



MINUTES

Business Meeting of the Niagara Falls Water Board December 18, 2023 at 5:00 p.m.

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

Meeting could be attended in person or via videoconference.

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.) *Arrived at 5:01 pm*

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).**

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 Larkin and seconded by Board Member Leffler to exit Executive Session at 5:27 p.m.

Asklar __A__ 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. 2023-12-06 – COVID Wastewater Surveillance Update Memorandum**
- ii. 2023 WIIA Grant Award Letter Project No. C9-6603-17-00 – Calumet Ave. Sewer Main**
- iii. 2023 WIIA Grant Award Letter Project No. 18587 – Drinking Water System Improvements**
 - 1. List of Drinking Water Projects - WIIA Grant Project No. 18587**

f. Prior Meeting Minutes

- i. Draft November 20, 2023 Meeting Minutes**

Motion by Board Member Asklar and seconded by Board Member Larkin to approve the November 20, 2023 meeting minutes.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __abstain__

Motion carried, 4-0, with 1 abstention.

2. Acting Executive Director – Michael Eagler

Mr. Eagler stated he has nothing new to add.

- a. WWTP Project Budget Tracker (CPL)
- b. WWTP Construction Schedule Tracker (CPL)
- c. Financial Award Summary (CPL)

3. Operations Executive – David Conti

Mr. Conti stated the employees have been working on cleaning up work orders and bugs in Lucy. He also stated WTP surge valves are scheduled to be repaired on January 8th and 9th and anticipates this repair will be of significant help to the distribution system.

4. Outside Infrastructure Updates – Cortez Bradberry

Mr. Bradberry stated he has nothing to add.

5. Engineering – Douglas Williamson

Mr. Williamson stated he is looking to issue an RFP for an engineering consultant to assist with the lead service lateral inventory program that we are conducting in response to the EPA's lead and copper rule, which is due 10/16/24, and hope to award that at next month's Board meeting.

- a. In-Plant Mechanical Services Contract – No Bids Received

6. Personnel Items – David San Lorenzo

- a. December 18, 2023 Personnel Actions

Motion by Board Member Larkin and seconded by Board Member Leffler to amend the December 18, 2023 Personnel Actions to add 3.5% raise for Doug Williamson at \$2,969.49, a 4.5% raise for Brian Majchrowicz at \$4,221.28, and a 3.5% raise for John Accardo at \$1,911.91.

Asklar __Y__ Forster __Y__ Kimble __Y__ Larkin __Y__ Leffler __Y__

Motion carried, 5-0.

Motion by Board Member Asklar and seconded by Board Member Larkin to approve the December 18, 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) –Jonathan Joyce

Mr. Joyce was absent.

8. Finance – Brian Majchrowicz

The Finance Department will be sending out 169 Drip Program letters this year, compared to 420 in 2018. Most of the reduction is due to water line replacements.

The transfer to taxes is complete, and bills went out last week. The amount transferred was \$3,385,000, which is a slight increase from last year, but coincides with the rate increase.

The Town of Niagara was sent a payment reminder letter, and another will be sent after January 1st.

- a. Drip Program
- b. Transfer of Outstanding Balances to City Taxes
- c. Correspondence with Town of Niagara – Outstanding Balance
 - i. Town of Niagara Sewer Agreement
- d. Revenue Budget Performance Report through 11/30/2023
- e. Sewer Fund Expense Budget Performance Report through 11/30/2023
- f. Water Fund Expense Budget Performance Report through 11/30/2023
- g. Board Fund Expense Budget Performance Report through 11/30/2023
- h. Key Bank and Bank on Buffalo Balance Report
- i. Budget Amendments Report
- j. Wilmington Trust Balance Report
- k. Treasury Account Balance Report
- l. Capital Payments

9. Questions Regarding November 2023 Operations and Maintenance Report

10. Safety – John Accardo

CPR/AED Training class was held on 12/13/23, with 20 participants, totaling 31 employees certified in 2023. Reasonable Suspicion Training was held this morning, with 30 attendees. Training will continue to be scheduled in 2024. Mr. Accardo will be looking into First Line Supervisor Training, Work/Life Balance, Conflict Resolution, Customer Satisfaction, Employee Discipline, etc., and will bring a list of topics to the next Board meeting.

11. General Counsel and Secretary – Sean Costello

The NFWB hosted the Niagara County Local Emergency Planning Committee for their bimonthly meeting in the WTP Conference Room. About 32 people attended in person, several attended by Zoom. Following the meeting our Chief Operator Rob Rowe led a tour of the WTP for 22 of the attendees, including some DEC representatives, Coast Guard representatives, and industrial neighbors. This was a valuable opportunity for the Water Board to connect with and learn from emergency response coordinators, and emergency response coordination is required by the Clean Air Act as part of the Risk Management Plan at the WTP.

The CISA assessment of our facilities will take place tomorrow at WTP and Wednesday at WWTP. Tomorrow is also the yearly inspection by the DEC at WWTP.

a. Water/Sewer Line Warranty Program Update

12. From the Chairman

13. Resolutions

2023-12-001 – LUCITY RENEWAL

a. Lucy Software 2024 Renewal Pricing

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.

2023-12-002 – 2024 WATER BOARD MEETING SCHEDULE

- a. **Proposed 2024 Meeting Schedule**
- b. **Calendar Marked With Proposed 2024 Meeting Dates**

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.

**2023-12-003 – 2023 ANNUAL REVIEW OF MISSION STATEMENT,
ADOPTION OF AND REPORT ON PERFORMANCE MEASUREMENTS,
AND REPORT ON OPERATIONS AND ACCOMPLISHMENTS**

- a. **Draft 2023 Annual Review of Mission Statement, Performance Measurement Report, and Report on Operations and Accomplishments**

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.

2023-12-004 – AWARD BID FOR WATER TREATMENT PLANT CHLORINE BOOSTER PROJECT

- a. **2023-12-05 – Chlorine Booster Project Award Recommendation and Bid Tabulation**

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.

2023-12-005 – CHANGE ORDER FOR GENERAL CONTRACT WORK WWTP PROJECT 1: ADDITIONAL CONCRETE REPAIRS FOR BASIN 2

- a. **2023-11-13 – Hohl Project 1 Proposed Change Order No. 20**

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.

14. Unfinished/Old Business

15. New Business & Additional Items for Discussion

16. Executive Session (if needed)

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 5:57 p.m.

Asklar Y Forster Y Kimble Y Larkin Y Leffler Y

Motion carried, 5-0.