



MINUTES

Business Meeting of the Niagara Falls Water Board July 24, 2023 at 5:00 p.m.

**Water Treatment Plant Conference Room
5815 Buffalo Avenue, Niagara Falls New York 14304**

**Meeting may be attended in person
or via videoconference – visit NFWB.org for details.**

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

Forster (Chairman) Present

Kimble (Board Member) Present via Videoconference

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

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

b. 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).

Jason Haywood of 906 Morley Ave spoke about a bill he received a bill for \$3,200 for the billing period of February-May 2023. He had a plumber check for leaks but did not find anything. He sent in an adjustment application. Chairman Forster stated Michael Eagler, Chief of Outside Infrastructure will follow up on the meter and Brian Majchrowicz, Director of Finance will follow up on the application.

c. Comments from Chairman Forster

Chairman Forster asked that the Board enter into executive session to discuss matters leading to the appointment, employment, promotion, demotion, or removal of a particular person.

Motion by Board Member Larkin and seconded by Board Member Leffler to enter into Executive Session at 5:03 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

Motion by Board Member Asklar and seconded by Board Member Leffler to exit Executive Session at 6:23 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

i. 2023 Budgeted Expenses - Expenditures of User Rates, Fees, and Charges Less Debt Service

d. Presentations (none scheduled)

e. Letters and Communications

- i. 2023-07-11 – COVID Wastewater Surveillance Update Memorandum**
- ii. 2023-06-30 – 2022 Bipartisan Infrastructure Law Lead Service Line Replacement Grant Award**
- iii. 2023 Rain Barrel Sale Flyer**

The 2023 Rain Barrel Sale Flyer is posted on nfwb.org under “News.”

f. Prior Meeting Minutes

i. Draft June 26, 2023 Meeting Minutes

Motion by Board Member Kimble and seconded by Board Member Asklar to approve the June 26, 2023 meeting minutes.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 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)**

3. Inside Infrastructure and Operations – Russell DeFranco

4. Outside Infrastructure Updates – Michael Eagler

Mr. Eagler shared some cost savings numbers from projects completed in-house instead of contracting them out.

Hyde Park and Walnut: \$158,192 savings, after accounting for all materials, benefits, and overtime.

652 Elmwood Avenue: \$33,500 savings

25th Street: \$32,000 savings

Fairfield Avenue: \$12,000 savings

There is an upcoming job on Beech Ave expected to RFP at \$248,000, which will also be done in-house if possible.

The trees in front of the Water Treatment Plant have been trimmed, and brush hogging along the fence line is complete.

5. Engineering – Douglas Williamson

There will be an inspection for Ferric Chloride Tanks 214 and 215 in the next few weeks, which will determine if they can be repaired.

Mr. Williamson sent an application to the DEC for Tank 213, sulfuric acid, to remove it from the active list and now no longer needs to be inspected.

An email was received today from the EPA stating NFWB satisfactorily addressed the issues raised by the Pretreatment Compliance Inspection.

6. Personnel Items – David San Lorenzo

a. July 24, 2023 Personnel Actions

Chairman Forster asked the Board to make an amendment to the July 24, 2023 Personnel Action Sheet, to add an increase in the salary of David San Lorenzo, Director of Administrative Services, by 4 %, effective retroactively July 1st.

Motion by Board Member Larkin and seconded by Board Member Leffler to amend the Personnel Action Sheet.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

Motion by Board Member Larkin and seconded by Board Member Kimble to approve the July 24, 2023 Personnel Actions.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0

b. Union Time Off Year to Date

7. Information Technology (IT) – Dr. Abderrahman Zehraoui and Jonathan Joyce

a. Cybersecurity Updates

Mr. San Lorenzo stated IT met with a printer vendor and will have pricing and a plan for universal printers by the next board meeting.

8. Finance – Brian Majchrowicz

- a. Revenue Budget Performance Report through 6/30/2023**
- b. Sewer Fund Expense Budget Performance Report through 6/30/2023**
- c. Water Fund Expense Budget Performance Report through 6/30/2023**
- d. Board Fund Expense Budget Performance Report through 6/30/2023**
- e. Key Bank and Bank on Buffalo Balance Report**
- f. Wilmington Trust Balance Report**
- g. Treasury Account Balance Report**
- h. Budget Amendments Report**
- i. Capital Payments**

9. Questions Regarding June 2023 Operations and Maintenance Report

10. Safety – John Accardo

Two vehicles were de-fleeted today, which will save \$843 a month and \$2,200 in insurance, and will net at about \$48,000.

August 8, 2023 will be the first meeting of the reinstated Safety Committee, which will meet once a month.

11. General Counsel and Secretary – Sean Costello

12. From the Chairman

Efforts continue to obtain \$250 million in funds for WWTP plant conversion. The state has moved the application deadline to August 11th, and there will need to be a special meeting in August called to vote on a resolution to apply for funding.

13. Resolutions

2023-07-001 - RENEWAL OF PERMA WORKERS COMPENSATION POLICY

a. Workers Compensation Renewal Proposal

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-07-002 - AUTHORIZATION TO PROCEED WITH NYPA CLEAN ENERGY SERVICES PROJECT

a. 2023-05-22 - NYPA Proposed Authorization to Proceed for Services Related to Solar Development at Water Treatment Plant

b. 2023-05-22 - NYPA Summary of Plan to Provide Advisory Services for Solar Development at WTP

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

Asklar __abstain__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 4-0.

2023-07-003 - PROCUREMENT OF WATER MAIN VALVES AND HYMAX CLAMPS
a. **2023-05-31 - Core and Main Quote for Water Main Valves and Hymax Clamps**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-07-004 - MILTON CAT CHANGE ORDER FOR WATER TREATMENT PLANT GENERATOR CONTROL UPGRADE PROJECT
a. **2023-07-11 - Milton CAT Change Order for Generator Control Upgrade Project**

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.

2023-07-005 - CHANGE ORDER FOR PROJECT 6 ENGINEERING SERVICES AGREEMENT, SODIUM HYPOCHLORITE TANK, SECONDARY CONTAINMENT, PUMPING, PIPING, AND CONTROLS
a. **2023-06-28 - AECOM Proposal - Change Order to WWTP Project 6 Agreement to Perform Engineering Services for Sodium Hypochlorite Tank Replacement, Pump Addition**

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

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2023-07-006 - AWARD BID FOR WATER TREATMENT PLANT ROOF REPLACEMENT

- a. **2023-07-17 - CPL WTP Roof Bid Award Recommendation and Bid Tabulation**
- b. **Diagram of WTP Roof Sections Used in Bid**

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.

**2023-07-007 - WTP SECURITY UPGRADES – DOOR ACCESS CONTROL CARD
READER SYSTEM AND INSTALLATION OF TWO DOORS FOR ACCESS CONTROL**

a. 2023-06-16 - Jens Glass Estimate for WTP Security Upgrades

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.

14. Unfinished/Old Business

1) WWTP Sodium Hypochlorite Tank Replacement

- 7/14/22: The 2021 WIIA Sewer (WWTP) Grant of \$1,125,000 was awarded on April 19, 2022 that included the some of the funds necessary to complete the WWTP tank removal and replacement work. We may be able to utilize some of the remaining balance of the WWTP Phase II grant to assist with this work, as well. We need approval from the NYSDEC to include some of the WWTP tank replacement work under this WWTP Phase II grant. The draft WWTP Tank Replacement RFP that was created needs to be finalized to show the grant funding sources that have been approved for the project, before we can proceed.
- 7/14/23: Resolution for engineering services in work session packet.

2) WTP Perimeter Fence Replacement Update

- 7/14/22: The 2021 WIIA Water Grant application of \$3 million was awarded on April 19, 2022 that included some funds that can be used for the WTP perimeter fence replacement work. On 7/13/22, the capital purchase order for the \$8,000 brush hog was completed to assist with the work in-house. WTP maintenance to schedule and coordinate the fencing work.
- 7/14/23: Security gate and lower fence for clear well building scheduled for week of July 17.

Davidson Fence came today to repair one section of the fence. Mr. DeFranco is working with Mr. Eagler to fill in low, wet, and weedy areas.

15. New Business & Additional Items for Discussion

- a. Schedule a Special Meeting for Grant Applications and Change Order for
WWTP Project 1 – Scope of Masonry Repair Work Required in Basin 3
Greater Than Anticipated**

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

Conducted earlier in the meeting.

17. Adjournment of Meeting

Motion by Board Member Asklar and seconded by Board Member Larkin to adjourn the meeting at 6:45 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.