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## **AGENDA**

**Business Meeting of the  
Niagara Falls Water Board  
December 16, 2024 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](http://NFWB.org) for details. Please refer to work session packet posted to [NFWB.org](http://NFWB.org) for copies of documents noted on agenda that are not part of this packet.

### **1. Preliminary Matters**

- a. Call To Order**
- b. Pledge of Allegiance to the Flag of the United States of America**
- c. Attendance:**  
Aversa \_\_\_\_ Dean \_\_\_\_ Kimble \_\_\_\_ Larkin \_\_\_\_ Sirianni \_\_\_\_
- d. Presentations (None Scheduled)**
- 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).**
- f. Letters and Communications**
- g. Prior Meeting Minutes**
  - i. Draft November 18, 2024 Meeting Minutes**

2. Executive Director & General Counsel – Sean Costello
  - a. Draft 2025 Budget
3. Personnel Items – Sean Costello
  - a. December 16, 2024 Personnel Actions
4. Engineering – Douglas Williamson
5. Information Technology (IT) –Jonathan Joyce
6. Finance – Michael Smith
  - a. Revenue vs. Budget (YTD 11-30-24)
  - b. Water Board - Expense vs. Budget (YTD 11-30-24)
  - c. Water Division - Expense vs. Budget (YTD 11-30-24)
  - d. Sewer Division - Expense vs. Budget (YTD 11-30-24)
  - e. Bank Account Balances, Bank on Buffalo and KeyBank (YTD 09-30-24)
7. Safety – John Accardo
8. Questions Regarding November 2024 Operations and Maintenance Report
9. Resolutions

**2024-12-001 - HIRING PREFERENCE FOR CITY OF NIAGARA FALLS RESIDENTS**

**2024-12-002 - REPAIR OF WWTP INTERMEDIATE PUMP MOTOR RECTIFIER WHEEL**

- a. 2024-11-25 - Volland Proposal 24-2110 for WWTP Intermediate Pump Rectifier Wheel

**2024-12-003 - MISSION STATEMENT, PERFORMANCE MEASUREMENTS, ANNUAL REPORT**

- a. 2024 Annual Review of Mission Statement, Performance Measurements, Report on Ops and Accomplishments

**2024-12-004 - ANNUAL REVIEW OF PROCUREMENT AND INVESTMENT POLICIES**

- a. **NFWB Procurement Policy v1.7**
- b. **NFWB Investment Policy v1.3**

**2024-12-005 - 2025 BOARD MEETING SCHEDULE**

- a. **Proposed Board Meeting Dates 2025**

**2024-12-006 - LUCITY RENEWAL**

- a. **2024-12-03 - Trittech Software Systems Invoice No 426522 for Renewal of Lucity**

**2024-12-007 - ADOPTING 2025 BUDGET**

**10. Unfinished/Old Business**

**11. New Business & Additional Items for Discussion**

**12. Executive Session (if needed)**

**13. Adjournment of Meeting**



## MINUTES

**Business Meeting of the  
Niagara Falls Water Board  
November 18, 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**

#### **a. Call To Order**

*Chairman Sirianni called the meeting to order at 5:00 p.m.*

#### **b. Pledge of Allegiance to the Flag of the United States of America**

#### **c. Attendance:**

Aversa *Present*, Dean *Present*, Kimble *Present (Zoom)*, Larkin *Absent*, Sirianni *Present*.

#### **d. Presentations (None Scheduled)**

#### **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).**

*None.*

#### **f. Letters and Communications**

**g. Prior Meeting Minutes**

**i. Draft October 28, 2024 Meeting Minutes**

*Motion by Board Member Dean and seconded by Board Member Aversa to approve the October 28, 2024 meeting minutes.*

*Aversa Y Dean Y Kimble Y Larkin A Sirianni Y*

*Motion carried, 4-0.*

**2. Executive Director & General Counsel – Sean Costello**

*Mr. Costello updated the Board on the Lead Service Line Inventory, including the availability of Spanish translations of the notification letters sent to building owners.*

**3. Operations Executive & Outside Infrastructure Updates – David Conti**

*Mr. Conti noted that the WTP roof, WWTP Sedimentation Basin No. 2, and 77<sup>th</sup> Street Water Main projects are complete. Board Member Dean requested that the 77<sup>th</sup> Street contractor demobilize their equipment stored on Frontier Avenue quickly, as it impedes traffic.*

**4. Engineering – Douglas Williamson**

**5. Personnel Items – Sean Costello**

**6. Information Technology (IT) –Jonathan Joyce**

*Mr. Joyce discussed replacement of the existing 13-year-old copiers, increasing adoption of the IT Help Desk, and plans to renegotiate services with Spectrum.*

**7. Finance – Michael Smith**

- a. Capital Payments (YTD 11-02-24)**
- b. Bank Account Balances (YTD 10-31-24)**
- c. Wilmington Trust – Reserve & Construction Accounts (YTD 09-30-24)**

**8. Safety – John Accardo**

*Mr. Accardo noted that NYS mandatory workplace violence training was completed in November.*

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

- a. WWTP Construction Schedule Tracker
- b. WWTP Project Budget Status Spreadsheet

**10. Resolutions**

**2024-11-001 - COMBINED BID FOR 2025 WATER AND WASTEWATER TREATMENT CHEMICALS**

- a. Bid Tally and Award Recommendation - Treatment Plant Chemicals

*Motion by Board Member Kimble and seconded by Board Member Aversa to approve.*

*Aversa \_\_Y\_\_ Dean \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_A\_\_ Sirianni \_\_Y\_\_*

*Motion carried, 4-0.*

**2024-11-002 - WATER TREATMENT PLANT MAIN POWER FEED UPGRADES INCLUDING INSTALLATION AUTOMATIC FEED TRANSFER**

- a. 2024-11-05 - Ferguson Proposal to for Auto-Transfer Between WTP Power Feeds

*Motion by Board Member Dean and seconded by Board Member Kimble to approve.*

*Aversa \_\_Y\_\_ Dean \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_A\_\_ Sirianni \_\_Y\_\_*

*Motion carried, 4-0.*

**2024-11-003 - PHOTOCOPIER LEASES**

- a. United Business Systems Copier Lease Proposal

*Motion by Board Member Kimble and seconded by Board Member Aversa to approve.*

*Aversa \_\_Y\_\_ Dean \_\_Y\_\_ Kimble \_\_Y\_\_ Larkin \_\_A\_\_ Sirianni \_\_Y\_\_*

*Motion carried, 4-0.*

**11. Unfinished/Old Business**

**12. New Business & Additional Items for Discussion**

**13. Executive Session**

**14. Adjournment of Meeting**

*Motion by Board Member Aversa and seconded by Board Member Dean to adjourn at 5:29 p.m.*

*Aversa   Y   Dean   Y   Kimble   Y   Larkin   A   Sirianni   Y*

*Motion carried, 4-0.*

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>REVENUE</b>		
Department <b>0000 - Revenue</b>		
<i>Departmental Income</i>		
FA.0000.2122.001	Visual Inspections	45,000.00
FA.0000.2140.001	District 1	2,100,000.00
FA.0000.2140.002	District 2	2,456,000.00
FA.0000.2140.003	District 3	1,925,000.00
FA.0000.2140.004	Non-Resident	52,000.00
FA.0000.2140.005	Industrial	3,500,000.00
FA.0000.2140.006	Industrial SIU	3,100,000.00
FA.0000.2140.008	Hydrant Usage	3,000.00
FA.0000.2140.599	Miscellaneous Departmental Incom	1,750.00
FA.0000.2141.000	Allowance for Unpaid Trfd	(200,000.00)
FA.0000.2144.003	Fire Service	90,000.00
FA.0000.2144.005	Service Charge	450,000.00
FA.0000.2144.006	Lab Analysis	35,000.00
FA.0000.2144.008	Missing Meter Charge	22,000.00
FA.0000.2144.009	Mtr Install/Reinstall/Reactivate	4,500.00
FA.0000.2144.010	Final Meter Read/Inspect	16,000.00
FA.0000.2144.012	Backflow Certification	10,000.00
FA.0000.2148.001	District 1	100,000.00
FA.0000.2148.002	District 2	62,500.00
FA.0000.2148.003	District 3	100,000.00
FA.0000.2148.004	Non-Resident	1,000.00
FA.0000.2148.005	Industrial	20,000.00
FA.0000.2148.599	Penalty - Miscellaneous	1,500.00
<i>Departmental Income Totals</i>		<b>\$13,895,250.00</b>
<i>Intergovernmental Charges</i>		
FA.0000.2230.A	City of Niag Falls-Generl	215,064.00
<i>Intergovernmental Charges Totals</i>		<b>\$215,064.00</b>
<i>Use Of Money &amp; Property</i>		
FA.0000.2401.000	Interest Earnings	220,000.00
<i>Use Of Money &amp; Property Totals</i>		<b>\$220,000.00</b>
<i>Licenses And Permits</i>		
FA.0000.2550.006	Cellular Towers	200,000.00
FA.0000.2590.004	Hydrant Permits & Rentals	7,500.00
<i>Licenses And Permits Totals</i>		<b>\$207,500.00</b>
<i>Sale Of Prop/Cmp For Loss</i>		
FA.0000.2650.000	Sale Of Scrap	2,000.00



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund <b>FA - Water Board - Water</b>		
<b>REVENUE</b>		
Department <b>0000 - Revenue</b>		
<i>Sale Of Prop/Cmp For Loss</i>		
FA.0000.2665.000	Sale-Equipment	2,500.00
	<i>Sale Of Prop/Cmp For Loss Totals</i>	<b>\$4,500.00</b>
<i>Misc Local Sources</i>		
FA.0000.2701.000	Refund Appro Exp Prior Yr	(1,500.00)
FA.0000.2770.001	NSF Check Charge	8,000.00
FA.0000.2770.599	Undesignated	5,000.00
	<i>Misc Local Sources Totals</i>	<b>\$11,500.00</b>
<i>Operating Transfers In</i>		
FA.0000.5031.GA	Transfer Fr Sewer Divisn.	(829,612.00)
	<i>Operating Transfers In Totals</i>	<b>(\$829,612.00)</b>
	Department <b>0000 - Revenue Totals</b>	<b>\$13,724,202.00</b>
	<b>REVENUE TOTALS</b>	<b>\$13,724,202.00</b>

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>1930 - Judgements &amp; Claims</b>	
Sub Department	<b>0000 - .</b>	
<i>Contractual Expenses</i>		
FA.1930.0000.0449.599	Undesignated Services	20,000.00
	<i>Contractual Expenses Totals</i>	<b>\$20,000.00</b>
	Sub Department <b>0000 - . Totals</b>	<b>\$20,000.00</b>
Department	<b>1930 - Judgements &amp; Claims Totals</b>	<b>\$20,000.00</b>

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>1950 - Tax/Assess-Municipal Prop</b>	
Sub Department	<b>7515 - In Lieu Of Taxes</b>	
<i>Contractual Expenses</i>		
FA.1950.7515.0449.599	Undesignated Services	700,000.00
	<i>Contractual Expenses Totals</i>	<b>\$700,000.00</b>
Sub Department	<b>7515 - In Lieu Of Taxes Totals</b>	<b>\$700,000.00</b>
Department	<b>1950 - Tax/Assess-Municipal Prop Totals</b>	<b>\$700,000.00</b>

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>1990 - Contingency Account</b>	
Sub Department	<b>0000 - .</b>	
<i>Contractual Expenses</i>		
FA.1990.0000.0449.599	Undesignated Services	409,754.00
	<i>Contractual Expenses Totals</i>	<b>\$409,754.00</b>
	Sub Department <b>0000 - . Totals</b>	<b>\$409,754.00</b>
Department	<b>1990 - Contingency Account Totals</b>	<b>\$409,754.00</b>

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8145 - Laboratory</b>	
Sub Department	<b>5210 - Water Quality Lab</b>	
<i>Personnel - Position Control</i>		
FA.8145.5210.0110.000	Biweekly Payroll	166,151.00
	<i>Personnel - Position Control Totals</i>	<b>\$166,151.00</b>
<i>Personnel Services</i>		
FA.8145.5210.0140.000	Overtime	500.00
FA.8145.5210.0150.000	Acting Next-In-Rank Pay	1,000.00
FA.8145.5210.0155.000	Holiday Pay	1,000.00
FA.8145.5210.0186.000	Call-In Time	150.00
	<i>Personnel Services Totals</i>	<b>\$2,650.00</b>
<i>Capital Outlays</i>		
FA.8145.5210.0210.000	Furniture & Furnishings	300.00
	<i>Capital Outlays Totals</i>	<b>\$300.00</b>
<i>Contractual Expenses</i>		
FA.8145.5210.0413.000	Safety Shoes	500.00
FA.8145.5210.0419.009	Misc Chemicals	36,000.00
FA.8145.5210.0419.010	Laboratory	42,000.00
FA.8145.5210.0419.599	Undesignated Supplies	900.00
FA.8145.5210.0442.599	Undesignated Rentals	3,000.00
FA.8145.5210.0444.000	Repair Of Equipment	1,500.00
FA.8145.5210.0449.599	Undesignated Services	35,000.00
FA.8145.5210.0451.000	Consultants	15,000.00
FA.8145.5210.0463.000	Travel & Training Expense	500.00
	<i>Contractual Expenses Totals</i>	<b>\$134,400.00</b>
<i>Employee Benefits</i>		
FA.8145.5210.0830.000	Life Insurance	1,200.00
FA.8145.5210.0860.000	Medical Insurance	43,000.00
FA.8145.5210.0861.000	Dental Insurance	2,000.00
FA.8145.5210.0863.000	Vision Care Insurance	150.00
	<i>Employee Benefits Totals</i>	<b>\$46,350.00</b>
<i>Employee Benefit - FICA</i>		
FA.8145.5210.0810.000	Social Security	12,050.00
	<i>Employee Benefit - FICA Totals</i>	<b>\$12,050.00</b>
Sub Department	<b>5210 - Water Quality Lab Totals</b>	<b>\$361,901.00</b>
Department	<b>8145 - Laboratory Totals</b>	<b>\$361,901.00</b>



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8150 - Information Technology</b>	
Sub Department	<b>0000 - .</b>	
<i>Personnel - Position Control</i>		
FA.8150.0000.0110.000	Biweekly Payroll	174,000.00
	<i>Personnel - Position Control Totals</i>	<b>\$174,000.00</b>
<i>Personnel Services</i>		
FA.8150.0000.0140.000	Overtime	2,450.00
FA.8150.0000.0186.000	Call-In Time	150.00
	<i>Personnel Services Totals</i>	<b>\$2,600.00</b>
<i>Capital Outlays</i>		
FA.8150.0000.0250.007	Computer Equipment	100,000.00
	<i>Capital Outlays Totals</i>	<b>\$100,000.00</b>
<i>Contractual Expenses</i>		
FA.8150.0000.0413.000	Safety Shoes	600.00
FA.8150.0000.0419.599	Undesignated Supplies	2,000.00
FA.8150.0000.0446.008	Software Maint/Licenses	370,000.00
FA.8150.0000.0463.000	Travel & Training Expense	6,000.00
	<i>Contractual Expenses Totals</i>	<b>\$378,600.00</b>
<i>Employee Benefits</i>		
FA.8150.0000.0830.000	Life Insurance	2,000.00
FA.8150.0000.0860.000	Medical Insurance	47,000.00
FA.8150.0000.0861.000	Dental Insurance	1,800.00
FA.8150.0000.0863.000	Vision Care Insurance	150.00
	<i>Employee Benefits Totals</i>	<b>\$50,950.00</b>
<i>Employee Benefit - FICA</i>		
FA.8150.0000.0810.000	Social Security	15,408.00
	<i>Employee Benefit - FICA Totals</i>	<b>\$15,408.00</b>
	Sub Department <b>0000 - . Totals</b>	<b>\$721,558.00</b>
Department <b>8150 - Information Technology Totals</b>		<b>\$721,558.00</b>

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8310 - Water</b>	
Sub Department	<b>0001 - Administration</b>	
<i>Personnel - Position Control</i>		
FA.8310.0001.0110.000	Biweekly Payroll	401,260.00
	<i>Personnel - Position Control Totals</i>	<b>\$401,260.00</b>
<i>Personnel Services</i>		
FA.8310.0001.0125.000	Insurance OPT Out	4,000.00
FA.8310.0001.0130.000	Temporary Payroll	5,000.00
FA.8310.0001.0140.000	Overtime	7,500.00
FA.8310.0001.0190.000	Vacation Cash Conversion	4,000.00
	<i>Personnel Services Totals</i>	<b>\$20,500.00</b>
<i>Capital Outlays</i>		
FA.8310.0001.0210.000	Furniture & Furnishings	3,000.00
FA.8310.0001.0220.000	Office Equipment	5,000.00
FA.8310.0001.0250.500	Safety Equipment	17,500.00
	<i>Capital Outlays Totals</i>	<b>\$25,500.00</b>
<i>Contractual Expenses</i>		
FA.8310.0001.0411.000	Office Supplies	10,000.00
FA.8310.0001.0413.000	Safety Shoes	100.00
FA.8310.0001.0416.000	Consumable Printed Forms	1,200.00
FA.8310.0001.0419.599	Undesignated Supplies	1,000.00
FA.8310.0001.0421.001	Phone Extension Chgs	12,000.00
FA.8310.0001.0421.002	Wireless Services	16,000.00
FA.8310.0001.0432.000	Property Insurance	205,000.00
FA.8310.0001.0433.000	Liability Insurance	110,000.00
FA.8310.0001.0440.599	Undesignated Leases	1,500.00
FA.8310.0001.0442.000	Rental Of Equipment	1,500.00
FA.8310.0001.0446.000	Computer Services	4,500.00
FA.8310.0001.0449.000	Billing & Collection	62,500.00
FA.8310.0001.0449.500	Safety-Contractual	25,000.00
FA.8310.0001.0449.599	Undesignated Services	25,000.00
FA.8310.0001.0451.000	Consultants	120,000.00
FA.8310.0001.0454.000	Attorney Services	30,000.00
FA.8310.0001.0461.000	Postage	47,500.00
FA.8310.0001.0463.000	Travel & Training Expense	2,000.00
FA.8310.0001.0466.000	Books,Mags. & Memberships	1,000.00
FA.8310.0001.0467.000	Advertising	1,000.00
FA.8310.0001.0471.000	Recruitment Expenditures	1,000.00
	<i>Contractual Expenses Totals</i>	<b>\$677,800.00</b>





# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department <b>8310 - Water</b>		
Sub Department <b>0001 - Administration</b>		
<i>Employee Benefits</i>		
FA.8310.0001.0820.000	Worker's Compensation	230,000.00
FA.8310.0001.0830.000	Life Insurance	3,200.00
FA.8310.0001.0840.000	Unemployment Ins. NYS	12,500.00
FA.8310.0001.0860.000	Medical Insurance	104,000.00
FA.8310.0001.0861.000	Dental Insurance	4,800.00
FA.8310.0001.0863.000	Vision Care Insurance	360.00
<i>Employee Benefits Totals</i>		\$354,860.00
<i>Employee Benefit - FICA</i>		
FA.8310.0001.0810.000	Social Security	30,000.00
<i>Employee Benefit - FICA Totals</i>		\$30,000.00
Sub Department <b>0001 - Administration Totals</b>		\$1,509,920.00
Sub Department <b>6350 - Engineering</b>		
<i>Personnel - Position Control</i>		
FA.8310.6350.0110.000	Biweekly Payroll	346,349.00
<i>Personnel - Position Control Totals</i>		\$346,349.00
<i>Personnel Services</i>		
FA.8310.6350.0140.000	Overtime	750.00
FA.8310.6350.0186.000	Call-In Time	300.00
<i>Personnel Services Totals</i>		\$1,050.00
<i>Capital Outlays</i>		
FA.8310.6350.0220.000	Office Equipment	500.00
<i>Capital Outlays Totals</i>		\$500.00
<i>Contractual Expenses</i>		
FA.8310.6350.0413.000	Safety Shoes	800.00
FA.8310.6350.0419.599	Undesignated Supplies	1,000.00
FA.8310.6350.0463.000	Travel & Training Expense	2,000.00
FA.8310.6350.0466.000	Books,Mags. & Memberships	700.00
<i>Contractual Expenses Totals</i>		\$4,500.00
<i>Employee Benefits</i>		
FA.8310.6350.0830.000	Life Insurance	3,000.00
FA.8310.6350.0860.000	Medical Insurance	75,000.00
FA.8310.6350.0861.000	Dental Insurance	2,800.00
FA.8310.6350.0863.000	Vision Care Insurance	240.00
<i>Employee Benefits Totals</i>		\$81,040.00



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8310 - Water</b>	
Sub Department	<b>6350 - Engineering</b>	
<i>Employee Benefit - FICA</i>		
FA.8310.6350.0810.000	Social Security	24,000.00
	<i>Employee Benefit - FICA Totals</i>	<u>\$24,000.00</u>
	Sub Department <b>6350 - Engineering</b> Totals	<u>\$457,439.00</u>
	Department <b>8310 - Water</b> Totals	<u>\$1,967,359.00</u>

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8330 - Purification</b>	
Sub Department	<b>0100 - Operations</b>	
<i>Personnel - Position Control</i>		
FA.8330.0100.0110.000	Biweekly Payroll	478,900.00
	<i>Personnel - Position Control Totals</i>	<b>\$478,900.00</b>
<i>Personnel Services</i>		
FA.8330.0100.0125.000	Insurance OPT Out	16,000.00
FA.8330.0100.0130.000	Temporary Payroll	10,000.00
FA.8330.0100.0140.000	Overtime	42,500.00
FA.8330.0100.0151.A	Sunday Contractual Pay	20,000.00
FA.8330.0100.0152.000	Shift Premium Pay	6,000.00
FA.8330.0100.0155.A	Holiday Contractual Pay	9,500.00
FA.8330.0100.0186.000	Call-In Time	6,000.00
FA.8330.0100.0190.000	Vacation Cash Conversion	2,000.00
	<i>Personnel Services Totals</i>	<b>\$112,000.00</b>
<i>Capital Outlays</i>		
FA.8330.0100.0210.000	Furniture & Furnishings	2,500.00
	<i>Capital Outlays Totals</i>	<b>\$2,500.00</b>
<i>Contractual Expenses</i>		
FA.8330.0100.0412.000	Uniforms	500.00
FA.8330.0100.0413.000	Safety Shoes	1,600.00
FA.8330.0100.0415.000	Fuel Oil	15,000.00
FA.8330.0100.0419.009	Misc Chemicals	675,000.00
FA.8330.0100.0419.599	Undesignated Supplies	10,000.00
FA.8330.0100.0422.000	Light & Power	590,000.00
FA.8330.0100.0423.000	Water/Sewer	625,000.00
FA.8330.0100.0424.000	Gas	40,000.00
FA.8330.0100.0449.001	Sludge Removal	100,000.00
FA.8330.0100.0449.599	Undesignated Services	500.00
FA.8330.0100.0463.000	Travel & Training Expense	7,500.00
	<i>Contractual Expenses Totals</i>	<b>\$2,065,100.00</b>
<i>Employee Benefits</i>		
FA.8330.0100.0830.000	Life Insurance	4,000.00
FA.8330.0100.0860.000	Medical Insurance	59,000.00
FA.8330.0100.0861.000	Dental Insurance	5,500.00
FA.8330.0100.0863.000	Vision Care Insurance	420.00
	<i>Employee Benefits Totals</i>	<b>\$68,920.00</b>



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8330 - Purification</b>	
Sub Department	<b>0100 - Operations</b>	
<i>Employee Benefit - FICA</i>		
FA.8330.0100.0810.000	Social Security	34,718.00
	<i>Employee Benefit - FICA Totals</i>	<u>\$34,718.00</u>
	Sub Department <b>0100 - Operations</b> Totals	\$2,762,138.00
Sub Department	<b>0200 - Maintenance</b>	
<i>Personnel - Position Control</i>		
FA.8330.0200.0110.000	Biweekly Payroll	532,110.00
	<i>Personnel - Position Control Totals</i>	<u>\$532,110.00</u>
<i>Personnel Services</i>		
FA.8330.0200.0125.000	Insurance OPT Out	8,000.00
FA.8330.0200.0130.000	Temporary Payroll	35,000.00
FA.8330.0200.0140.000	Overtime	12,000.00
FA.8330.0200.0150.000	Acting Next-In-Rank Pay	2,000.00
FA.8330.0200.0186.000	Call-In Time	1,000.00
	<i>Personnel Services Totals</i>	<u>\$58,000.00</u>
<i>Capital Outlays</i>		
FA.8330.0200.0250.000	Other Equipment	20,000.00
	<i>Capital Outlays Totals</i>	<u>\$20,000.00</u>
<i>Contractual Expenses</i>		
FA.8330.0200.0412.000	Uniforms	1,000.00
FA.8330.0200.0413.000	Safety Shoes	2,100.00
FA.8330.0200.0417.000	Tool Allowance	300.00
FA.8330.0200.0419.003	Cleaning/Sanitary	6,000.00
FA.8330.0200.0419.005	Tools & Machine Parts	50,000.00
FA.8330.0200.0419.599	Undesignated Supplies	60,000.00
FA.8330.0200.0444.000	Repair Of Equipment	80,000.00
FA.8330.0200.0449.599	Undesignated Services	70,000.00
FA.8330.0200.0465.000	Laundry & Cleaning	1,750.00
	<i>Contractual Expenses Totals</i>	<u>\$271,150.00</u>
<i>Employee Benefits</i>		
FA.8330.0200.0830.000	Life Insurance	4,500.00
FA.8330.0200.0860.000	Medical Insurance	138,000.00
FA.8330.0200.0861.000	Dental Insurance	7,500.00
FA.8330.0200.0863.000	Vision Care Insurance	570.00
	<i>Employee Benefits Totals</i>	<u>\$150,570.00</u>



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8330 - Purification</b>	
Sub Department	<b>0200 - Maintenance</b>	
	<i>Employee Benefit - FICA</i>	
FA.8330.0200.0810.000	Social Security	38,600.00
	<i>Employee Benefit - FICA Totals</i>	\$38,600.00
Sub Department	<b>0200 - Maintenance Totals</b>	\$1,070,430.00
Department	<b>8330 - Purification Totals</b>	\$3,832,568.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8340 - Transmissn/Distribution</b>	
Sub Department	<b>0200 - Maintenance</b>	
<i>Personnel - Position Control</i>		
FA.8340.0200.0110.000	Biweekly Payroll	633,636.00
	<i>Personnel - Position Control Totals</i>	<b>\$633,636.00</b>
<i>Personnel Services</i>		
FA.8340.0200.0125.000	Insurance OPT Out	14,000.00
FA.8340.0200.0130.000	Temporary Payroll	5,000.00
FA.8340.0200.0140.000	Overtime	60,000.00
FA.8340.0200.0150.000	Acting Next-In-Rank Pay	7,250.00
FA.8340.0200.0151.A	Sunday Contractual Pay	3,500.00
FA.8340.0200.0155.A	Holiday Contractual Pay	1,000.00
FA.8340.0200.0186.000	Call-In Time	5,200.00
	<i>Personnel Services Totals</i>	<b>\$95,950.00</b>
<i>Capital Outlays</i>		
FA.8340.0200.0210.000	Furniture & Furnishings	600.00
FA.8340.0200.0230.000	Motor Vehicle Equipment	5,000.00
FA.8340.0200.0250.000	Other Equipment	20,000.00
	<i>Capital Outlays Totals</i>	<b>\$25,600.00</b>
<i>Contractual Expenses</i>		
FA.8340.0200.0411.000	Office Supplies	240.00
FA.8340.0200.0413.000	Safety Shoes	1,200.00
FA.8340.0200.0414.000	Automotive-Gas,Oil,Grease	60,000.00
FA.8340.0200.0417.000	Tool Allowance	150.00
FA.8340.0200.0419.001	Automotive Parts	30,000.00
FA.8340.0200.0419.005	Tools & Machine Parts	15,000.00
FA.8340.0200.0419.006	Construction/Repair	175,000.00
FA.8340.0200.0419.599	Undesignated Supplies	1,000.00
FA.8340.0200.0440.003	Motor Vehicle Equipment	60,000.00
FA.8340.0200.0443.000	Repair Of Real Property	5,000.00
FA.8340.0200.0444.000	Repair Of Equipment	15,000.00
FA.8340.0200.0449.599	Undesignated Services	5,000.00
FA.8340.0200.0463.000	Travel & Training Expense	5,000.00
	<i>Contractual Expenses Totals</i>	<b>\$372,590.00</b>
<i>Employee Benefits</i>		
FA.8340.0200.0830.000	Life Insurance	5,500.00
FA.8340.0200.0860.000	Medical Insurance	120,000.00
FA.8340.0200.0861.000	Dental Insurance	8,200.00
FA.8340.0200.0863.000	Vision Care Insurance	630.00



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8340 - Transmissn/Distribution</b>	
Sub Department	<b>0200 - Maintenance</b>	
	<i>Employee Benefits Totals</i>	\$134,330.00
	<i>Employee Benefit - FICA</i>	
FA.8340.0200.0810.000	Social Security	45,940.00
	<i>Employee Benefit - FICA Totals</i>	\$45,940.00
	Sub Department <b>0200 - Maintenance Totals</b>	\$1,308,046.00
Sub Department	<b>0300 - Meter Reading &amp; Maint.</b>	
	<i>Personnel - Position Control</i>	
FA.8340.0300.0110.000	Biweekly Payroll	296,500.00
	<i>Personnel - Position Control Totals</i>	\$296,500.00
	<i>Personnel Services</i>	
FA.8340.0300.0125.000	Insurance OPT Out	4,000.00
FA.8340.0300.0140.000	Overtime	3,200.00
FA.8340.0300.0150.000	Acting Next-In-Rank Pay	1,200.00
FA.8340.0300.0186.000	Call-In Time	1,000.00
FA.8340.0300.0190.000	Vacation Cash Conversion	3,000.00
	<i>Personnel Services Totals</i>	\$12,400.00
	<i>Capital Outlays</i>	
FA.8340.0300.0210.000	Furniture & Furnishings	500.00
	<i>Capital Outlays Totals</i>	\$500.00
	<i>Contractual Expenses</i>	
FA.8340.0300.0412.000	Uniforms	500.00
FA.8340.0300.0413.000	Safety Shoes	1,000.00
FA.8340.0300.0419.005	Tools & Machine Parts	10,000.00
FA.8340.0300.0419.599	Undesignated Supplies	500.00
	<i>Contractual Expenses Totals</i>	\$12,000.00
	<i>Employee Benefits</i>	
FA.8340.0300.0830.000	Life Insurance	2,500.00
FA.8340.0300.0860.000	Medical Insurance	147,500.00
FA.8340.0300.0861.000	Dental Insurance	3,900.00
FA.8340.0300.0863.000	Vision Care Insurance	300.00
FA.8340.0300.0865.000	Chiropractic Insurance	1,000.00
	<i>Employee Benefits Totals</i>	\$155,200.00
	<i>Employee Benefit - FICA</i>	
FA.8340.0300.0810.000	Social Security	21,500.00
	<i>Employee Benefit - FICA Totals</i>	\$21,500.00
	Sub Department <b>0300 - Meter Reading &amp; Maint. Totals</b>	\$498,100.00



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>8340 - Transmissn/Distribution Totals</b>	\$1,806,146.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund <b>FA - Water Board - Water</b>		
<b>EXPENSE</b>		
Department <b>9010 - Nys Employees' Retirement</b>		
Sub Department <b>0000 - .</b>		
<i>Employee Benefits</i>		
FA.9010.0000.0801.000	NYS E.R.S. Retirement	332,000.00
	<i>Employee Benefits Totals</i>	\$332,000.00
	Sub Department <b>0000 - . Totals</b>	\$332,000.00
Department <b>9010 - Nys Employees' Retirement</b>	Totals	\$332,000.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund <b>FA - Water Board - Water</b>		
<b>EXPENSE</b>		
Department <b>9060 - Retiree Benefits</b>		
Sub Department <b>0000 - .</b>		
<i>Employee Benefits</i>		
FA.9060.0000.0860.000	Medical Insurance	950,000.00
FA.9060.0000.0861.000	Dental Insurance	35,000.00
FA.9060.0000.0863.000	Vision Care Insurance	2,250.00
FA.9060.0000.0865.000	Chiropractic Insurance	2,000.00
	<i>Employee Benefits Totals</i>	<b>\$989,250.00</b>
	Sub Department <b>0000 - . Totals</b>	<b>\$989,250.00</b>
	Department <b>9060 - Retiree Benefits Totals</b>	<b>\$989,250.00</b>

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FA - Water Board - Water</b>	
<b>EXPENSE</b>		
Department	<b>9901 - Interfund Transfers</b>	
Sub Department	<b>0000 - .</b>	
	<i>Interfund Transfers</i>	
FA.9901.0000.0900.FGA	Transfer To Authority Bd	25,000.00
FA.9901.0000.0900.FGB	Transfer To Water Board	92,000.00
FA.9901.0000.0900.VFG	Transfer To Debt Service	2,466,666.00
	<i>Interfund Transfers Totals</i>	<u>\$2,583,666.00</u>
	Sub Department <b>0000 - .</b> Totals	<u>\$2,583,666.00</u>
Department	<b>9901 - Interfund Transfers</b> Totals	<u>\$2,583,666.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$13,724,202.00</u>
Fund	<b>FA - Water Board - Water</b> Totals	
	<b>REVENUE TOTALS</b>	\$13,724,202.00
	<b>EXPENSE TOTALS</b>	\$13,724,202.00
Fund	<b>FA - Water Board - Water</b> Totals	\$0.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FGA - Water Authority</b>	
<b>REVENUE</b>		
Department <b>0000 - Revenue</b>		
<i>Operating Transfers In</i>		
FGA.0000.5031.FA	Transfer Fr Water Divisn.	25,000.00
FGA.0000.5031.GA	Transfer Fr Sewer Divisn.	25,000.00
<i>Operating Transfers In Totals</i>		<b>\$50,000.00</b>
Department <b>0000 - Revenue Totals</b>		<b>\$50,000.00</b>
<b>REVENUE TOTALS</b>		<b>\$50,000.00</b>

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FGA - Water Authority</b>	
<b>EXPENSE</b>		
Department <b>8005 - NF Water Authority</b>		
Sub Department <b>0000 - .</b>		
<i>Contractual Expenses</i>		
FGA.8005.0000.0449.59	Undesignated Services	5,000.00
9		
FGA.8005.0000.0451.00	Consultants	25,000.00
0		
FGA.8005.0000.0454.00	Attorney Services	20,000.00
0		
	<i>Contractual Expenses Totals</i>	\$50,000.00
	Sub Department <b>0000 - . Totals</b>	\$50,000.00
Department	<b>8005 - NF Water Authority Totals</b>	\$50,000.00
	<b>EXPENSE TOTALS</b>	\$50,000.00
Fund	<b>FGA - Water Authority Totals</b>	
	<b>REVENUE TOTALS</b>	\$50,000.00
	<b>EXPENSE TOTALS</b>	\$50,000.00
Fund	<b>FGA - Water Authority Totals</b>	\$0.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FGB - Water Board</b>	
<b>REVENUE</b>		
Department <b>0000 - Revenue</b>		
<i>Operating Transfers In</i>		
FGB.0000.5031.FA	Transfer Fr Water Divisn.	92,000.00
FGB.0000.5031.GA	Transfer Fr Sewer Divisn.	92,000.00
<i>Operating Transfers In Totals</i>		<b>\$184,000.00</b>
Department <b>0000 - Revenue Totals</b>		<b>\$184,000.00</b>
<b>REVENUE TOTALS</b>		<b>\$184,000.00</b>

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>FGB - Water Board</b>	
<b>EXPENSE</b>		
Department	<b>8000 - Niagara Falls Water Board</b>	
Sub Department	<b>0000 - .</b>	
<i>Contractual Expenses</i>		
FGB.8000.0000.0419.59	Undesignated Supplies	6,750.00
9		
FGB.8000.0000.0451.00	Consultants	100,000.00
0		
FGB.8000.0000.0454.00	Attorney Services	40,000.00
0		
FGB.8000.0000.0459.00	Auditors	25,000.00
0		
FGB.8000.0000.0463.00	Travel & Training Expense	4,750.00
0		
FGB.8000.0000.0466.00	Books,Mags. & Memberships	7,500.00
0		
	<i>Contractual Expenses Totals</i>	<b>\$184,000.00</b>
	Sub Department <b>0000 - . Totals</b>	<b>\$184,000.00</b>
Department <b>8000 - Niagara Falls Water Board Totals</b>		<b>\$184,000.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$184,000.00</b>
Fund <b>FGB - Water Board Totals</b>		
	<b>REVENUE TOTALS</b>	<b>\$184,000.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$184,000.00</b>
Fund <b>FGB - Water Board Totals</b>		<b>\$0.00</b>

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>REVENUE</b>		
Department <b>0000 - Revenue</b>		
<i>Departmental Income</i>		
GA.0000.2120.001	District 1	2,850,000.00
GA.0000.2120.002	District 2	3,350,000.00
GA.0000.2120.003	District 3	2,400,000.00
GA.0000.2120.005	Industrial CSIRU	4,900,000.00
GA.0000.2120.006	Industrial SIU	11,000,000.00
GA.0000.2120.008	Hydrant Usage	2,500.00
GA.0000.2120.102	Town Of Niagara	830,000.00
GA.0000.2122.002	Dye Tests	45,000.00
GA.0000.2128.001	District 1	125,000.00
GA.0000.2128.002	District 2	70,000.00
GA.0000.2128.003	District 3	130,000.00
GA.0000.2128.005	Industrial	25,000.00
GA.0000.2128.006	Industrial SIU	12,500.00
GA.0000.2141.000	Allowance for Unpaid Trfd	(200,000.00)
<i>Departmental Income Totals</i>		<b>\$25,540,000.00</b>
<i>Use Of Money &amp; Property</i>		
GA.0000.2401.000	Interest Earnings	240,000.00
<i>Use Of Money &amp; Property Totals</i>		<b>\$240,000.00</b>
<i>Licenses And Permits</i>		
GA.0000.2590.006	SIU 5-Yr Permits	1,000.00
<i>Licenses And Permits Totals</i>		<b>\$1,000.00</b>
<i>Sale Of Prop/Cmp For Loss</i>		
GA.0000.2650.000	Sale Of Scrap	4,000.00
GA.0000.2665.000	Sale-Equipment	2,500.00
<i>Sale Of Prop/Cmp For Loss Totals</i>		<b>\$6,500.00</b>
<i>Misc Local Sources</i>		
GA.0000.2770.599	Undesignated	25,000.00
<i>Misc Local Sources Totals</i>		<b>\$25,000.00</b>
<i>Operating Transfers In</i>		
GA.0000.5031.FA	Transfer Fr Water Divisn.	829,612.00
<i>Operating Transfers In Totals</i>		<b>\$829,612.00</b>
Department <b>0000 - Revenue Totals</b>		<b>\$26,642,112.00</b>
<b>REVENUE TOTALS</b>		<b>\$26,642,112.00</b>





# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>1930 - Judgements &amp; Claims</b>	
Sub Department	<b>0000 - .</b>	
<i>Contractual Expenses</i>		
GA.1930.0000.0449.599	Undesignated Services	20,000.00
	<i>Contractual Expenses Totals</i>	<b>\$20,000.00</b>
	Sub Department <b>0000 - . Totals</b>	<b>\$20,000.00</b>
Department	<b>1930 - Judgements &amp; Claims Totals</b>	<b>\$20,000.00</b>

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>1990 - Contingency Account</b>	
Sub Department	<b>0000 - .</b>	
<i>Contractual Expenses</i>		
GA.1990.0000.0449.599	Undesignated Services	409,754.00
	<i>Contractual Expenses Totals</i>	\$409,754.00
	Sub Department <b>0000 - . Totals</b>	\$409,754.00
	Department <b>1990 - Contingency Account Totals</b>	\$409,754.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>8110 - W.W.T.P.</b>	
Sub Department	<b>0001 - Administration</b>	
<i>Personnel - Position Control</i>		
GA.8110.0001.0110.000	Biweekly Payroll	513,000.00
	<i>Personnel - Position Control Totals</i>	<b>\$513,000.00</b>
<i>Personnel Services</i>		
GA.8110.0001.0125.000	Insurance OPT Out	4,000.00
GA.8110.0001.0130.000	Temporary Payroll	5,000.00
GA.8110.0001.0140.000	Overtime	7,500.00
GA.8110.0001.0190.000	Vacation Cash Conversion	2,500.00
	<i>Personnel Services Totals</i>	<b>\$19,000.00</b>
<i>Capital Outlays</i>		
GA.8110.0001.0210.000	Furniture & Furnishings	2,000.00
GA.8110.0001.0250.500	Safety Equipment	17,500.00
	<i>Capital Outlays Totals</i>	<b>\$19,500.00</b>
<i>Contractual Expenses</i>		
GA.8110.0001.0411.000	Office Supplies	2,500.00
GA.8110.0001.0413.000	Safety Shoes	100.00
GA.8110.0001.0416.000	Consumable Printed Forms	1,200.00
GA.8110.0001.0419.599	Undesignated Supplies	1,000.00
GA.8110.0001.0421.001	Phone Extension Chgs	18,000.00
GA.8110.0001.0421.002	Wireless Services	12,000.00
GA.8110.0001.0432.000	Property Insurance	245,000.00
GA.8110.0001.0433.000	Liability Insurance	120,000.00
GA.8110.0001.0440.599	Undesignated Leases	1,500.00
GA.8110.0001.0442.000	Rental Of Equipment	4,500.00
GA.8110.0001.0446.000	Computer Services	4,500.00
GA.8110.0001.0449.000	Billing & Collection	62,500.00
GA.8110.0001.0449.500	Safety-Contractual	25,000.00
GA.8110.0001.0449.599	Undesignated Services	20,000.00
GA.8110.0001.0451.000	Consultants	130,000.00
GA.8110.0001.0454.000	Attorney Services	30,000.00
GA.8110.0001.0461.000	Postage	47,500.00
GA.8110.0001.0463.000	Travel & Training Expense	1,995.00
GA.8110.0001.0466.000	Books,Mags. & Memberships	1,000.00
GA.8110.0001.0467.000	Advertising	1,000.00
GA.8110.0001.0471.000	Recruitment Expenditures	1,000.00
	<i>Contractual Expenses Totals</i>	<b>\$730,295.00</b>



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department <b>8110 - W.W.T.P.</b>		
Sub Department <b>0001 - Administration</b>		
<i>Employee Benefits</i>		
GA.8110.0001.0820.000	Worker's Compensation	240,000.00
GA.8110.0001.0830.000	Life Insurance	4,800.00
GA.8110.0001.0840.000	Unemployment Ins. NYS	10,000.00
GA.8110.0001.0860.000	Medical Insurance	125,000.00
GA.8110.0001.0861.000	Dental Insurance	6,500.00
GA.8110.0001.0863.000	Vision Care Insurance	510.00
<i>Employee Benefits Totals</i>		<b>\$386,810.00</b>
<i>Employee Benefit - FICA</i>		
GA.8110.0001.0810.000	Social Security	40,000.00
<i>Employee Benefit - FICA Totals</i>		<b>\$40,000.00</b>
Sub Department <b>0001 - Administration Totals</b>		<b>\$1,708,605.00</b>
Sub Department <b>4810 - Ind. Monitoring/Enforcmt</b>		
<i>Personnel - Position Control</i>		
GA.8110.4810.0110.000	Biweekly Payroll	344,870.00
<i>Personnel - Position Control Totals</i>		<b>\$344,870.00</b>
<i>Personnel Services</i>		
GA.8110.4810.0125.000	Insurance OPT Out	20,000.00
GA.8110.4810.0140.000	Overtime	30,000.00
GA.8110.4810.0186.000	Call-In Time	5,000.00
<i>Personnel Services Totals</i>		<b>\$55,000.00</b>
<i>Contractual Expenses</i>		
GA.8110.4810.0413.000	Safety Shoes	1,200.00
GA.8110.4810.0419.599	Undesignated Supplies	4,500.00
GA.8110.4810.0449.599	Undesignated Services	40,000.00
GA.8110.4810.0463.000	Travel & Training Expense	2,000.00
<i>Contractual Expenses Totals</i>		<b>\$47,700.00</b>
<i>Employee Benefits</i>		
GA.8110.4810.0830.000	Life Insurance	3,000.00
GA.8110.4810.0860.000	Medical Insurance	52,000.00
GA.8110.4810.0861.000	Dental Insurance	4,500.00
GA.8110.4810.0863.000	Vision Care Insurance	330.00
<i>Employee Benefits Totals</i>		<b>\$59,830.00</b>



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund <b>GA - Water Board - Sewer</b>		
<b>EXPENSE</b>		
Department <b>8110 - W.W.T.P.</b>		
Sub Department <b>4810 - Ind. Monitoring/Enforcmt</b>		
<i>Employee Benefit - FICA</i>		
GA.8110.4810.0810.000 Social Security		25,100.00
<i>Employee Benefit - FICA Totals</i>		\$25,100.00
Sub Department <b>4810 - Ind. Monitoring/Enforcmt</b>		\$532,500.00
Totals		
Department <b>8110 - W.W.T.P. Totals</b>		\$2,241,105.00

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>8120 - Sewers</b>	
Sub Department	<b>4900 - Collection System</b>	
<i>Personnel - Position Control</i>		
GA.8120.4900.0110.000	Biweekly Payroll	610,500.00
	<i>Personnel - Position Control Totals</i>	<b>\$610,500.00</b>
<i>Personnel Services</i>		
GA.8120.4900.0125.000	Insurance OPT Out	14,000.00
GA.8120.4900.0130.000	Temporary Payroll	5,000.00
GA.8120.4900.0140.000	Overtime	75,000.00
GA.8120.4900.0150.000	Acting Next-In-Rank Pay	7,250.00
GA.8120.4900.0151.A	Sunday Contractual Pay	3,500.00
GA.8120.4900.0155.A	Holiday Contractual Pay	500.00
GA.8120.4900.0186.000	Call-In Time	12,000.00
	<i>Personnel Services Totals</i>	<b>\$117,250.00</b>
<i>Capital Outlays</i>		
GA.8120.4900.0210.000	Furniture & Furnishings	600.00
	<i>Capital Outlays Totals</i>	<b>\$600.00</b>
<i>Contractual Expenses</i>		
GA.8120.4900.0411.000	Office Supplies	360.00
GA.8120.4900.0412.000	Uniforms	240.00
GA.8120.4900.0413.000	Safety Shoes	1,200.00
GA.8120.4900.0414.000	Automotive-Gas,Oil,Grease	50,000.00
GA.8120.4900.0417.000	Tool Allowance	150.00
GA.8120.4900.0419.001	Automotive Parts	40,000.00
GA.8120.4900.0419.004	Agricultural/Botanical	50,000.00
GA.8120.4900.0419.005	Tools & Machine Parts	15,000.00
GA.8120.4900.0419.006	Construction/Repair	180,000.00
GA.8120.4900.0419.008	Signals/Communication	2,500.00
GA.8120.4900.0419.599	Undesignated Supplies	10,000.00
GA.8120.4900.0421.001	Phone Extension Chgs	17,500.00
GA.8120.4900.0422.000	Light & Power	75,000.00
GA.8120.4900.0423.000	Water/Sewer	5,500.00
GA.8120.4900.0440.003	Motor Vehicle Equipment	40,000.00
GA.8120.4900.0442.003	Motor Vehicle Equip Rentl	10,000.00
GA.8120.4900.0442.599	Undesignated Rentals	1,000.00
GA.8120.4900.0443.000	Repair Of Real Property	35,500.00
GA.8120.4900.0444.000	Repair Of Equipment	50,000.00
GA.8120.4900.0449.599	Undesignated Services	15,000.00
GA.8120.4900.0463.000	Travel & Training Expense	5,000.00



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department <b>8120 - Sewers</b>		
Sub Department <b>4900 - Collection System</b>		
<i>Contractual Expenses</i>		
GA.8120.4900.0466.000	Books,Mags. & Memberships	1,800.00
	<i>Contractual Expenses Totals</i>	\$605,750.00
<i>Employee Benefits</i>		
GA.8120.4900.0830.000	Life Insurance	5,500.00
GA.8120.4900.0860.000	Medical Insurance	120,000.00
GA.8120.4900.0861.000	Dental Insurance	7,800.00
GA.8120.4900.0863.000	Vision Care Insurance	630.00
	<i>Employee Benefits Totals</i>	\$133,930.00
<i>Employee Benefit - FICA</i>		
GA.8120.4900.0810.000	Social Security	46,000.00
	<i>Employee Benefit - FICA Totals</i>	\$46,000.00
Sub Department <b>4900 - Collection System Totals</b>		
		\$1,514,030.00
Sub Department <b>4920 - Lift Stations</b>		
<i>Contractual Expenses</i>		
GA.8120.4920.0419.599	Undesignated Supplies	2,500.00
	<i>Contractual Expenses Totals</i>	\$2,500.00
Sub Department <b>4920 - Lift Stations Totals</b>		
		\$2,500.00
Sub Department <b>4930 - Gorge Pump Station</b>		
<i>Contractual Expenses</i>		
GA.8120.4930.0419.599	Undesignated Supplies	5,000.00
GA.8120.4930.0421.001	Phone Extension Chgs	1,500.00
GA.8120.4930.0422.000	Light & Power	145,000.00
GA.8120.4930.0423.000	Water/Sewer	140,000.00
GA.8120.4930.0444.000	Repair Of Equipment	10,000.00
	<i>Contractual Expenses Totals</i>	\$301,500.00
Sub Department <b>4930 - Gorge Pump Station Totals</b>		
		\$301,500.00
Department <b>8120 - Sewers Totals</b>		
		\$1,818,030.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>8130 - Sewage Trtmt/Disposal</b>	
Sub Department	<b>0100 - Operations</b>	
<i>Personnel - Position Control</i>		
GA.8130.0100.0110.000	Biweekly Payroll	1,083,000.00
	<i>Personnel - Position Control Totals</i>	<b>\$1,083,000.00</b>
<i>Personnel Services</i>		
GA.8130.0100.0125.000	Insurance OPT Out	32,000.00
GA.8130.0100.0130.000	Temporary Payroll	65,000.00
GA.8130.0100.0140.000	Overtime	80,000.00
GA.8130.0100.0150.000	Acting Next-In-Rank Pay	5,000.00
GA.8130.0100.0151.A	Sunday Contractual Pay	52,000.00
GA.8130.0100.0152.000	Shift Premium Pay	24,000.00
GA.8130.0100.0155.A	Holiday Contractual Pay	35,000.00
GA.8130.0100.0186.000	Call-In Time	7,500.00
GA.8130.0100.0190.000	Vacation Cash Conversion	1,500.00
	<i>Personnel Services Totals</i>	<b>\$302,000.00</b>
<i>Capital Outlays</i>		
GA.8130.0100.0210.000	Furniture & Furnishings	1,000.00
	<i>Capital Outlays Totals</i>	<b>\$1,000.00</b>
<i>Contractual Expenses</i>		
GA.8130.0100.0412.000	Uniforms	2,400.00
GA.8130.0100.0413.000	Safety Shoes	4,200.00
GA.8130.0100.0419.009	Misc Chemicals	8,000.00
GA.8130.0100.0419.012	Carbon	400,000.00
GA.8130.0100.0419.014	Ferric Chloride	700,000.00
GA.8130.0100.0419.016	Primary Polymer	100,000.00
GA.8130.0100.0419.017	Sludge Polymer	75,000.00
GA.8130.0100.0419.018	Pebble Lime	240,000.00
GA.8130.0100.0419.024	Hypochlorite Solution	6,350,000.00
GA.8130.0100.0419.599	Undesignated Supplies	30,000.00
GA.8130.0100.0422.000	Light & Power	500,000.00
GA.8130.0100.0423.000	Water/Sewer	360,000.00
GA.8130.0100.0424.000	Gas	25,000.00
GA.8130.0100.0449.002	Sludge Disposal	2,000,000.00
GA.8130.0100.0449.599	Undesignated Services	60,000.00
GA.8130.0100.0463.000	Travel & Training Expense	10,000.00
	<i>Contractual Expenses Totals</i>	<b>\$10,864,600.00</b>





# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>8130 - Sewage Trtmt/Disposal</b>	
Sub Department	<b>0100 - Operations</b>	
<i>Employee Benefits</i>		
GA.8130.0100.0830.000	Life Insurance	8,000.00
GA.8130.0100.0860.000	Medical Insurance	276,100.00
GA.8130.0100.0861.000	Dental Insurance	14,000.00
GA.8130.0100.0863.000	Vision Care Insurance	1,200.00
	<i>Employee Benefits Totals</i>	<b>\$299,300.00</b>
<i>Employee Benefit - FICA</i>		
GA.8130.0100.0810.000	Social Security	88,000.00
	<i>Employee Benefit - FICA Totals</i>	<b>\$88,000.00</b>
	<b>Sub Department 0100 - Operations Totals</b>	<b>\$12,637,900.00</b>
Sub Department	<b>0200 - Maintenance</b>	
<i>Personnel - Position Control</i>		
GA.8130.0200.0110.000	Biweekly Payroll	782,000.00
	<i>Personnel - Position Control Totals</i>	<b>\$782,000.00</b>
<i>Personnel Services</i>		
GA.8130.0200.0125.000	Insurance OPT Out	32,000.00
GA.8130.0200.0130.000	Temporary Payroll	50,000.00
GA.8130.0200.0140.000	Overtime	45,000.00
GA.8130.0200.0151.A	Sunday Contractual Pay	1,000.00
GA.8130.0200.0186.000	Call-In Time	5,000.00
	<i>Personnel Services Totals</i>	<b>\$133,000.00</b>
<i>Capital Outlays</i>		
GA.8130.0200.0210.000	Furniture & Furnishings	2,000.00
	<i>Capital Outlays Totals</i>	<b>\$2,000.00</b>
<i>Contractual Expenses</i>		
GA.8130.0200.0412.000	Uniforms	1,500.00
GA.8130.0200.0413.000	Safety Shoes	3,200.00
GA.8130.0200.0417.000	Tool Allowance	300.00
GA.8130.0200.0419.003	Cleaning/Sanitary	5,000.00
GA.8130.0200.0419.005	Tools & Machine Parts	140,000.00
GA.8130.0200.0419.599	Undesignated Supplies	20,000.00
GA.8130.0200.0442.000	Rental Of Equipment	15,000.00
GA.8130.0200.0443.000	Repair Of Real Property	7,500.00
GA.8130.0200.0444.000	Repair Of Equipment	150,000.00
GA.8130.0200.0449.599	Undesignated Services	80,000.00



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>8130 - Sewage Trtmt/Disposal</b>	
Sub Department	<b>0200 - Maintenance</b>	
<i>Contractual Expenses</i>		
GA.8130.0200.0465.000	Laundry & Cleaning	8,000.00
	<i>Contractual Expenses Totals</i>	<b>\$430,500.00</b>
<i>Employee Benefits</i>		
GA.8130.0200.0830.000	Life Insurance	7,000.00
GA.8130.0200.0860.000	Medical Insurance	150,000.00
GA.8130.0200.0861.000	Dental Insurance	10,000.00
GA.8130.0200.0863.000	Vision Care Insurance	1,000.00
	<i>Employee Benefits Totals</i>	<b>\$168,000.00</b>
<i>Employee Benefit - FICA</i>		
GA.8130.0200.0810.000	Social Security	57,000.00
	<i>Employee Benefit - FICA Totals</i>	<b>\$57,000.00</b>
	Sub Department <b>0200 - Maintenance Totals</b>	<b>\$1,572,500.00</b>
	Department <b>8130 - Sewage Trtmt/Disposal Totals</b>	<b>\$14,210,400.00</b>

DRAFT DATED 12/07/2024



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund <b>GA - Water Board - Sewer</b>		
<b>EXPENSE</b>		
Department <b>8140 - Storm Sewers</b>		
Sub Department <b>0000 - .</b>		
<i>Contractual Expenses</i>		
GA.8140.0000.0441.000 Rental Of Real Property		75.00
	<i>Contractual Expenses Totals</i>	\$75.00
	Sub Department <b>0000 - . Totals</b>	\$75.00
	Department <b>8140 - Storm Sewers Totals</b>	\$75.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>8145 - Laboratory</b>	
Sub Department	<b>5220 - Environmental Lab</b>	
<i>Personnel - Position Control</i>		
GA.8145.5220.0110.000	Biweekly Payroll	166,250.00
	<i>Personnel - Position Control Totals</i>	<b>\$166,250.00</b>
<i>Personnel Services</i>		
GA.8145.5220.0140.000	Overtime	500.00
GA.8145.5220.0150.000	Acting Next-In-Rank Pay	1,000.00
GA.8145.5220.0151.A	Sunday Contractual Pay	5,000.00
GA.8145.5220.0155.A	Holiday Contractual Pay	3,500.00
	<i>Personnel Services Totals</i>	<b>\$10,000.00</b>
<i>Capital Outlays</i>		
GA.8145.5220.0210.000	Furniture & Furnishings	300.00
	<i>Capital Outlays Totals</i>	<b>\$300.00</b>
<i>Contractual Expenses</i>		
GA.8145.5220.0413.000	Safety Shoes	500.00
GA.8145.5220.0419.009	Misc Chemicals	17,000.00
GA.8145.5220.0419.010	Laboratory	30,000.00
GA.8145.5220.0419.599	Undesignated Supplies	300.00
GA.8145.5220.0442.599	Undesignated Rentals	4,000.00
GA.8145.5220.0444.000	Repair Of Equipment	25,000.00
GA.8145.5220.0446.007	Software	50,000.00
GA.8145.5220.0449.008	Hazardous Waste Displ.	500.00
GA.8145.5220.0449.599	Undesignated Services	65,000.00
GA.8145.5220.0463.000	Travel & Training Expense	500.00
GA.8145.5220.0465.000	Laundry & Cleaning	1,500.00
	<i>Contractual Expenses Totals</i>	<b>\$194,300.00</b>
<i>Employee Benefits</i>		
GA.8145.5220.0830.000	Life Insurance	1,665.00
GA.8145.5220.0860.000	Medical Insurance	43,000.00
GA.8145.5220.0861.000	Dental Insurance	2,100.00
GA.8145.5220.0863.000	Vision Care Insurance	150.00
	<i>Employee Benefits Totals</i>	<b>\$46,915.00</b>
<i>Employee Benefit - FICA</i>		
GA.8145.5220.0810.000	Social Security	12,050.00
	<i>Employee Benefit - FICA Totals</i>	<b>\$12,050.00</b>
Sub Department	<b>5220 - Environmental Lab</b> Totals	<b>\$429,815.00</b>
Department	<b>8145 - Laboratory</b> Totals	<b>\$429,815.00</b>



# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund <b>GA - Water Board - Sewer</b>		
<b>EXPENSE</b>		
Department <b>9010 - Nys Employees' Retirement</b>		
Sub Department <b>0000 - .</b>		
<i>Employee Benefits</i>		
GA.9010.0000.0801.000	NYS E.R.S. Retirement	498,000.00
	<i>Employee Benefits Totals</i>	\$498,000.00
	Sub Department <b>0000 - . Totals</b>	\$498,000.00
Department <b>9010 - Nys Employees' Retirement</b>	Totals	\$498,000.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund <b>GA - Water Board - Sewer</b>		
<b>EXPENSE</b>		
Department <b>9060 - Retiree Benefits</b>		
Sub Department <b>0000 - .</b>		
<i>Employee Benefits</i>		
GA.9060.0000.0860.000	Medical Insurance	1,900,000.00
GA.9060.0000.0861.000	Dental Insurance	60,000.00
GA.9060.0000.0863.000	Vision Care Insurance	3,600.00
GA.9060.0000.0865.000	Chiropractic Insurance	1,000.00
<i>Employee Benefits Totals</i>		<b>\$1,964,600.00</b>
Sub Department <b>0000 - . Totals</b>		<b>\$1,964,600.00</b>
Department <b>9060 - Retiree Benefits Totals</b>		<b>\$1,964,600.00</b>

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>GA - Water Board - Sewer</b>	
<b>EXPENSE</b>		
Department	<b>9901 - Interfund Transfers</b>	
Sub Department	<b>0000 - .</b>	
	<i>Interfund Transfers</i>	
GA.9901.0000.0900.FG A	Transfer To Authority Bd	25,000.00
GA.9901.0000.0900.FG B	Transfer To Water Board	92,000.00
GA.9901.0000.0900.VF G	Transfer To Debt Service	4,933,333.00
	<i>Interfund Transfers Totals</i>	<b>\$5,050,333.00</b>
	Sub Department <b>0000 - . Totals</b>	<b>\$5,050,333.00</b>
Department	<b>9901 - Interfund Transfers Totals</b>	<b>\$5,050,333.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$26,642,112.00</b>
Fund	<b>GA - Water Board - Sewer Totals</b>	
	<b>REVENUE TOTALS</b>	\$26,642,112.00
	<b>EXPENSE TOTALS</b>	\$26,642,112.00
Fund	<b>GA - Water Board - Sewer Totals</b>	\$0.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>VFG - Plant Fund</b>	
	<b>REVENUE</b>	
	Department <b>0000 - Revenue</b>	
	<i>Use Of Money &amp; Property</i>	
VFG.0000.2401.000	Interest Earnings	563,134.00
	<i>Use Of Money &amp; Property Totals</i>	\$563,134.00
	<i>Operating Transfers In</i>	
VFG.0000.5031.FA	Transfer Fr Water Divisn.	2,466,666.00
VFG.0000.5031.GA	Transfer Fr Sewer Divisn.	4,933,333.00
	<i>Operating Transfers In Totals</i>	\$7,399,999.00
	Department <b>0000 - Revenue Totals</b>	\$7,963,133.00
	<b>REVENUE TOTALS</b>	\$7,963,133.00

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# Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2025 Division Head Requested
Fund	<b>VFG - Plant Fund</b>	
	<b>EXPENSE</b>	
	Department <b>9710 - Serial Bonds</b>	
	Sub Department <b>0000 - .</b>	
	<i>Contractual Expenses</i>	
VFG.9710.0000.0449.59	Undesignated Services	48,000.00
9		
	<i>Contractual Expenses Totals</i>	\$48,000.00
	<i>Principal On Indebtedness</i>	
VFG.9710.0000.0600.00	Principal On Debt	5,545,000.00
0		
	<i>Principal On Indebtedness Totals</i>	\$5,545,000.00
	<i>Interest On Indebtedness</i>	
VFG.9710.0000.0700.00	Interest On Debt	2,100,000.00
0		
VFG.9710.0000.0701.00	Interest on Loan	270,133.00
0		
	<i>Interest On Indebtedness Totals</i>	\$2,370,133.00
	Sub Department <b>0000 - . Totals</b>	\$7,963,133.00
	Department <b>9710 - Serial Bonds Totals</b>	\$7,963,133.00
	<b>EXPENSE TOTALS</b>	\$7,963,133.00
Fund	<b>VFG - Plant Fund Totals</b>	
	<b>REVENUE TOTALS</b>	\$7,963,133.00
	<b>EXPENSE TOTALS</b>	\$7,963,133.00
Fund	<b>VFG - Plant Fund Totals</b>	\$0.00
	Net Grand Totals	
	<b>REVENUE GRAND TOTALS</b>	\$48,563,447.00
	<b>EXPENSE GRAND TOTALS</b>	\$48,563,447.00
	Net Grand Totals	\$0.00

DRAFT DATED 12/07/2024

Niagara Falls Water Board  
 Personnel Actions and Report  
 Monday, December 16, 2024

**Personnel Actions Sheet & Requested of the Board.**  
 All appointments are subject to the appointee meeting the minimum qualifications and all applicable civil service conditions.

A. PERSONNEL ACTIONS RECOMMEND TO HIRE				
Line Item Number	Position	Department/Location	Pay Rate or Grade	ADDITIONAL INFORMATION
1	Paul Drof - Temp./Part Time NYSDEC Grade 4 License Holder	WWTP	\$60/hr.	NYSDEC Regulations require Grade 4 license to operate WWTP.
2	<u>Clayton Hotchkiss - Temp./Part Time SCADA Assistance</u>	IT	<u>\$42.55</u>	<u>Requesting authority to pay C. Hotchkiss for consulting with J. Joyce on SCADA issues. Not to exceed 8 hrs./month.</u>

B. RECOMMENDED PROMOTION / MOVE / APPOINTMENT				
Line Item Number	Name and Position	Type of labor move	Change in pay rate or grade	ADDITIONAL INFORMATION

C. PREVIOUSLY TABLED PERSONNEL ACTIONS				
Line Item Number	Action and Position	Department/Location	Pay Rate or Grade	ADDITIONAL INFORMATION

D. OTHER PERSONNEL ACTIVITY FOR BOARD NOTIFICATION				
Name	Position	Department/Location	Pay Rate	ADDITIONAL INFORMATION

E. PERSONNEL ON LONG TERM LEAVE OF ABSENCE				
Name	Last Day Worked	Dept.	Return Status	Comments

**HIRING PREFERENCE FOR CITY OF NIAGARA FALLS RESIDENTS**

**WHEREAS**, in November 2024 the City of Niagara Falls Municipal Civil Service Commission announced that a longstanding requirement that individuals be residents of the City of Niagara Falls in order to apply to take Civil Service examinations for Niagara Falls Water Board positions had been rescinded; and

**WHEREAS**, nearly all Niagara Falls Water Board ratepayers are residents of the City of Niagara Falls, and the Water Board desires that these residents be afforded the opportunity to serve their own community as employees of the Water Board; and

**WHEREAS**, in addition to economic benefits to the City of Niagara Falls which constitutes most of the Water Board's service area, benefits to the Water Board from employing City of Niagara Falls residents include shorter response times to Water Board facilities in the event of an emergency, shorter commute times which can reduce fatigue as well as absenteeism or tardiness due to weather-related travel challenges, the ability to personally monitor and observe the condition of Water Board facilities in the City, improved relationships with the public when Water Board personnel are trusted neighbors, and the potential for improved decision making with input from well-informed employees who also are ratepayers;

**NOW THEREFORE BE IT**

**RESOLVED**, that for Civil Service positions which previously required City of Niagara Falls residency in order to be eligible for the requisite examination, it shall be the policy and practice of the Niagara Falls Water Board to have a hiring preference for individuals who meet the minimum qualifications for Water Board positions and whose primary residence is within the geographic boundaries of the City of Niagara Falls, New York; and

**RESOLVED**, that Water Board staff shall give effect to this hiring preference for City of Niagara Falls residents at all stages of the hiring process, including when selecting applicants for interviews and candidates for positions, such that in cases where candidates are equally qualified, a candidate who is a City resident shall be selected; and

**RESOLVED**, that pursuant to New York State Civil Service Law § 23(4-a), the Water Board as an appointing authority henceforth shall require that eligible candidates for positions in the classified service who are residents of the City of Niagara Falls shall be certified first for appointment, provided, however, that consistent with the Civil Service Law, no such preference shall be given on appointments from promotion lists; and

**RESOLVED**, that only upon exhaustion of the list of such resident eligibles for Civil Service positions shall certifications be made from the whole eligible list; and

\* CONTINUED ON NEXT PAGE \*

**IT IS FURTHER RESOLVED**, that the Executive Director as Secretary to the Niagara Falls Water Board shall forward a certified copy of this Resolution to the Secretary of the City of Niagara Falls Municipal Civil Service Commission.

On December 16, 2024, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Board Member Aversa	[   ]	[   ]	[   ]	[   ]
Board Member Dean	[   ]	[   ]	[   ]	[   ]
Board Member Kimble	[   ]	[   ]	[   ]	[   ]
Board Member Larkin	[   ]	[   ]	[   ]	[   ]
Chairman Sirianni	[   ]	[   ]	[   ]	[   ]

Vote Witnessed By:

---

Sean W. Costello, Secretary of the Board

**CERTIFICATION**

I, Sean W. Costello, as the duly elected and acting Secretary of the Niagara Falls Water Board, DO HEREBY CERTIFY that the foregoing resolution was adopted by the Members of the Board of the Niagara Falls Water Board at a meeting held on December 16, 2024; and

I FURTHER CERTIFY (A) that pursuant to Article 7 of the Public Officers Law (Open Meetings Law), all members of said Board had due notice of said meeting; (B) said meeting was duly held; (C) said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Article 7; and (D) there was a quorum of the members of the Board present and acting throughout; and

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed, or rescinded.

IN WITNESS WHEREOF, I have hereunto set by hand and the Seal of the Niagara Falls Water Board this \_\_\_\_th Day of December, 2024.

---

Sean W. Costello, Secretary of the Board

**REPAIR OF WWTP INTERMEDIATE PUMP MOTOR RECTIFIER WHEEL**

**WHEREAS**, the Niagara Falls Water Board (“Water Board”) wastewater treatment plant (“WWTP”) has four 250 horsepower intermediate pumps that are original to the plant and require rehabilitation in order to continue to provide reliable service; and

**WHEREAS**, the intermediate pump motors were manufactured by Electric Machinery Mfg. Co., now WEG, and as part of a plan to rehabilitate the intermediate pumps Water Board staff have obtained a quotation dated November 25, 2024 from Volland Electric Equipment Corp. as WEG’s authorized local representative to furnish parts and labor required to repair the rectifier wheel for one of the intermediate pump motors for a total cost of \$32,350; and

**NOW THEREFORE BE IT**

**RESOLVED**, that on behalf of the Niagara Falls Water Board, its Executive Director hereby is authorized to accept the November 25, 2024 proposal of Volland Electric Equipment Corp. to furnish parts and labor required to repair the rectifier wheel for one of the intermediate pump motors for a total cost of \$32,350.

*Water Board Personnel Responsible for Implementation of this Resolution:*

Director of Technical and Regulatory Services

*Water Board Budget Line or Capital Plan Item with Funds for this Resolution:*

Capital Line: WWTP-11.5, Project No. 12, Intermediate Pump Upgrades

On December 16, 2024, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Board Member Aversa	[   ]	[   ]	[   ]	[   ]
Board Member Dean	[   ]	[   ]	[   ]	[   ]
Board Member Kimble	[   ]	[   ]	[   ]	[   ]
Board Member Larkin	[   ]	[   ]	[   ]	[   ]
Chairman Sirianni	[   ]	[   ]	[   ]	[   ]

Vote Witnessed By:

\_\_\_\_\_  
Sean W. Costello, Secretary to Board



75 INNSBRUCK DRIVE  
BUFFALO, NY 14227  
(716) 656-9900 PHONE  
(716) 656-8899 FAX  
[www.volland.com](http://www.volland.com)

*Electric Equipment Corporation*

11/25/24

Volland Proposal # 24-2110 – Rectifier Wheel

Niagara Falls Water Board

Attention: Eric Smith

**Description: Rectifier Wheel of 250HP EM Synchronous Vertical Motor**

**EM/Factory Repair Including Complete Rebuild..... \$ 32,350.00**  
**Estimated Delivery.....4-6 weeks**

- Remove the electrical components
- Reassemble the diode wheel with all new standard components on the mounting disk
- Furnish and install the following new replacement components:
  - SYNC-RITE PLUS Module
  - SYNC-RITE PLUS Filter
  - (4) Forward Diodes
  - (3) Reverse Diodes
  - SCR-1
  - SCR-2
  - Resistance elements
- Perform standard electrical testing on the rectifier wheel.
- Static balance the diode wheel (to be trim balanced as required during final testing)
- Perform final testing and quality inspection
- Install on repaired motor and confirm timely synchronization.

*Repair warranty is 1-Year on Electric Machinery workmanship and materials.  
Freight charges to get the wheel to and from the factory are applicable.*

Thank you for the opportunity to be of service!

Kirk Graham



**ELECTRIC APPARATUS REPAIR, SALES & PARTS**  
MOTORS – DRIVE – TRANSFORMERS – MOTOR CONTROL – CRANE & HOISTS  
24 HOUR ANSWERING SERVICE

NIAGARA FALLS WATER BOARD RESOLUTION # 2024-12-003

**2024 ANNUAL REVIEW OF MISSION STATEMENT,  
ADOPTION OF AND REPORT ON PERFORMANCE MEASUREMENTS,  
AND REPORT ON OPERATIONS AND ACCOMPLISHMENTS**

**WHEREAS**, pursuant to the Public Authorities Law and best-practice guidance from the Authorities Budget Office, the Niagara Falls Water Board (“Water Board”) has determined annually to review its mission statement, has prepared performance measurement objectives as a means for the Board and management to evaluate and monitor whether the Water Board’s policies and operating practices are in accordance with its mission, has reviewed those performance measurements, and has developed a format for an annual report on operations and accomplishments that it deems appropriately describes the Water Board’s operations, completed and active projects, as well as material changes in its operations and programs, if any;

**NOW THEREFORE BE IT**

**RESOLVED**, that the Niagara Falls Water Board hereby adopts the performance measurements set forth in the attached 2024 Annual Review of Mission Statement, Performance Measurement Report, and Report on Operations and Accomplishments, as well as the reports on those subjects set forth in that document.

On December 16, 2024, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Board Member Aversa	[   ]	[   ]	[   ]	[   ]
Board Member Dean	[   ]	[   ]	[   ]	[   ]
Board Member Kimble	[   ]	[   ]	[   ]	[   ]
Board Member Larkin	[   ]	[   ]	[   ]	[   ]
Chairman Sirianni	[   ]	[   ]	[   ]	[   ]

Vote Witnessed By:

\_\_\_\_\_  
Sean W. Costello, Secretary to Board



**2024 Annual Review of Mission Statement,  
Performance Measurement Report,  
and Report on Operations and Accomplishments**

December 16, 2024

**A. Mission Statement**

Pursuant to Public Authorities Law Section 2824-a, the Niagara Falls Water Board has adopted a mission statement and reviews that statement annually to ensure its mission has not changed and that its performance goals continue to support its mission.

The Water Board's mission statement, adopted in 2003, is as follows:

**The mission of the Niagara Falls Water Board (NFWB) is to provide safe and reliable water and wastewater management services to our community in an economical and efficient manner.**

The Water Board has reviewed its mission statement and the following performance goals and is proud to report that its policies and operating practices are in accordance with its mission statement.

**B. Performance Goals**

The Niagara Falls Water Board has established the following performance goals, and met them during 2024 as follows:

**1) Safe:**

- **Meet or exceed Department of Health and EPA drinking water quality requirements.**

In 2024, the Water Treatment Plant has operated with no violations, providing clean, ample, and high-quality water for our service area. [In May 2024, the Water Board issued its Annual Drinking Water Quality Report for 2023](#), and it is proud to report that our system has never violated a state established maximum contaminant level.



- **Environmentally sound sewage treatment in accordance with SPDES permit.**

[As documented in the 2024 progress reports prepared pursuant to an Order on Consent with the NYSDEC](#), the Water Board has operated its aging wastewater treatment plant as efficiently and effectively as possible. In May 2024 it entered into a new [Order on Consent](#) that will help the Water Board obtain the funds required for crucial upgrades to the WWTP to meet water quality standards.

## **2) Reliable:**

- **Invest in capital projects required to maintain facilities and customer satisfaction.**

The Board has invested millions of dollars annually in well-planned and efficiently executed capital projects. Its capital investments are intended to ensure reliable drinking water and wastewater treatment and delivery of those services through the City-wide network of mains maintained by the Water Board. Some highlights from projects completed in 2024 include consolidating the NFWB's laboratory services into one location, replacement of the WTP roof, rebuilding a WWTP sedimentation basin, installation of a new dry-media emergency chlorine scrubber, and replacement of a lengthy stretch of water main on 77<sup>th</sup> Street.

## **3) Economical:**

- **Consider burden on ratepayers when determining operational and capital spending.**

The Water Board funds all its operational costs from rates and fees charged to users of its system, and covenants with its bondholders require it to raise the full amount of its operations budget in rates and fees each year. With careful cost control, the Water Board's 2025 budget is expected to be balanced with no increase in 2025 rates, fees, or other charges. Even with a 0% rate increase, in 2025 the Water Board plans to continue to improve its operations and capital facilities. Investments will be made at both treatment plants and in the distribution and collection system.

- **Actively seek grants and cooperative agreements with other government entities to reduce costs.**

In 2024, the Water Board continued to work cooperatively with partners in government to deliver efficient and cost-effective services to the community. In particular, it worked cooperatively with the City of Niagara Falls on many occasions in 2024 pursuant to an agreement that permits shared services between the parties.

The Water Board also continued to invest during 2024 in professional grant writing services and in a consultant to assist with seeking State and Federal infrastructure funds to maximize the grant money it can obtain, as its ratepayers cannot shoulder the cost of all needed system investments on their own.

#### 4) Efficient:

- **Leverage advances in technology and science to meet expanding system needs without excess increases in costs.**

In 2024, further integration or enhancement of SCADA control for equipment continued to be a focus of projects implemented at Water Board facilities. IT infrastructure continues to be upgraded with an awareness of the increasing level of cybersecurity threats against water and wastewater systems.

#### **C. Report on Operations and Accomplishments**

There have been no material changes in the Water Board's operations, which are focused on its mission to provide safe and reliable water and wastewater management services to our community in an economical and efficient manner. The Water Board continuously monitors its operations and accomplishments through creation and review of monthly operations and maintenance reports. Reference is made to the full reports which are posted as part of monthly Water Board agenda packets here: [Minutes | Niagara Falls Water Board \(nfwb.org\)](#). For future-looking projects, the Water Board maintains and updates its Capital Improvement Plan, available at [Capital Improvements | Niagara Falls Water Board \(nfwb.org\)](#). Combined, these documents provide a detailed picture of the Water Board's operations as well as its completed and active projects. Interested persons may request a compilation of these reports by contacting the Water Board's Secretary at [scostello@NFWB.org](mailto:scostello@NFWB.org).

**ANNUAL REVIEW OF PROCUREMENT AND INVESTMENT POLICIES**

**WHEREAS**, the Niagara Falls Water Board (“Water Board”) is required by Public Authorities Law § 2824(1)(e) to adopt written policies and procedures for the procurement of goods and services and pursuant to Public Authorities Law § 2925(1) to adopt comprehensive guidelines regarding the investing, monitoring, and reporting of its funds; and

**WHEREAS**, the Water Board annually reviews its procurement and investment policies; and

**NOW THEREFORE BE IT**

**RESOLVED**, that the Niagara Falls Water Board hereby adopts this resolution to confirm that it has completed an annual review of its procurement and investment policies on the date hereof.

On December 16, 2024, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Board Member Aversa	[ ]	[ ]	[ ]	[ ]
Board Member Dean	[ ]	[ ]	[ ]	[ ]
Board Member Kimble	[ ]	[ ]	[ ]	[ ]
Board Member Larkin	[ ]	[ ]	[ ]	[ ]
Chairman Sirianni	[ ]	[ ]	[ ]	[ ]

Vote Witnessed By:

\_\_\_\_\_  
Sean W. Costello, Secretary to Board



## **NIAGARA FALLS WATER BOARD PROCUREMENT POLICY AND PROCEDURES**

The Niagara Falls Water Board (“NFWB”) is a public benefit corporation that was created pursuant to Public Authorities Law § 1231-b. The statute setting forth the NFWB’s functions states that its “powers and duties are in all respects for the benefit of the people of the city and the service area and the state for the improvement of their health, welfare and prosperity and that such purposes are public purposes and that the water board is and will be performing an essential governmental function.” Pub. Auth. L. § 1230-e (6). The NFWB’s powers permit it to “enter into contracts” and to “acquire . . . property.” *Id.* at § 1230-f. “All contracts for construction or purchase of supplies, materials or equipment shall be let by the water board, shall be made in conformity with the applicable provisions of section one hundred three of the general municipal law and section one hundred thirty-five of the state finance law.” *Id.* at § 1230-u. This procurement policy is designed to set forth in simple language how the NFWB will implement these provisions of law.

NFWB’s procurement policy is intended to assure the prudent and economic use of public monies in the best interests of the people in the NFWB’s service area and of the State of New York and will facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances. It is also the intention of this policy to guard against favoritism, extravagance, fraud and corruption, and, wherever possible within existing laws, to promote and support local businesses and industry. The principal way that this procurement policy will help to accomplish these aims will be promoting the competitive securing of goods and services whenever feasible.

### **PROCEDURE FOR THE PROCUREMENT OF GOODS AND SERVICES**

The NFWB hereby formally adopts the following written procedure (“procedure”) applicable to all purchases of goods and services after November 1, 2018. This procedure is meant actively to promote competitive procurements of all goods and services, with very limited exceptions, as set forth herein. The current revision, as noted on the last page of this document, replaces and supersedes all prior procurement policies. NFWB staff is hereby directed to comply with this procedure and to retain the necessary documentation as required herein to substantiate such compliance. This procedure and the NFWB’s guidelines for acquisition and disposal of property should be included in the NFWB employee handbook and posted at NFWB.org.

## 1. REQUIREMENTS APPLICABLE TO ALL PROCUREMENTS

- 1.1. For all procurements, it is the responsibility of those involved to comply with all state and local laws and always to perform their duties in an ethical manner which will not cast suspicion on the way in which the NFWB operates its procurement system. It is imperative that all NFWB employees involved in the process of procuring goods and services be especially cautious to avoid any appearance of indiscretion or impropriety when dealing with vendors and/or prospective vendors. In addition, NFWB Board Members, officers, and employees shall conduct themselves at all times in accordance with the NFWB Conflicts of Interest Policy and the NFWB Code of Ethics Policy as amended from time to time by the Board.
- 1.2. All purchasing contracts made by the NFWB shall be evidenced digitally in its Financial Management Software (“FMS”), or in writing, on a Requisition form which provides a description of the items purchased, the terms of the sale, and the NFWB internal budget account number, and shall be maintained as part of the records of the Board.
- 1.3. Tied offers and local vendor preference. When all variables are equivalent, local vendors shall be given preference over non-local vendors. When local preference is not a viable method of resolving a tied bid or proposal, the Executive Director shall determine the bidder to be awarded, and the basis for the award determination shall be documented in the Board Resolution awarding the contract.
- 1.4. Procurements shall not be parceled, split, divided, or purchased over a period of time in order to circumvent the dollar purchasing limitations specified herein or to circumvent the employee’s authorized spending limit.
- 1.5. Non-bid products and services should be reviewed periodically for competitive pricing and at any time that prices have increased.
- 1.6. To promote competition, in addition to advertising bids, NFWB staff is encouraged to take additional reasonable steps to encourage as many bidders as possible, and may notify known vendors of bids, post bids in trade message boards, notify Union halls, and post bids on construction exchange websites.
- 1.7. All invitations to bid and requests for proposals are to be advertised in the NYS Contract Reporter.
- 1.8. All invitations to bid and requests for proposals with an anticipated value in excess of \$25,000 for labor, services, supplies, equipment, materials, or any combination of the foregoing, or in excess of \$100,000 for acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon, shall be evaluated for Minority and Women Business Enterprise (“MWBE”) and Service Disabled Veteran Owned Business (“SDVOB”) participation goals as required by the Water Board’s MWBE and SDVOB policies.

1.9. All procurements in excess of \$15,000 annually are subject to State Finance Law Sections 139-j and 139-k, effective January 1, 2006 (“Lobbying Law”). Under the Lobbying Law, all “contacts” (defined as oral, written or electronic communications with the NFWB intended to influence a procurement) during a procurement - from the earliest notice of intent to solicit bids/proposals through final award and approval - must be made with one or more designated point(s) of contact only. Each invitation to bid and request for proposals must identify the point(s) of contact for Lobbying Law purposes. Additional requirements are found in the Water Board’s Lobbying Law policy. Violations of the policy regarding permissible contacts must be reported to the appropriate NFWB officer (Executive Director or General Counsel) and investigated accordingly.

## 2. CONSTRUCTION AND PUBLIC WORKS CONTRACTS – GENERAL POLICY

All contracts or orders for work, material, or supplies performed or furnished in connection with construction or other public works involving the expenditure of more than \$35,000 shall be publicly bid.

The NFWB shall include such bid specifications as are deemed desirable in the judgment of the Executive Director, including requiring appropriate bid security. The NFWB shall not award any construction contract except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable. The NFWB may, however, reject any or all bids or waive any informality in a bid if it believes that the public interest will be promoted thereby. The NFWB may reject any bid if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

All construction contracts shall be let in accordance with General Municipal Law § 103 and the provisions of state law pertaining to prevailing wages, labor standards, and working hours. Where a cost for erection, construction, or alteration of buildings shall exceed \$500,000, the contract must comply with State Finance Law § 135, which is incorporated by reference herein and includes, among other things, requirements for separate bidding on plumbing, HVAC, and electrical work. Where appropriate, construction contracts should be advertised in not only a newspaper and the NYS Contract Reporter, but also posted to online construction exchanges to encourage multiple competitive bids.

Nothing in this policy shall be construed to limit or diminish the power of the NFWB to do any construction directly by the officers, employees, or agents of the NFWB.

3. PURCHASES OF GOODS, EQUIPMENT AND SERVICES (NOT INVOLVING CONSTRUCTION OR PUBLIC WORKS) – GENERAL POLICY

Except as otherwise expressly provided herein, NFWB purchase orders involving an expenditure on a reasonably anticipated annual basis of more than \$20,000 for goods, materials, supplies, equipment, or services (such as service contracts) not necessary for the completion of a public works contract shall be made pursuant to an open competitive bidding process. For goods, materials, supplies, and equipment, purchase contracts shall be awarded to the lowest responsible bidder furnishing the security required by NFWB for the purchase after advertisement for sealed bids in the manner provided for by General Municipal Law § 103. In the case of services, the award must be based on the best value to NFWB, which if not equated to low price should be, wherever possible, based upon quantifiable criteria that result in the contract award to the offeror that optimizes quality, cost, and efficiency.

In any case where a responsible bidder's gross price is reducible by an allowance for the value of used machinery, equipment, apparatus, or tools to be traded in by NFWB, the gross price shall be reduced by the amount of such allowance, for the purposes of determining the low bid. In cases where two or more responsible bidders furnishing the required security submit identical bids as to price, NFWB's Board may award the contract to any of such bidders. NFWB reserves its discretion to reject all bids and re-advertise for new bids in the manner provided for in this procedure.

4. PROCEDURES FOR PURCHASE ORDERS, INCLUDING BLANKET PO'S

**4.1. Purchases Less Than \$1,000**

- 4.1.1. Where possible, prior to the purchase of an item or service, the NFWB employee shall contact at least two (2) suppliers of the item or items to be procured to obtain the best price for and quality of the item or items to be purchased.
- 4.1.2. Division Heads are authorized to make and approve purchases on behalf of the NFWB in an aggregate amount up to \$1,000.
- 4.1.3. Various other subordinate employees, if designated in writing by a Director, are authorized to make and approve purchases on behalf of the NFWB in an aggregate amount up to \$500.

**4.2. Purchases Greater Than \$1,000 and Less than \$5,000**

- 4.2.1. Quotes for purchases of \$1,000 up to and including \$5,000, whether verbal or written, shall be documented in the quotes section of the procurement process and/or as part of a manual purchase requisition.
- 4.2.2. Required Final Approval: Any Director, provided that budgeted funds for the purchase first have been identified.

#### 4.3. Purchases Greater Than \$5,000 and Less than Competitive Bidding Thresholds

4.3.1. Quotes for purchases of \$5,000 up to and including the appropriate competitive bidding threshold of \$20,000 or \$35,000, whether verbal or written, shall be documented in the quotes section of the procurement process and/or as part of a manual purchase requisition form and as a separate written document, dated and signed by an authorized vendor representative. Wherever possible, a minimum of three written quotes must be obtained. All written quotes and a memorandum for verbal quotes shall be scanned and attached to the requisition and maintained by the Board's FMS.

4.3.2. Required Final Approval: Executive Director or his designee as authorized in writing may approve up to and including \$20,000. **Purchases over \$20,000 require Board of Directors approval.**

#### 4.4. Purchase Contracts Greater Than \$20,000 and Public Works Greater than \$35,000

4.4.1. Must be supported by summary of the competitive bids received or be subject to one of the exceptions listed in Section 5 below, with the Board resolution including an explanation for the exception.

4.4.2. Required Final approval: Board of Directors (Board approval is required for all purchases over \$20,000, see Sections 2 and 3 for competitive bidding thresholds).

### 5. EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

The NFWB may contract or purchase through non-competitive negotiations under the following circumstances.

#### 5.1. Emergencies

5.1.1. Notwithstanding any of the other provisions in this procedure, in the case of public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting NFWB buildings, property, pipelines, or the life, health, safety or property of NFWB employees, customers or the general public require immediate action which cannot await a competitive process or competitive bidding, contracts for public work or the purchase of supplies, materials or equipment or services (including necessary replacement parts that could not reasonably be stockpiled) may be let by NFWB's Executive Director or his designee by immediate contract and the Executive Director may temporarily dispense with the competitive bidding or procurement requirements set forth herein. However, a good faith emergency must exist and while the emergency procurements do not require competitive bidding, it is nevertheless the policy and procedure of NFWB that such procurements must, wherever possible, be made at the lowest possible cost to NFWB.



- 5.1.2. Declarations of Emergency shall be documented in writing. The Executive Director will email to all members of the NFWB Board prior to or as soon as possible after making a procurement pursuant to this section a short statement to advise them of the emergency, the reason why the situation constitutes an emergency, a description of the emergency procurement, and the estimated cost of the emergency procurement. Emergency procurements shall be ratified by the NFWB Board at their next regularly scheduled meeting or may be ratified at a special meeting called pursuant to NFWB by-laws.

## **5.2. New York State Contracts and Niagara County Contracts**

- 5.2.1. The NFWB may, without soliciting competitive bids, purchase materials, equipment and supplies through New York State (“NYS”) and Niagara County contracts at the same prices and under the same terms and conditions as the State or County. However, no purchase may be made through a NYS or County contract after competitive bids have been received unless the purchase may be made upon the same conditions and specifications as the bid but at a lower price.
- 5.2.2. All purchases through a NYS or County contract must be made only from the vendor awarded the contract. No purchases may be made from other vendors without soliciting competitive bids.
- 5.2.3. When it is determined that a purchase is to be made through NYS or Niagara County contract, an approved requisition and/or purchase order referencing a valid NYS contract number must be prepared.
- 5.2.4. A list of commodities available through NYS contracts can be reviewed at the following website: <http://www.ogs.state.ny.us>

## **5.3. “Piggybacking” on Contracts of the United States or any State, Agency, or other Political Subdivision or District Thereof**

- 5.3.1. The NFWB may, pursuant to General Municipal Law § 103(16), “piggyback” on contracts awarded by government entities that have been made available for use by other government entities, provided that those contracts were let in a manner that constitutes competitive bidding consistent with New York state law, including municipal cooperative purchasing. When “piggybacking,” the NFWB is not required independently to seek competitive bids, as this already has been done by the other government entity.
- 5.3.2. The contract to be “piggybacked” must have been let by a government entity, not a private party or not-for-profit corporation. Contracts let through Sourcewell, Omnia Partners Public Sector, NASPO ValuePoint, National Cooperative Purchasing Alliance (“NCPA”), and similar public cooperative contract purchasing agencies may be appropriate for piggybacking.
- 5.3.3. The contract explicitly must have been made available for use by other governmental entities; unilateral offers by vendors to extend contract pricing and terms and conditions offered to other government entities are not acceptable.

- 5.3.4. The contract must have been let to the lowest responsible bidder or on the basis of best value.
- 5.3.5. To “piggyback” on a contract generally will require NFWB staff to obtain and review a copy of the underlying contract/bid specification. This and any similar documentation should be scanned and maintained as part of the requisition/purchase order for the procurement.

#### **5.4. Repair and Maintenance Provided by Original Manufacturer**

Repair and maintenance services provided by the original equipment manufacturer, supplier or installer (or their authorized agent or representative) are exempt from the quoting aspect of this policy when their services are required due to a specific or proprietary type of equipment.

#### **5.5. Sole Source**

- 5.5.1. It is the policy of the NFWB to promote competition in the procurement process, whenever possible. Toward that end, the NFWB will not specify the product of a certain manufacturer to the exclusion of all other comparable products, except where such a designation is required for the public interest, such as where local geographic (e.g. there is only a single source within a reasonable geographical area of the goods or services to be procured), security, public health or other conditions require the use of and only the type of equipment specified.
- 5.5.2. Where NFWB specifies a particular article or type of equipment which it regards as its general standard, it will provide that any other manufacturer of a similar equipment may meet the specifications if his or her product is reasonably equivalent to that mentioned as the standard.
- 5.5.3. Only in those instances where NFWB is required to secure equipment or service from a sole source of reasons of local geographic, security, public health or other conditions, may a purchase of such items or service be made without a competitive procurement process. In such instance, where the procurement exceeds \$20,000 the Board shall by resolution declare the need to purchase the equipment or service from a sole source vendor prior to purchase.

#### **5.6. Standardization**

- 5.6.1. Standardization should be utilized only where there are strong reasons of efficiency or economy. It is NFWB’s policy and procedure that it will not specify the product of a certain manufacturer to the exclusion of all other comparable products, except where such a designation is required for the public interest.
- 5.6.2. Although NFWB may specify a particular article or type of equipment which it regards as its general standard, it should provide that any other manufacturer of a similar object may meet the specifications if his or her product is reasonably equivalent to that mentioned as the standard.

- 5.6.3. In those instances where the public interest requires that NFWB standardize, such standardization may only occur upon the adoption of a Resolution by the members of the Board stating that, for reasons of efficiency or economy explained in the resolution, there is a need for standardization.
- 5.6.4. Even where NFWB standardizes on a particular article or type of equipment, competitive bids or quotes from all suppliers of that article or type in Western New York or, if necessary, outside the area should be actively solicited to promote competition. In such case, the Executive Director, or designee, shall contract with the lowest responsible bidder, or the party providing the lowest quote, furnishing the required security after any public advertisement as may be required.

### **5.7. Surplus and Second-Hand Supplies**

Surplus and second-hand supplies, material, or equipment may be purchased by NFWB without competitive bidding from the Federal Government, the State of New York or from any other political subdivision, district, or public benefit corporation.

### **5.8. Professional Services**

- 5.8.1. Professional services are those services requiring special or technical skill, training, or expertise. These types of services are routinely provided by attorneys, accountants, engineers, and architects, etc. Bidding is not required when a service is so specialized that it would not be in the NFWB's best interest to do so. The decision not to rely on competitive bidding procedures is based on the nature of the service, qualifications, prior experience, or an existing relationship with the NFWB.
- 5.8.2. An effective way to award contracts for professional services is to solicit requests for proposals ("RFP"). This ensures that qualified firms are given the opportunity to submit proposals and can result in reduced costs as a result of competition. However, contracts are awarded based on the criteria listed above and not on price alone.
- 5.8.3. Except as provided below, a formal RFP or where more appropriate a request for qualifications ("RFQ") shall be required prior to the award of any agreement for professional services requiring the expenditure of Water Board funds over \$20,000. Where feasible, three written quotes should be obtained for procurements between \$5,000 and \$20,000. Water Board approval is required for procurements of professional services in excess of \$20,000.
- 5.8.4. Where Water Board approval of a professional services agreement over \$20,000 is requested without a prior RFP or RFQ, the proposed resolution for the award shall state (1) the reasons why a formal RFP or RFQ was not issued; (2) which firms informally were solicited for proposals; and (3) why the procurement should not be postponed to permit compliance with Section 5.8.3.

5.8.5. All procurements of architectural and engineering services for federally funded projects (including projects receiving Clean Water State Revolving Fund [CWSRF], Drinking Water State Revolving Fund [DWSRF], or Infrastructure Investment and Jobs Act of 2021 funds) after October 1, 2022 are subject to specific federal procurement requirements. Such procurements must follow applicable Environmental Facilities Corporation (“EFC”) guidance available at <https://efc.ny.gov/forms-tools>.

## 5.9. Lease Arrangements

- 5.9.1. Leases of equipment shall also be awarded after a competitive process.
- 5.9.2. NFWB staff shall obtain, whenever possible, formal written quotations or proposals from three or more vendors for any lease involving in excess of \$5,000 annually. Such written quotations or proposals shall set forth the particulars as to the equipment to be provided and details as to cost, on an annual and total lease basis, which may be used for evaluation of the proposal. The lease shall also include details as to additional cost beyond the base lease amount necessary properly to evaluate the equipment to be leased prior to award to the successful vendor.
- 5.9.3. For leases involving an annual total lease expense of less than \$5,000, NFWB staff shall secure at least three informal quotes, whenever possible, and perform the same evaluation before making a recommendation to the Executive Director relative to the selection of a lessor for the equipment to be leased.
- 5.9.4. Leases in excess of \$20,000 shall be approved by the NFWB Board.

## 6. PURCHASE CARDS/NFWB CREDIT CARDS

- 6.1. Are available to employees authorized by Board of Directors policy.
- 6.2. The Director of Financial Services or Deputy Director of Financial Services shall maintain a list of all employees with purchase cards.
- 6.3. All employees shall be required to sign a Purchase Card Policy before being issued a purchase card.
- 6.4. Purchase card transactions shall require appropriate documentation and shall be reflected by the FMS.
- 6.5. Purchase card transactions shall regularly be audited by the Director of Financial Services, Deputy Director of Financial Services, or their designee, formally or informally, and any discrepancies shall be reported to the NFWB Board if they cannot be reconciled after investigation.

7. PETTY CASH

7.1. Where cash can be used for small purchases or expenses less than \$50, the Petty Cash system may be utilized.

7.2. Written receipts and internal expense codes must accompany all reimbursements.

7.3. Petty Cash purchases are not intended to circumvent the purchasing system.

8. SUPPORT FOR MINORITY, WOMEN-OWNED, SERVICE-DISABLED VETERAN OWNED, AND SMALL BUSINESSES

NFWB supports contracts with minority, women, and service-disabled veteran owned businesses and small businesses when awarding contracts in purchasing goods, services and equipment, and by statute is subject to Articles 15-A and 17-B of the Executive Law with respect to MWBE and SDVOB requirements in procurement contracts. NFWB will not discriminate against any person who is qualified and available to perform the work by reason of race, color, creed, gender, or national origin. NFWB will encourage active participation by MWBE, SDVOB, and small businesses in its procurement process, including reviewing and referencing any available lists of such vendors and actively and affirmatively soliciting their participation through email and/or telephone advisement of the coming procurement, and will fully support equal opportunity and fair treatment of all people in its contracting. NFWB staff involved in the procurement process should be familiar with NFWB's MWBE and SDVOB procedures and goals.

9. ANNUAL REVIEW

The Board shall annually review this Policy and Procedure. NFWB's Executive Director shall be responsible for assisting NFWB in conducting an annual review of this Procurement Policy and for an evaluation of the internal control structure established to ensure compliance with this Procurement Policy.

REVISION INFORMATION

- Originally Adopted January 29, 2018
- Annual Review Completed, and Revisions Made, October 29, 2018
- Revised March 25, 2019 to add Sections 5.8.3 and 5.8.4
- Revised December 14, 2020 to add Sections 1.7, 1.8, and 1.9 and a number of updates and clarifications throughout.

- Revised December 13, 2021, adding language regarding ties to Section 1.3, revising Sections 4.3 and 4.4 to increase the Executive Director's approval authority from \$10,000 to \$15,000, and added Deputy Director of Financial Services to Section 6.
- Revised December 19, 2022, adding Section 5.8.5 related to new procurement guidelines for architectural and engineering services for projects receiving Federal funds and revising Sections 5.8.3 and 5.8.4 to make certain procedures and threshold amounts for professional services procurements consistent with those for procurement of other services as set forth in Section 4.
- Revised April 24, 2023, revising Sections 4.3, 4.4, 5.8, and 5.9 to increase Executive Director's approval authority from \$15,000 to \$20,000.
- Annual review completed on December 18, 2024.

[Significant revisions and annual reviews should be noted here.]



**INVESTMENT GUIDELINES FOR THE  
NIAGARA FALLS WATER BOARD PURSUANT TO  
PUBLIC AUTHORITIES LAW SECTION 2925**

**SCOPE**

This cash management and investment policy applies to all money and other financial resources available to the Niagara Falls Water Board for deposit and/or investment on its own behalf or on behalf of any other entity or individual.

These guidelines have been constructed pursuant to the laws detailed in Exhibit I.

**OBJECTIVES**

The primary objectives of the Water Board's investment activities are, in priority order:

1. To conform with all applicable federal, state and other legal requirements (legality);
2. To adequately safeguard principal (safety);
3. To provide sufficient liquidity to meet all operating requirements (liquidity); and
4. To obtain a reasonable rate of return (yield).

**DELEGATION OF AUTHORITY**

The Niagara Falls Water Board's responsibility for administration of the investment program is delegated to the Director of Financial Services or Deputy Director of Financial Services as appropriate, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Niagara Falls Water Board to operate effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **DIVERSIFICATION**

It is the policy of the Niagara Falls Water Board to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

### **INTERNAL CONTROLS**

The Director of Financial Services or Deputy Director of Financial Services, as appropriate, are responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

### **DESIGNATION OF DEPOSITARIES**

The banks and trust companies authorized for the deposit of money are as follows:

Bank on Buffalo  
Wilmington Trust  
Manufacturers and Traders Trust Company  
Bank of America  
Key Bank of New York  
JP Morgan Chase  
Citizens Bank, N.A.

The Board shall review and approve this list at least annually.



## **COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, Article 2, Section 10, all deposits of the Niagara Falls Water Board, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value” as provided by GML 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the guidelines.
2. Current market values will be reviewed monthly to ensure all deposits are properly collateralized.

## **SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by a third party, bank or trust company subject to written security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Niagara Falls Water Board deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Niagara Falls Water Board to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Niagara Falls Water Board, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Niagara Falls Water Board or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Niagara Falls Water Board, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

## **PERMITTED INVESTMENTS**

The Niagara Falls Water Board authorizes the Director of Financial Services or Deputy Director of Financial Services to invest money not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special Time Deposit accounts.
2. Certificate of deposit.
3. Obligations of the United States of America.
4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.
5. Obligations of the State of New York.
6. Obligations issued pursuant to Local Finance Law, section 24 or 25 (with approval of the State Comptroller) by any municipality, school district or district corporation other than this Water Board.
7. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.

All investment obligations shall be payable, saleable, or redeemable at the option of the Niagara Falls Water Board within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable, saleable or redeemable at the option of the Water Board within two years of the date of purchase.

## **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Niagara Falls Water Board shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investment which can be made with each financial institution or dealer. All financial institutions with which the Board conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Niagara Falls Water Board. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of Financial Services or Deputy Director of Financial Services is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

If the Niagara Falls Water Board deems it advisable to retain an investment banker, broker, agent, dealer or other investment advisor or agent to transact business with the Board, it shall establish criteria for said individuals or firms covering the quality, reliability, experience, capitalization, size and any other factors that at the time the Board feels pertinent before qualifying said firm to transact business with the Water Board.

The Board must have discretion over all investment transactions and must be supplied with adequate documentation for each transaction. All agreements must comply with the Investment Advisor's Act of 1940 and applicable New York State and Federal laws. In addition, a separate agreement will be entered into with a third party custodian to hold all securities purchased by the investment advisor.

See Exhibit II for Authorized Financial Institutions and Dealers.

### **PURCHASE OF INVESTMENTS**

The Director of Financial Services and Deputy Director of Financial Services are authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Section 1230a of the Public Authorities Law where the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Water Board.

All purchased investments, obligations, or participations unless registered or inscribed in the name of the Niagara Falls Water Board, shall be purchased through, delivered to, and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Niagara Falls Water Board by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Niagara Falls Water Board, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities.

## **REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

1. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
2. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
3. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
4. No substitutions of securities will be allowed.
5. The custodian shall be a party other than the trading partner.

## **REPORTING**

The Director of Financial Services or Deputy Director of Financial Services shall report to the Niagara Falls Water Board on the investments of the Water Board not less than once a month.

The independent accounting firm retained by the Water Board to perform the yearly audit of the Water Board's books and records shall audit the investments of the Water Board and Water Authority and make its report available to the members of the Niagara Falls Water Board.

## **ANNUAL REVIEW**

The Board shall annually review these Investment Guidelines.

## **REVISION INFORMATION**

- Originally Adopted June 16, 2005.
- Annual review completed, list of approved financial institutions updated, and references to Deputy Director of Financial Services added, December 13, 2021.
- Annual review completed December 19, 2022.
- Annual review completed April 24, 2023.
- Annual review completed December 16, 2024.

**APPENDIX A**  
**Schedule of Eligible Securities for Collateralization of Deposits**

1. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, An agency thereof or a United States government sponsored corporation.
2. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
3. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
4. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

**EXHIBIT I**

The Niagara Falls Water Board Investment Guidelines have been constructed pursuant to the following laws:

General Municipal Law 10, 11 and 39  
Banking Law 107a  
Public Authorities Law 2890, 2925, 1230  
New York State Office of the State Comptroller Investment Guidelines for  
Public Authorities (Revised 1/2/98)  
New York State Office of the State Comptroller's Local Government  
Management Guide (Formerly call Financial Management Guide)  
Investment Advisor's Act of 1940

**EXHIBIT II**

Authorized Financial Institutions and Dealers:

HSBC Bank USA  
Manufacturers & Traders Trust Company  
Wilmington Trust  
Bank on Buffalo  
Bank of America  
FHN Financial  
Key Bank of New York  
JP Morgan Chase Bank  
Bank of New York  
Citizens Bank, NA  
MBIA – Municipal Investors Services Corp.  
New York State Environmental Facilities Corporation

**2025 WATER BOARD MEETING SCHEDULE**

**WHEREAS**, the Niagara Falls Water Board has, by past practice, approved the schedule for the work sessions and the regular meetings by resolution prior to the next year of operation; and

**WHEREAS**, the Water Board must schedule an annual meeting pursuant to Article V, Section 1 of its By-Laws;

**NOW THEREFORE BE IT**

**RESOLVED**, that the calendar of work sessions, business meetings, and the annual meeting that is attached hereto is hereby adopted by the Niagara Falls Water Board for 2025.

On December 16, 2024, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Board Member Aversa	[ ]	[ ]	[ ]	[ ]
Board Member Dean	[ ]	[ ]	[ ]	[ ]
Board Member Kimble	[ ]	[ ]	[ ]	[ ]
Board Member Larkin	[ ]	[ ]	[ ]	[ ]
Chairman Sirianni	[ ]	[ ]	[ ]	[ ]

Vote Witnessed By:

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Sean W. Costello, Secretary to Board





**TO:** All Interested Parties  
**FROM:** Niagara Falls Water Board  
**RE: Niagara Falls Water Board Work Session and Business Meeting Dates for the Calendar Year 2025**

The Niagara Falls Water Board (“Water Board”) has scheduled the dates below for its 2025 work sessions and the regular business meetings. Unless notice is posted changing the meeting location, meetings are held at the Water Board offices located at 5815 Buffalo Avenue, Niagara Falls, New York, begin at 5:00 p.m., and may be attended by videoconference pursuant to the instructions and procedures posted at <https://nfwb.org/reports/minutes/>. The business meeting held March 24, 2025 shall be deemed the Annual Meeting pursuant to Article V, Section 1 of the Water Board’s by-laws. Any changes to this schedule (including cancellations) or special meetings shall be announced to the public pursuant to the Open Meetings Law.

<b><u>Work Sessions:</u></b>	<b><u>Business Meetings:</u></b>
<b>None Scheduled</b>	<b>January 27, 2025</b>
<b>None Scheduled</b>	<b>February 24, 2025</b>
<b>March 17, 2025</b>	<b>March 24, 2025</b>
<b>None Scheduled</b>	<b>April 28, 2025</b>
<b>None Scheduled</b>	<b>May 19, 2025</b>
<b>June 16, 2025</b>	<b>June 23, 2025</b>
<b>July 21, 2025</b>	<b>July 28, 2025</b>
<b>August Recess</b>	<b>August Recess</b>
<b>September 15, 2025</b>	<b>September 22, 2025</b>
<b>October 20, 2025</b>	<b>October 27, 2025</b>
<b>None Scheduled</b>	<b>November 17, 2025</b>
<b>December 8, 2025</b>	<b>December 15, 2025</b>

*NIAGARA FALLS WATER BOARD RESOLUTION # 2024-12-006*

**LUCITY SOFTWARE SUPPORT AND MAINTENANCE RENEWAL**

**WHEREAS**, the Niagara Falls Water Board utilizes Lucity enterprise asset management software to help manage and maintain its assets; and

**WHEREAS**, the Water Board’s annual support agreement with Tritech Software Systems (the sole source and developer for the software) for the Lucity software expires on January 31, 2025; and

**WHEREAS**, the Water Board’s IT staff recommend renewing the annual support agreement for Lucity in order to maintain its functionality; and

**WHEREAS**, the cost to renew the annual support agreement for the period of February 1, 2025 through January 31, 2026 is \$20,999.89;

**NOW THEREFORE BE IT**

**RESOLVED**, that the Niagara Falls Water Board hereby authorizes payment to Tritech Software Systems the sum of \$20,999.89 to renew the annual support agreement for the Lucity software system for the period of February 1, 2025 through January 31, 2026.

*Water Board Budget Line or Capital Plan Item with Funds for this Resolution:*  
Software Maint./Licenses FA.8150.0000.0446.008

On December 16, 2024, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Board Member Aversa	[   ]	[   ]	[   ]	[   ]
Board Member Dean	[   ]	[   ]	[   ]	[   ]
Board Member Kimble	[   ]	[   ]	[   ]	[   ]
Board Member Larkin	[   ]	[   ]	[   ]	[   ]
Chairman Sirianni	[   ]	[   ]	[   ]	[   ]

Vote Witnessed By:

\_\_\_\_\_  
Sean W. Costello, Secretary to Board



# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
426522	12/3/2024	1 of 1

Tritech Software Systems, a CentralSquare Company  
 1000 Business Center Drive  
 Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

**Bill To**  
 Niagara Falls Water Board, NY  
 Erika Schroeder  
 5815 Buffalo Ave  
 Niagara Falls NY 14304  
 United States

**Ship To**  
 Niagara Falls Water Board, NY  
 Erika Schroeder  
 5815 Buffalo Ave  
 Niagara Falls NY 14304  
 United States

Customer No	Customer Name	Customer PO #	Currency	Due Date
17082	Niagara Falls Water Board, NY		USD	1/31/2025

Invoice Sequence Number 1 of 1

Description	Units	Rate	Extended
Quote No. Q-195695			
1 Asset Management - Assets Annual Maintenance Fee - Annual Maintenance Fee AssetManagement Maintenance: Start:2/1/2025, End: 1/31/2026	1	7,881.05	7,881.05
2 Asset Management - GIS Desktop Annual Maintenance Fee - Annual Maintenance Fee GISDesktop Maintenance: Start:2/1/2025, End: 1/31/2026	1	499.55	499.55
3 Asset Management - GIS Web Annual Maintenance Fee - Annual Maintenance Fee GISWeb Maintenance: Start:2/1/2025, End: 1/31/2026	1	2,497.71	2,497.71
4 Asset Management - Mobile Annual Maintenance Fee - Annual Maintenance Fee MobileManagement Maintenance: Start:2/1/2025, End: 1/31/2026	1	1,218.42	1,218.42
5 Asset Management - Work Annual Maintenance Fee - Annual Maintenance Fee WorkManagement Maintenance: Start:2/1/2025, End: 1/31/2026	1	8,903.16	8,903.16

<b>Please include invoice number(s) on your remittance advice.</b>	<b>Subtotal</b>	20,999.89
<b>ACH:</b> Routing Number 121000358 Account Number 1416612641 E-mail payment details to: Accounts.Receivable@CentralSquare.com	<b>Tax</b>	0.00
<b>Check:</b> 12709 Collection Center Drive Chicago, IL 60693	<b>Invoice Total</b>	20,999.89
	<b>Payments Applied</b>	0.00
	<b>Balance Due</b>	<b>USD 20,999.89</b>

**ADOPTING 2025 BUDGET**

**WHEREAS**, the Niagara Falls Water Board has prepared and carefully considered a proposed 2025 operations and maintenance budget that endeavors accurately to reflect its anticipated revenues, the allocations of its reserves and fund balances, its anticipated appropriations, and its liabilities and expenses of all types;

**NOW THEREFORE BE IT**

**RESOLVED**, that the proposed 2025 operations and maintenance budget dated December 7, 2024 is hereby adopted.

On December 16, 2024, the question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Board Member Aversa	[ ]	[ ]	[ ]	[ ]
Board Member Dean	[ ]	[ ]	[ ]	[ ]
Board Member Kimble	[ ]	[ ]	[ ]	[ ]
Board Member Larkin	[ ]	[ ]	[ ]	[ ]
Chairman Sirianni	[ ]	[ ]	[ ]	[ ]

Vote Witnessed By:

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Sean W. Costello, Secretary to Board