



MINUTES

Business Meeting of the Niagara Falls Water Board October 23, 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 5:01 p.m.

a. Attendance:

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

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).

Sarah Ashker spoke regarding 2 Hillcrest St., a property that she and her husband purchased in 2017 and have been working on, but which currently does not have water. Last summer there was a leak in the line going down Hillcrest, so water was cut off and was left up to residents to fix. She is gathering information, looking for the next step to get water restored, and would like to know if the City can help with water damage to the brick road. Mr. Eagler

stated Hillcrest is a private road with four homes that are serviced by a 2-inch line. Years ago, the goal was for the four current homeowners to come to a mutual agreement and repair it together. They could not come to an understanding, so each one did it separately. The owner of 2 Hillcrest at the time never had it done. The 2-inch line was turned over to the homeowners, and it is not a City water line. Chairman Forster stated that unfortunately it is a private property issue, and the NFWB does not work on private property. Mr. Eagler has previously given Mrs. Ashker recommendations for the best way to restore water and will continue to provide any information needed.

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 and matters leading to the employment of a particular corporation.

Motion by Board Member Larkin and seconded by Board Member Leffler to enter into Executive Session at 5:07 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

Motion by Board Member Larkin and seconded by Board Member Leffler to exit Executive Session at 6:06 p.m.

Asklar __A__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 4-0.

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

d. Presentations (none scheduled)

e. Letters and Communications

i. 2023-10-19 – COVID Wastewater Surveillance Update Memorandum

f. Prior Meeting Minutes

i. Draft September 25, 2023 Meeting Minutes

Motion by Board Member Larkin and seconded by Board Member Kimble to approve the September 25, 2023 meeting minutes.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

ii. Draft October 2, 2023 Special Meeting Minutes

Motion by Board Member Kimble and seconded by Board Member Asklar to approve the October 2, 2023 special meeting minutes.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

2. Acting Executive Director – Michael Eagler

- a. WWTP Project Budget Tracker (CPL)**
- b. WWTP Construction Schedule Tracker (CPL)**
- c. Financial Award Summary (CPL)**
- d. Neptune Meter Reading Software Update**
- e. 18th Street Water Main Replacement Project Change Order 1 - Final Amount Under Bid Award**
- f. 1800 Block Whitney Avenue – Water Service Issue Following Main Replacement**

The roof project is on course, and lightning protection will be added before the contractor leaves for the season.

The chlorine piping project for the Water Treatment Plant booster pump has been drawn up and will be put out to bid.

Project 1 update – Sedimentation basin 3 should be online by the middle of next week. The contractors have stopped working on sedimentation basin 2 and will be finishing 1 first.

Project 3 update – The polymer system is running and can be seen from SCADA. All four polymer mixing tanks will be running soon.

Employees have been instructed not to use the walkways between WWTP sedimentation basins until railings are installed. Quotes are currently being acquired.

Chairman Forster requested CPL remove completed projects from the Construction Schedule Tracker.

Neptune software has been upgraded. Neptune will be moving to a cloud-based memory system. Because Windows 7 will become obsolete, Neptune will no longer have the ability to support it. IT and Finance will be working together to position NFWB to get ahead of the curve. In the past we have paid a one-time cost, there will now be a yearly fee.

18th Street Main Replacement is complete. At 1814 Whitney, the owner, who lives in NYC, visited the vacant residence after the project was completed, and he did not have water. The service leads directly to the excavation site that has been blacktopped. Contractor 4th Generation has been instructed that it must restore water to that residence.

College & Highland repairs have been made and water has been reactivated. 4th Generation will fill the hole, and they are responsible for site safety until that is completed. Mr. Costello to follow up with correspondence to 4th Generation if not resolved.

3. Inside Infrastructure and Operations – Russell DeFranco

Louvers and actuators in the generator room were replaced with existing parts, saving the cost of new parts.

Painting outdoors continues until the weather changes.

The infrastructure is now in place for the water transfer from WTP to WWTP project, quotes for a flow meter and sampler are currently being acquired.

The unused sludge building will be demolished before winter.

The fence project is delayed due to delayed fence material production across the country.

4. Outside Infrastructure Updates – Cortez Bradberry

Duke's Root Foaming will begin foaming selected sewer mains tomorrow.

The WTP to WWTP pumping preliminary run has been successful. Outside maintenance installed 50 ft water pipe, 40 ft sewer pipe, a valve, a vault, and a sampling port. They are currently in the process of cleaning 150ft of 24" sewer main. It is believed that when the State redid Buffalo Ave all the debris including bricks and mortar were left in the main and has now caused the 24" main to be a 12" main. This process has proven to be slow moving.

Outside maintenance has assisted the meter shop with the shutoff program and has cleaned several curb boxes and installed new curb shutoffs.

Outside maintenance will continue to clean as many catch basins as we can before winter.

5. Engineering – Douglas Williamson

a. Town of Niagara Sewer Flow Monitoring Update

Mr. Williamson is missing some key information for the Town of Niagara Sewer Flow Monitoring Update, so it is not available yet.

Mr. Williamson provided graphs for historic bid prices for chemicals, showing stabilization of chemical prices. The major change that impacts the budget is sodium hypochlorite.

Mr. Williamson's intern and Rick Roll's students have been working on a project proposal to address the issue of swallows entering the sludge building.

Chairman Forster stated the WTP Chlorine Booster Pump was never ordered after it was approved by the board in 2022. He requested that Mr. Costello create a spreadsheet to track steps and purchases that follow the passing of a resolution, and for it to be added to the monthly board meeting packet.

6. Personnel Items – David San Lorenzo

- a. October 23, 2023 Personnel Actions**
- b. Union Time Off Year to Date**
- c. 2024 Holiday Schedule**

Motion by Board Member Larkin and seconded by Board Member Leffler to approve the October 23, 2023 Personnel Actions.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

Mr. San Lorenzo stated a new call-in procedure has been established. Employees can now call a designated phone number, choose their department, and leave a voicemail. Supervisors and HR will receive an email with transcription.

A new cell phone policy has also been distributed.

HR has been working on settling grievances and PERB charges in preparation for the upcoming union contract.

Chairman Forster requested an employee organizational chart and job vacancy list be added to the monthly board meeting packet.

7. Information Technology (IT) – Clayton Hotchkiss

The WTP overhead paging system is complete, besides expanding into areas of the plant that never had speakers. WWTP paging is incomplete, as the original infrastructure is gone. IT will be obtaining quotes to help rebuild the system.

The fiber runs to the low lift building for the generator project, as well as the process network and camera network has been completed. A camera has been added to the clear well.

The cyber audit topology has been completed, disaster recovery and backup plan are ongoing.

A new print management system is being evaluated and will be rolled out next month. Currently there are many small personal printers being used that incur high ink and toner costs. The new system will centralize printing and have many options to allow different levels of access for users.

Lucity training is planned to be done in house by NFWB employees.

8. Finance – Brian Majchrowicz

- a. 2024 Budget Update
- b. Requesting Approval - Proposed \$500,000 Budget Transfer from Sodium Hypochlorite to Carbon
- c. Routine Budget Amendments Report
- d. Revenue Budget Performance Report through 9/30/2023
- e. Sewer Fund Expense Budget Performance Report through 9/30/2023
- f. Water Fund Expense Budget Performance Report through 9/30/2023
- g. Board Fund Expense Budget Performance Report through 9/30/2023
- h. Key Bank and Bank on Buffalo Balance Report
- i. Wilmington Trust Balance Report
- j. Treasury Account Balance Report
- k. Capital Payments – September 2023

Mr. Majchrowicz will be sending the first draft of the 2024 budget to the Board Members after today's meeting.

A \$500,000 budget transfer is being requested from the sodium chloride line to carbon for carbon changeouts.

Chairman Forster requested a signature line from the Chairperson of Finance on budget transfer forms for amounts over \$20,000.

9. Questions Regarding September 2023 Operations and Maintenance Report

10. Safety – John Accardo

Sexual Harassment Training was conducted earlier this month, with a small number of employees who missed the training required to make up the training online.

Another CPR and AED training course will be offered by NFFD in November. Two more AEDs have been ordered for the company. Mr. Accardo is also looking into active shooter training.

The Safety Committee continues to meet and correct safety issues through both plants.

11. General Counsel and Secretary – Sean Costello

12. From the Chairman

13. Resolutions

2023-10-001 – SEWER LINE CHEMICAL ROOT CONTROL

a. 2023-09-15 - Duke's Sewer Line Root Control Quotation

b. DEC Bureau of Pesticides Sewer Line Root Control Registration Search Results

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

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.

2023-10-002 – RENEWING MEMORANDUM OF UNDERSTANDING WITH JAMESTOWN COMMUNITY COLLEGE RELATIVE TO USE OF NFWB FACILITIES FOR WATER AND WASTEWATER OPERATOR CERTIFICATION AND CONTINUING EDUCATION COURSES

a. Draft Memorandum of Understanding

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.

2023-10-003 – COMBINED BID FOR 2024 WATER AND WASTEWATER TREATMENT CHEMICALS

a. 2023-10-10 – Memorandum Regarding Award of Bid #W2023-05

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.

2023-10-004 – EMPLOYMENT OF DAVID CONTI

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.

2023-10-005 – PROFESSIONAL SERVICES FOR EXECUTIVE DIRECTOR SEARCH

- a. AP Professionals Proposal**
- b. Career Partners Proposal**
- c. Procom Services Proposal**
- d. Ralph Andersen Associates Proposal**
- e. Systems Personnel Proposal**
- f. Wet-Tek Executive Search Proposal**

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

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion to table 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.
- 9/15/23: Contract amendment for work needs to be prepared.
- 10/19/23: Contract amendment has been sent to AECOM for execution.

15. New Business & Additional Items for Discussion

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 and for considering matters leading to employment of a particular corporation (Public Officers Law § 105(f)).

Conducted earlier in the session.

17. Adjournment of Meeting

Motion by Board Member Leffler and seconded by Board Member Kimble to adjourn the meeting at 7:06 p.m.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.