



## MINUTES

### **Business Meeting of the Niagara Falls Water Board April 22, 2024 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.) 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).**

##### **c. Comments from Chairman Forster**

**i. 2024 Budgeted Expenses - Expenditures of User Rates, Fees, and  
Charges Less Debt Service**

**d. Presentations (none scheduled)**

**e. Letters and Communications**

- i. CISA Fact Sheet - PRC State Sponsored Cyber Activity Actions for Critical Infrastructure Leaders**
- ii. 2024-04-12 – COVID Wastewater Surveillance Update Memorandum**

**f. Prior Meeting Minutes**

- i. Draft March 25, 2024 Meeting Minutes**

*Motion by Board Member Kimble and seconded by Board Member Larkin to approve the March 25, 2024 meeting minutes.*

*Board Member Asklar noted he would abstain because he was not present for the meeting.*

*Asklar   Abstain   Forster   Y   Kimble   Y   Larkin   Y   Leffler   Y*

*Motion carried, 4-0, with 1 abstention.*

**2. Acting Executive Director – Michael Eagler**

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

*Mr. Eagler reported that high-lift pump No. 2's shaft is being milled to accept new aluminum bearings, which are required to comply with NSF-61. At the time of the Board meeting there is an active water main break on the cobbled section of First and Rainbow; the broken main is either 6" or 12". 44 fire hydrants have been replaced thus far this year.*

*The NFWB participated in the City's recent Touch A Truck event. The new Vac-Con truck was very well received by participants. On April 23 students from local high schools will tour the wastewater plant. Surveillance camera installation with alarms at the Gorge Pumping Station has been successful to date, and additional equipment will be installed soon.*

*Jay Myers, from CPL, reported on an internal and external inspection of the Beech Avenue water storage tank. The inspection was completed on Saturday, April 20 because the inspection company was in the area for another job – which saved the Water Board about \$2,000 in travel expenses. A formal report will be produced, but the initial conclusions were positive – the tank remains serviceable though it will need to be recoated inside and out. The inspection company believes there is a substantial service life remaining, and reusing the storage tank plus a booster pump means that a project to improve volume and fire service in the North End of the City may be completed in less than two years. This is a far shorter*

*timeframe than if the tank had to be demolished and replaced, and also will preserve the tower's cellular facilities. If brought back online, the tank will approximately double the system's treated water storage capacity.*

### **3. Operations Executive – David Conti**

*Mr. Conti discussed the student tour that is being facilitated by Buffalo Niagara Waterkeeper.*

### **4. Outside Infrastructure Updates – Cortez Bradberry**

### **5. Engineering – Douglas Williamson**

*Mr. Williamson informed the Board about a meeting earlier in the week with representatives of the Town of Niagara, on the subject of renegotiating the NFWB agreement to accept and treat certain Town sewer flows. The Board asked questions about the Town's request for relief from its 2024 bills.*

*Mr. Williamson further noted that decisions have been made on which water lines to include in the next round of grant applications, and that the Board likely will see grant application and SEQR resolutions in May.*

### **6. Personnel Items – David San Lorenzo**

#### **a. April 22, 2024 Personnel Actions**

*Mr. San Lorenzo stated that a meeting is scheduled next week with Highmark on next year's health insurance rates. An increase is expected. The Board questioned the last time we have completed an RFP for the health insurance broker and directed issuance of an RFP.*

### **7. Information Technology (IT) – Clayton Hotchkiss**

*Mr. Hotchkiss reported that he and Mr. Joyce have completed training for the Verkada access control system. The Gorge Pump Station now is being monitored with cameras and an alarm system with motion alerts. Audio monitoring will be established so that operators at the WWTP can monitor pumps for any abnormal noises.*

*Chairman Forster asked about references in the Operations and Maintenance Report under Mr. Rowe's section which may suggest the Verkada cameras could have security vulnerabilities. Mr. Hotchkiss described numerous features that make the system much more secure compared to the older cameras at the WTP. The Board directed Mr. Costello to work*

*with IT to prepare a letter from the Board to Mr. Rowe which explains the security features to provide him with confirmation that the system is secure.*

**8. Finance – Brian Majchrowicz**

- a. Revenue Budget Performance Report through 3/31/2024**
- b. Sewer Fund Expense Budget Performance Report through 3/31/2024**
- c. Water Fund Expense Budget Performance Report through 3/31/2024**
- d. Board Fund Expense Budget Performance Report through 3/31/2024**
- e. Key Bank and Bank on Buffalo Balance Report**
- f. Wilmington Trust Balance Report**
- g. Treasury Account Balance Report**
- h. Capital Payments**
- i. Budget Amendments Report**

*Mr. Majchrowicz will provide the Board with details on the interest being earned on monies in the Trustee accounts.*

**9. Questions Regarding March 2024 Operations and Maintenance Report**

**10. Safety – John Accardo**

*Mr. Accardo reported on the vehicle fleet condition inspection that recently was completed. The fleet is in excellent condition, with few dents and just a few vehicles that needed cleaning at the time of inspection. The average age of the fleet is 3 years, and average mileage is 26,000.*

*Chairman Forster noted that the fleet has come a long way since 2017, when some vehicles had rusted-through floorboards and the average age was 13 years. The Board discussed how leasing most of the vehicles allows for safe, low-maintenance vehicles.*

**11. General Counsel and Secretary – Sean Costello**

**12. From the Chairman**

**13. Resolutions**

**2024-04-001 - PROCUREMENT OF MANHOLE FRAMES AND LIDS**

- a. **Neenah Enterprises Quote for Manhole Frames and Lids**

*Mr. Eagler explained that the outside crew maintains a stock of these items because they have long lead times for delivery when ordered. Manhole frames may be damaged when struck by plows.*

*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.*

**2024-04-002 - EXTENSION OF AECOM AGREEMENT FOR ONSITE ENVIRONMENTAL MONITOR SERVICES**

- a. **2024-04-10 - AECOM Proposal for Onsite Environmental Monitor Services**

*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.*

**2024-04-003 - ENGINEERING SERVICES FOR WWTP SEDIMENTATION BASIN CATWALK CONCRETE REPAIRS**

- a. **2024-03-18 - JM Davidson Proposal for Sedimentation Basin Concrete Repair Engineering**

*Chairman Forster noted that just before the meeting he was informed that Mr. Williamson has a plan that may address this issue without the need for engineering services. To allow time to further explore this idea, he suggests this resolution be tabled.*

*Motion by Board Member Asklar and seconded by Board Member Larkin to table this resolution.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion to table carried, 5-0.*

**2024-04-004 – EXERCISING OPTION FOR EFPR GROUP, CPAS, TO PERFORM 2024 AUDIT**

**a. Excerpt from EFPR Audit Proposal - Fee Proposal**

*Motion by Board Member Kimble and seconded by Board Member Larkin 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)**

**17. Adjournment of Meeting**

*Motion by Board Member Larkin and seconded by Board Member Asklar to adjourn the meeting at 5:30 p.m.*

*Asklar \_\_Y\_\_ Forster \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_Y\_\_ Leffler \_\_Y\_\_*

*Motion carried, 5-0.*