



MINUTES

Business Meeting of the Niagara Falls Water Board April 25, 2022 at 5:00 p.m.

Note: This meeting could be attended in-person or 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 5:02 p.m.

a. Attendance:

Asklar (Board Member/Chairman of Finance/Member Exec. Staff Review Cmte.) *Present via Conference Call*

Forster (Chairman) *Present*

Kimble (Board Member) *Present via Conference Call*

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)

None.

d. Letters and Communications

i. April 18, 2022 COVID-19 Wastewater Surveillance Memorandum

Mr. Costello states that the Niagara Falls Water Board is the only sewer plant in Niagara County participating in this study and will continue to receive wastewater surveillance data reports until the study concludes.

- 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).**

Luke Cortese (1112 Ferry Ave. Niagara Falls NY, 14304) spoke regarding the same matter he previously brought to the attention of the board members at the February 28, 2022 board meeting – two recent water bills he has received from his tri-plex rental property.

Mr. Cortese is requesting a revision to the current billing system the Niagara Falls Water Board practices (quarterly billing).

The first bill that was billed on October 1, 2021 (July-August-September consumption) totaled \$2,171.63. The second bill that was billed on January 1, 2022 (October-November-December consumption) totaled \$2,241.02. Combined, \$4,476.06.

Mr. Cortese last made a payment of \$75.00 on October 12, 2021.

Mr. Cortese received a \$1,014.41 adjustment on February 2, 2022.

Mr. Cortese states that J.R. Swanson has recently been to his rental property to inspect for any known leaks – any identified leaks have been repaired.

The Board is requesting that Mr. Cortese provide General Counsel with documentation regarding the repair work that took place at his rental property.

Board Member Kimble asks Mr. Cortese what he believes to be fair regarding his outstanding water bill. Mr. Cortese states he would be able to pay \$2,500.00.

The Board instructs Mr. Eagler (Chief of Outside Infrastructure) to work with the Meter Shop to monitor the meter usage at Mr. Cortese's property – once a week for the next month.

f. Prior Meeting Minutes

i. Draft March 28, 2022 Meeting Minutes

Motion by Board Member Leffler and seconded by Board Member Larkin to approve the March 28, 2022 Meeting Minutes.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2. Executive Director – Dr. Abderrahman Zehraoui

- a. WWTP Project Budget Tracker (CPL)
- b. WWTP Construction Schedule Tracker (CPL)
- c. Financial Award Summary (CPL)
- d. Update on Sodium Hypochlorite Use
- e. Mayor Restaino News Release Including Sewer Lateral and Text Update Programs

Dr. Zehraoui informed the board of the recent correspondence received from Mayor Restaino – who recently launched multiple programs aimed at improving Niagara Falls neighborhoods and communication with residents. Details have not yet been worked out on how the Water Board could take advantage of a new resident communication tool.

3. Outside Infrastructure Updates – Michael Eagler

Mr. Eagler explains to the Board the recent need for repairs to the Aqua Tech combination sewer truck due to computer issues when the boom crashed into the truck. Recirculation pump and relief valve have also been replaced, along with several minor repairs (16 total).

The Vac-Con truck (2006) has a bad turbo and blown head gasket. As a result, both of the Water Board's combination trucks are out of service.

Mr. Eagler inquired with several local companies, along with DPW and was unable to secure someone in Niagara Falls to repair the Vac-con. Several mechanics referred the NFWB to S&S Fleet Solutions in Lockport NY - the NFWB will be proceeding with repairs (approximately 4-6 weeks for completion).

Mr. Eagler received confirmation from J.R. Swanson and J.A. Brundage – they will respond to any sewer plugs that are deemed the NFWB's responsibility. Mr. Eagler states that he and his crew will rotate who is called and the company will charge accordingly.

Mr. Eagler believes it is vital that the NFWB explores the possibility of replacing the 2006 Vac-Con truck. Chairman Forster asked that staff look into possible acquisition of a new

truck on a State bid and alerted the Board that a special meeting to approve the procurement might be necessary.

4. Maintenance – Joseph Argona

5. Engineering – Douglas Williamson

a. Town of Niagara Sewer Flows

Mr. Williamson reviewed the Town of Niagara Sanitary Sewer Flow Measurement Results with the Board.

6. Personnel Items – Dr. Abderrahman Zehraoui

a. April 25, 2022 Personnel Actions Report

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

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carries, 5-0

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

None.

8. Finance – Brian Majchrowicz

- a. Revenue Budget Performance Report through March 31**
- b. Sewer Fund Expense Budget Performance Report through March 31**
- c. Water Fund Expense Budget Performance Report through March 31**
- d. Board Fund Expense Budget Performance Report through March 31**
- e. Key Bank and Bank on Buffalo Balance Report**
- f. Wilmington Trust Balance Report**
- g. Treasury Account Balance Report**
- h. Budget Amendments Report**
- i. March 2022 Capital Payments**
- j. Payroll, Hypochlorite, Sludge, Ferric, and SIU Revenue Status Charts**

9. Questions Regarding March 2022 Operations and Maintenance Report

None.

10. Safety – Dr. Abderrahman Zehraoui

None.

11. General Counsel and Secretary – Sean Costello

None.

12. From the Chairman

None.

13. Resolutions

2022-04-001 – AUTOMATECH SOFTWARE MAINTENANCE AND SUPPORT RENEWAL

a. AutomaTech Quote dated April 8, 2022

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

2022-04-002 – GE DIGITAL SCADA CONTROL SUPPORT RENEWAL

a. GE Digital Quote dated April 7, 2022

b. GE Acceleration Plans Brochure

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

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carries, 5-0

2022-04-003 – ACCEPTING BLUE CROSS HEALTH INSURANCE RENEWAL RATES

a. Blue Cross Health Insurance Renewal Rates

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2022-04-004 – AUTHORIZING PAYMENT OF CYBER INSURANCE RENEWAL PREMIUM

a. Chubb Cyber Insurance Renewal Quote

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2022-04-005 – AUTHORIZING PAYMENT FOR HI-VAC SEWER CLEANING TRUCK REPAIRS

a. Hi-Vac Repair Quote from Tracey Road Equipment

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carries, 5-0

2022-04-006 – AUTHORIZING SHIMADZU SERVICE AGREEMENT

a. 2022-2025 Shimadzu Service Quote

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

14. Unfinished/Old Business

1) Board Room WTP:

- 3/11/22: Both contracts were executed for Electric (CIR) and Piping (Danforth). A meeting will be scheduled for 3/17 with contractors.
- 4/13/22: Danforth work complete. CIR work to be scheduled by end of month. Next steps include relocation of fiber optic line and completing wall demolition.

2) WWTP Rug Replacement

- 3/11/22: Carpet to be installed on 03/23, 03/24, and 03/25.
- 4/13/22: Partially complete – three offices and stairs remain to be complete.

3) WTP Caulking Project

- 3/11/22: Project completed 3/4 (only cleaning of the area is remaining)
- 4/13/22: Fully complete.

4) WWTP Sodium Hypochlorite Tank Replacement

- 3/11/22: We need to put out an RFP for the tank replacement work due to the costs. Cost estimate from Belding Tank Technologies of \$73,300 plus \$5,000 freight for a 14,000-gallon tank. We will likely need to put drawings and specifications together to get a complete bid price. Doug is working on the bid.
- A draft RFP has been completed that includes drawings and specifications for the sodium hypochlorite tank #216 replacement. Possibility of including the replacement of ferric chloride tanks #214 and #215 in the RFP. Waiting to hear back from EFC on the grant application that was submitted in November of 2021 for this work.

5) Basin 5 - Completion Date

- 3/11/22: Basin 5 completion date is still dependent on when the gear box is delivered.

6) WWTP Ceiling Project

- 3/11/22: Painting (by NFWB) and Ceiling Tile Replacement (by Union Carpenters) is underway.
- 4/13/22: Ongoing – administration building complete, bathrooms and control room underway.

7) WWTP Brick Repair Work & Enclosure of Balcony

- 3/11/22: Scope of work being developed, and quotes will be obtained.
- 4/13/22: Bricklayers on site, work underway, meeting with canvas installer by end of April for screening in of balcony.

8) Whitney Ave. Water Main Replacement

- 3/11/22: Previously, CPL put this project on hold to focus on the 18th Street Watermain project. However, they plan to survey Whitney Avenue and start working on the design again.
- 4/14/22: Whitney Avenue survey has been completed and CPL is currently finalizing the documents for submission to DOH.

9) 18th St. Water Main Replacement from Whitney Ave. to Ontario Ave.

- 3/11/22: The 18th Street Watermain project was submitted to the NYSDOH for review on 2/8/22.
- 4/14/22: CPL has received a review letter from Niagara County DOH with no comments. CPL is currently finalizing a response letter to the City of Niagara Falls and NYS DOH. CPL is planning to advertise the project for bids the first week of May. Water main pipe is seeing deliver lead times from 24 – 30 weeks, which will delay the start of construction.

10) WTP Perimeter Fence Replacement Update

- 3/11/22: Contractor quotes previously obtained but waiting on results of grant application submitted at end of November 2021.
- 4/13/22: Quotes obtained for brush hog needed to facilitate performing work in-house.

11) Paychex Payroll System Update

- 3/17/22: All information requested has been sent to Paychex. Waiting on Paychex to finish setting our system up. Per Paychex status meeting on 3/17 - 'Status of Project – 29% complete, first payroll tentatively slated to process 3/22 with a check date of 3/25'
- 4/14/22: In the process of completing a mock payroll to coincide with our previous one to make sure numbers are accurate. Timeclocks are currently being programmed and we will start testing a sample of employees with the new clocks. Continuing training.

12) Advanced Metering Infrastructure Update

- 3/10/22: Dave Johnson (Neptune) email update in 3/21 work session packet.
- 4/14/22: April 7, 2022 update from Neptune is in the 4/18 work session packet.

13) Verifying Ownership Prior to Opening Water Account

- 3/28/22: Board Members Asklar and Larkin raised question regarding squatters possibly having water service turned on; will seek more details on specific address.

15. New Business & Additional Items for Discussion

None.

16. Executive Session: Anticipated motion to enter into executive session for the purpose of considering matters leading to the appointment or employment of a particular person for the position of Director of Administrative Services (Public Officers Law § 105(f)).

No executive session was held.

17. Adjournment of Meeting

Motion by Board Member Larkin and seconded by Board Member Kimble to adjourn the meeting at 5:53 p.m.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carries, 5-0