



MINUTES

Meeting of the Niagara Falls Water Board

January 31, 2022 at 5:00 p.m.

5815 Buffalo Avenue

Niagara Falls, NY 14304

Meeting was held via conference call pursuant to Chapter 417 of the Laws of 2021 as amended by Chapter 1 of the Laws of 2022.

1. Preliminary Matters

Chairman Forster called the meeting to order at 5:00 p.m.

a. Attendance:

Asklar (Board Member/Chairman of Finance/Member Exec. Staff Review Cmte.) *Present at 5:04 p.m.*

Forster (Chairman) *Present*

Kimble (Board Member) *Present*

Larkin (Board Member/Vice Chairwoman/Governance Chairwoman/Chairwoman Exec. Staff Review Cmte.) *Present*

Leffler (Board Member/Member Exec. Staff Review Cmte.) *Present*

b. Comments from Chairman Forster

None.

c. Presentations

None.

- d. Letters and Communications
 - i. 2022-01-18 - Correspondence from Mayor Restaino Reappointing Chairman Forster for Term Ending December 31, 2024
 - ii. 2022-01-07 - Representative Higgins to Governor Hochul, Supporting NFWB Infrastructure Investment
 - iii. 2022-12-28 – Correspondence from Niagara County Legislature Chairman Becky Wydysh to Governor Hochul, Supporting NFWB Infrastructure Initiative
 - iv. Niagara County Legislature Resolution IL-033-21, In Support of the Niagara Falls Water Board 2021 Infrastructure Initiative
- e. Public Comments (All speakers must register with the meeting clerk prior to roll call and are limited to three minutes per person – total time for all speakers may not exceed one hour).

None.

- f. Approval of Minutes
 - i. Draft December 13, 2021 Meeting Minutes

Motion by Board Member Leffler and seconded by Board Member Larkin to approve the December 13, 2021 Meeting Minutes.

Asklar __absent__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 4-0

2. Executive Director – Dr. Abderrahman Zehraoui

- a. WWTP Project Budget Tracker (CPL)
- b. WWTP Construction Schedule Tracker (CPL)
- c. Financial Award Summary (CPL)
- d. CPL Update on WWTP Project 1 (Sedimentation Basin 5 Status)

3. Outside Infrastructure Updates – Michael Eagler

4. Engineering – Douglas Williamson

- a. Status of 2022 CIP Plan and Grants
 - i. January 14, 2022 Draft CIP

Mr. Williamson states that he will have a finalized CIP plan for the board's review and approval at the February 2022 board meeting.

5. Personnel Items – John Accardo

- a. January 31, 2022 Personnel Actions Sheet
- b. January 19, 2022 Organizational Chart

Motion by Board Member Larkin and seconded by Board Member Asklar to approve the January 31, 2022 personnel actions sheet.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

6. Information Technology (IT) – Dr. Abderrahman Zehraoui

7. Finance – Brian Majchrowicz

- a. Revenue Budget Performance Report through December 31
- b. Sewer Fund Expense Budget Performance Report through December 31
- c. Water Fund Expense Budget Performance Report through December 31
- d. Board Fund Expense Budget Performance Report through December 31
- e. Capital Payments – November and December 2021
- f. Key Bank and Bank on Buffalo Balance Report
- g. Wilmington Trust Balance Report
- h. Treasury Account Balance Report

Board Member Asklar states he will be in contact with Mr. Majchrowicz prior to the audit.

8. Questions Regarding December 2021 Operations and Maintenance Report

None.

9. Safety – John Accardo

10. General Counsel and Secretary – Sean Costello

Mr. Costello informs the Board Members that the NFWB has been asked by the CDC and Niagara County Health Department to participate in a study to detect if levels of COVID-19 are increasing or decreasing in our influent, as a way to gauge the rate of COVID-19 infections in our sewershed. This study will require our staff to collect samples twice a week but there is no cost to the NFWB. There was no objection from the Board to participate in this study.

11. From the Chairman

12. Resolutions

2022-01-001 – LUCITY SOFTWARE SUPPORT AND MAINTENANCE RENEWAL

- a. Lucy Renewal Invoice from Tritech Software Systems**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

**2022-01-002 – AWARD WATER TREATMENT PLANT ELECTRICAL RELOCATION
BID**

- a. CPL Award Recommendation Letter – WTP Electrical Relocation**
- b. Bid Tabulation – WTP Electrical Relocation**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

**2022-01-003 – AWARD WATER TREATMENT PLANT HVAC AND PLUMBING
RELOCATION, AND WASTEWATER TREATMENT PLANT DUCTWORK
REPLACEMENT, BID**

- a. CPL Award Recommendation - WTP HVAC Relocation and WWTP Ductwork Replacement**
- b. Bid Tabulation - WTP HVAC Relocation and WWTP Ductwork Replacement**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2022-01-004 – ACCEPTING PROPOSAL FOR INTERMEDIATE PUMP ASSESSMENT

- a. **RFP 2021-04 Award Recommendation Memorandum**
- b. **GHD Proposal dated January 19, 2022**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

Chairman Forster thanks Mr. Williamson for his work on the RFP for this project.

2022-01-005 – PAYROLL AND TIME MANAGEMENT SYSTEM TECHNOLOGY UPGRADE

- a. **Evaluation Matrix**
- b. **Paychex Payroll and Time and Attendance Service Proposal**
- c. **Paychex Hardware (Time Clock) Proposal**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2022-01-006 – WWTP ADMINISTRATION BUILDING CARPET REPLACEMENT

- a. **January 10, 2021 Payne’s Carpet Outlet Proposal**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2022-01-007 – REALLOCATION OF BUDGETED FUNDS FOR AECOM CONSENT ORDER SERVICES

- a. **January 24, 2022 AECOM Proposal for Reallocation of Project Funds**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2022-01-008 – OUTSIDE INFRASTRUCTURE REPLACEMENT MATERIALS

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

13. Additional Comments from Chairman Forster

14. Unfinished/Old Business

15. New Business & Additional Items for Discussion

16. Executive Session (if needed)

Motion by Board Member Larkin and seconded by Board Member Asklar to enter executive session at 5:21 p.m. for the purpose of discussing hiring a particular person or corporation.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

Motion by Board Member Larkin and seconded by Board Member Kimble to exit the executive session and re-enter the open meeting at 5:39 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

Motion by Board Member Larkin and seconded by Board Member Asklar to authorize staff to advertise for the Director of Administrative Services position.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

17. Adjournment of Meeting

Motion by Board Member Larkin and seconded by Board Member Asklar to adjourn the meeting at 5:42 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0