



**MINUTES**  
**Meeting of the Niagara Falls Water Board**  
**May 24, 2021 at 5:00 p.m.**

Note: This meeting was held via conference call pursuant to Governor Cuomo's Executive Order 202.1 as extended by Executive Order 202.105.

**1. Attendance and Preliminary Matters**

*Chairman Forster called the meeting to order at 5:03 p.m.*

a. Asklar (Board Member/Chairman of Finance)   **P**  

Forster (Chairman)   **P**  

Kimble (Board Member)   **P**  

Larkin (Board Member/Vice Chairwoman/Governance Chairwoman)   **P**  

Leffler (Board Member)   **P**  

b. Comments from Chairman Forster

*There were no comments from the Chairman.*

c. Letters and Communications

*There were no letters/communications to discuss.*

d. Public Comments on Draft Annual Stormwater Report

*The public was given the opportunity to offer oral comment, no one commented.*

- e. **Other Public Comment (Public comments other than those on the Draft Annual Stormwater Report were to be submitted in writing by 12:00 p.m. on May 24, 2021 to be read by the Secretary.)**

*None.*

- f. **Approval of Minutes**

- i. **Draft Minutes for April 22, 2021 Special Meeting**

*Motion by Board Member Larkin and seconded by Board Member Kimble to approve the April 22, 2021 special meeting minutes.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

- ii. **Draft Minutes for April 26, 2021 Meeting**

*Motion by Board Member Asklar and seconded by Board Member Larkin to approve the April 26, 2021 special meeting minutes.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

- iii. **Draft Minutes for May 3, 2021 Special Meeting**

*Motion by Board Member Kimble and seconded by Board Member Leffler to approve the May 3, 2021 special meeting minutes.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

- iv. **Draft Minutes for May 4, 2021 Special Meeting**

*Motion by Board Member Leffler and seconded by Board Member Larkin to approve the May 4, 2021 special meeting minutes.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

v. Draft Minutes for May 5, 2021 Special Meeting

*Motion by Board Member Leffler and seconded by Board Member Larkin to approve the May 5, 2021 special meeting minutes.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

2. Acting Executive Director – Sean Costello

*Mr. Costello had nothing further to discuss.*

3. Superintendent – William Wright

a. City Cooperation – Tree Removal and Crack Filling

*Mr. Wright expressed his appreciation for the City's assistance in removing four trees at 81<sup>st</sup> and Stephenson St., and the City also has assisted the NFWB with parking lot sealing.*

4. Engineering – Douglas Williamson

a. Updates

i. Bollier Ave. Grant Reimbursement

*Mr. Williamson states the EFC received all necessary documentation regarding the \$240,000.00 grant reimbursement.*

ii. Grant Funded Water Line Projects

*Mr. Williamson states the survey data has been received.*

5. Personnel Items – John Accardo

*Mr. Accardo states that 51% of the NFWB work force has been vaccinated.*

*Chairman Forster states the board will re-visit in the future its protocols regarding mask wearing.*

a. April 26, 2021 Personnel Actions Sheet

**6. Information Technology (IT) – Sean Costello**

*Mr. Costello states there is nothing new to report.*

**7. Finance – Brian Majchrowicz**

*Mr. Majchrowicz states there is nothing new to report.*

**8. Questions Regarding April 2021 Operations and Maintenance Report**

*No questions were asked regarding the April 2021 O&M report.*

**9. Safety – Sean Costello**

*Mr. Costello states there is nothing substantive to report.*

**10. General Counsel and Secretary – Sean Costello**

*Mr. Costello states there is nothing new to report.*

*Board member Asklar questions if there is any update regarding the Love Canal litigation.*

*Mr. Costello states there is no further update to report.*

**11. From the Chairman**

*Chairman Forster states he has nothing new to report.*

**12. Resolutions**

**2021-05-001 – REQUIRING USE OF SAFETY SHOES**

*Motion by Board Member Kimble and seconded by Board Member Leffler to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**2021-05-002 – EXTENSION OF AGREEMENT WITH BROKER FOR WORKERS COMPENSATION, PROPERTY, AND LIABILITY INSURANCE**

*Motion by Board Member Kimble and seconded by Board Member Asklar to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**2021-05-003 – APPROVING DEDUCTION OF SEWER CHARGES FOR WATER USED FOR IRRIGATION – NIAGARA GOLF PARTNERS LLC**

- a. Niagara Golf Partners Cover Letter and Engineering Report
- b. 2017-2020 Usage on Golf Course Irrigation Meter

*Motion by Board Member Larkin and seconded by Board Member Asklar to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_N\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 4-1.*

**2021-05-004 – BANK ON BUFFALO DEPOSITORY ACCOUNT AND AUTHORIZED SIGNERS RESOLUTIONS**

- a. Separate Resolutions for Seven Accounts

*Motion by Board Member Asklar and seconded by Board Member Kimble to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**2021-05-005 – AWARD BID FOR WWTP PROJECT 11, EXTERIOR PROCESS PIPING IMPROVEMENTS**

- b. Bid Tabulation and Award Recommendation Letter

*Motion by Board Member Asklar and seconded by Board Member Leffler to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**2021-05-006 – USE OF NYPA RELICENSING SETTLEMENT AGREEMENT FUNDS FOR CAPITAL PROJECTS**

*Motion by Board Member Larkin and seconded by Board Member Leffler to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**WALK-ON RESOLUTIONS**

*Motion by Board Member Kimble and seconded by Board Member Larkin to wave the agenda deadline to consider Resolutions W-2021-05-007, W-2021-05-008, and W-2021-05-009.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**RESOLUTION W-2021-05-007 – RENEWAL OF PERMA WORKERS' COMPENSATION POLICY**

*Motion by Board Member Kimble and seconded by Board Member Asklar to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**RESOLUTION W-2021-05-008 – ESTABLISHING EXECUTIVE STAFF REVIEW COMMITTEE**

*Motion by Board Member Leffler and seconded by Board Member Larkin to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

*Chairman Forster noted that Board Member Larkin has agreed to chair the Executive Staff Review Committee.*

*Motion by Board Member Asklar and seconded by Board Member Kimble to appoint Board Member Larkin as Chairperson for the Executive Staff Review Committee.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

**RESOLUTION W-2021-05-009 – APPOINTING DR. ABDERRAHMAN ZEHRAOUI  
EXECUTIVE DIRECTOR**

*Motion by Board Member Leffler and seconded by Board Member Kimble to approve.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*

*Chairman Forster, on behalf of the entire Board, thanked Mr. Costello for his commitment to the Water Board. It has been extra work for him on and off since August of last year as he not only served as the Acting Executive Director, Counsel, and Secretary, he has filled in with HR and assisted with answering questions on budgets and grants and more.*

*Chairman Forster, on behalf of the entire Board, also shows appreciation to the entire staff of the Niagara Falls Water Board.*

*Last, Chairman Forster expressed appreciation toward his fellow Board members, for coming together and for all of the hours invested in seeking an Executive Director. They all attended many special meetings, and much more work besides that is unseen and may not be appreciated by the public at large.*

*Dr. Zehraoui thanked the Board for his selection. It will be his pleasure to serve as Executive Director and to work with all Board members and department heads.*

**13. Unfinished/Old Business**

**a. 18th Street Slip Line**

- Walk-through completed from Whitney Ave. to Ontario Ave. with City Engineering – discussed at board meeting held on 4/26/21.

**b. Roof Study**

- Jay Meyers from CPL stated this project is approximately 96% complete.
- Further review is needed in some areas – will be sure to report all findings to the board as soon as they are made available -- discussed at board meeting held on 4/26/21.

**c. Beech Ave. Water Tower**

- Jay Meyers explains some modeling work is needed along with finalizing ideas for an ideal location (possibly Buffalo Ave.)
- Beech Ave. is not an ideal location due to the need for a pump station.
- Cost to complete the study – approximately \$9,800 – discussed at board meeting held on 4/26/21.

- d. **Caulking Project WTP**
  - Exterior caulking of the WTP was completed in 2020.
  - Interior caulking of the WTP is now needed
  - Mr. Costello was tasked to solicit bids – requesting CPL to prepare the specifications.
  - - discussed at board meeting held on 4/26/21.
  
- e. **56th Street Water Tower**
  - CPL was tasked to explore ways to improve the functionality and eliminate the need for WTP operators to have to drain the water lower levels on a daily basis in order to recirculate the water; due to the lack of a recirculating pump and valve at the bottom of the tank - discussed at board meeting held on 4/26/21.
  
- f. **Lift Station Roofs**
  - Mr. Costello has been in contact with the maintenance department regarding the work that is needed; would prefer to keep the work in-house if possible - discussed at board meeting held on 4/26/21.
  
- g. **Program Logic Controller (PLC)**
  - (1) showing a processor error, (2) showing error - discussed at board meeting held on 4/26/21.
  
- h. **Chlorine System**
  - Adding a booster pump to the raw water chlorine feed would prevent loss of chlorine feed during a low-pressure scenario (i.e. Goodyear break).
  - Will also provide backup to chlorine dosage during backflow testing/repairs
  - WTP Chief Operator (Rob Rowe) met with Fluid Kinetics to discuss options.
  - CPL to provide drawings (April 2021) for submittal to DOH - discussed at board meeting held on 4/26/21.
  
- i. **Emergency Backup Generators**
  - In need of repair – multiple issues with transfer gear and controls.
  - 1 unit has been determined to need radiator parts/replacements.
  - Work continues with Zenith – determined TS-2 and TS-3 need cleaning and lubrication, which involves removing power and running a separate generator to make the necessary repair.
  - Quotes have been received for auto switching main plant power feeds to lessen the risks involved with a generator failure (unknown).



**j. WTP Roofing**

- Area over front main entrance vestibule is leaking – creating issues with drywall mold and cracking.
- Area over filter gallery with floating foam pieces – no leaks detected. Nearby roof drains have been cleaned to help with the issue - discussed at board meeting held on 4/26/21.

**k. Replacement of the outdated CO2 detection system.**

- Units are in house for installation and work is progressing (unknown).
- - discussed at board meeting held on 4/26/21.

**l. Backflow Preventers**

- Need to be tested/repaired/replaced yearly or as necessary.
- Larger units may cause the plant to lose chlorine capabilities – will now be tied in with chlorine system – experiencing pressure related issues on the Plant Water line.
- Work may need to be subcontracted if in-house staff is unable to complete the necessary repairs.
- - discussed at board meeting held on 4/26/21.

**m. Interior Lighting**

- High lift room has been updated by Ferguson Electric.
- Low lift room to be completed next – will likely be completed by Ferguson Electric due to the safety concerns of completing the work in-house.
- - discussed at board meeting held on 4/26/21.

**n. HVAC Rooftop & Make Up Air**

- Outdated units – need replacements – 4 out of the 5 units are inoperable.
- AC-1 – rooftop unit over Operations Control Room is now replaced and awaiting final installation items. Startup to be completed shortly (10/16/2018).
- Still in need of additional units – the pandemic has brought this to the forefront, as makeup air is potentially regulated in certain environments as well as air filtration ratings.

**o. PACL System Upgrades**

- **Need SCADA professionals to finish updating our program to match the 4 PACL pumps so that all 4 pumps can be utilized with SCADA control.**
- **In-house work completed regarding the necessary pipes and valves. SOP's have also been created for the new completed system.**
- **PACL liners have been replaced (unknown).**
- **- discussed at board meeting held on 4/26/21.**

**p. Bulk Chemical Storage Liners**

- **PACL liners complete – contractor has concerns about Fluoride toxicity. Maintenance department to follow up.**
- **- discussed at board meeting held on 4/26/21.**

**14. New Business & Additional Items for Discussion**

- Complimentary Automated Meter Infrastructure (“AMI”) Propagation Study by Neptune**
- Board Member Asklar – WWTP Break Room, Bathroom, and Shower Area Improvements**

**15. Executive Session (if needed)**

*The board did not enter executive session.*

**16. Adjournment of Meeting**

*Motion by Board Member Kimble and seconded by Board Member Asklar to adjourn the meeting at 5:47 p.m.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*