDITIONING SERVICES CONTRACT**

- a. CPL Award Recommendation Letter
- b. Bid Tabulation

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

2020-01-003 – AWARD OF THE EMERGENCY REPAIR CONTRACT

- a. CPL Award Recommendation Letter
- b. Comparison Between 2018 and 2020 Unit Prices

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

**2020-01-004 – PROCUREMENT OF STANDARDIZED SUPERNATANT
RETURN PUMP**

- a. Fluid Kinetics Quote dated January 22, 2020

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

**2020-01-005 – AWARD BID FOR BOLLIER AVENUE WATER MAIN
REPLACEMENT**

- a. Bid Tabulation

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

2020-01-006 – EMERGENCY BID FOR 2700 BLOCK INDEPENDENCE AVENUE COMBINED SEWER REPAIR

a. Bid Tabulation

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

Aversa __abstain__ Forster __Y__ Larkin__Y__ Leffler__Y__ Kimble__Y__

Motion was carried 4-0, with one abstention.

2020-01-007 – AWARD BID FOR HIGH CALCIUM QUICK LIME

a. Bid Tabulation

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

Aversa __abstain__ Forster __Y__ Larkin__Y__ Leffler__Y__ Kimble__Y__

Motion was carried 4-0, with one abstention.

2020-01-008 – AUTHORIZING HIRING OF DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

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

Aversa __abstain__ Forster __Y__ Larkin__Y__ Leffler__Y__ Kimble__Y__

Motion was carried 4-0, with one abstention.

2020-01-009 – AUTHORIZING HIRING OF INVENTORY CONTROL AGENT

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

Aversa __abstain__ Forster __Y__ Larkin__Y__ Leffler__Y__ Kimble__Y__

Motion was carried 4-0, with one abstention.

2020-01-010 – AUTHORIZING TEMPORARY ASSOCIATE COUNSEL

Motion by Mr. Forster and seconded by Ms. Leffler to table

Aversa __Y__ Forster __Y__ Larkin__Y__ Leffler__Y__ Kimble__Y__

Motion to table was carried, 5-0

2020-01-011 – SCHEDULES FOR DIRECTOR-LEVEL EMPLOYEES

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

Ms. Larkin explained that the resolution is intended to make sure that managers are present when the staff under them are present.

Aversa __abstain__ Forster __N__ Larkin __Y__ Leffler __Y__ Kimble __N__

Motion was not carried 2-2, with one abstention.

2020-01-012 – REQUIRING BI-ANNUAL PERFORMANCE EVALUATIONS FOR ALL EMPLOYEES

Ms. Larkin asked to table to resolution to allow time for consultation between Mr. Perry and the Union. She clarified that evaluations are intended to be positive and can help with succession planning.

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion to table was carried 4-0, with one abstention.

2020-01-013 – AMENDING CODE OF CONDUCT TO CLARIFY EMPLOYEE OBLIGATIONS WITH RESPECT TO BOARD OF DIRECTORS

- a. **By-Laws and Code of Conduct Red-Lined to Show Proposed Change**

Ms. Larkin stated that the amendment is intended to make sure employees understand the chain of command, and that Board members are communicating only with director-level employees, through whom employees should receive direction.

Mr. Forster stated that he feels communicating with employees is valuable for Board members. Ms. Kimble does not believe in micromanaging but wants employees to feel comfortable speaking to her if they have concerns.

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

Aversa __abstain__ Forster __N__ Larkin __Y__ Leffler __Y__ Kimble __N__

Motion was not carried 2-2, with one abstention.

**2020-01-014 – REQUESTING THE ISSUANCE BY THE
NIAGARA FALLS PUBLIC WATER AUTHORITY OF BONDS TO
FINANCE CAPITAL IMPROVEMENTS AT WASTEWATER
TREATMENT PLANT**

- a. Correspondence Explaining Bond Authorizations Needed for
Loan Opportunities**

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

**2020-01-015 – REQUESTING THE ISSUANCE BY THE
NIAGARA FALLS PUBLIC WATER AUTHORITY OF BONDS TO
FINANCE WATERMAIN PROJECT**

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

**2020-01-016 – AUTHORIZING THIRD PARTY LABORATORY
ANALYSIS SERVICES FOR WASTEWATER TREATMENT PLANT
LABORATORY**

- a. Test America Quote**

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

Aversa __abstain__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 4-0, with one abstention.

12. Unfinished Business

*Mr. Forster would like a resolution to be drafted for next month's meeting regarding
the hydrant committee.*

13. New Business & Additional Items for Discussion

Nothing new to discuss at this time.

14. Executive Session (if needed)

The board did not enter into executive session.

15. Adjournment of Meeting

Motion by Mr. Forster and seconded by Ms. Leffler to adjourn at 6:30 p.m.

Aversa __Y__ Forster __Y__ Larkin __Y__ Leffler __Y__ Kimble __Y__

Motion was carried 5-0.