



MINUTES

Annual Business of the Niagara Falls Water Board March 24, 2025 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:

Cole Absent, Dean Present, Kimble Present, Larkin Arrived approx. 8:20 p.m.,
Sirianni Present.

d. Presentations

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 January 27, 2025 Meeting Minutes
- ii. Draft February 17, 2025 Special Minutes
- iii. Draft March 5, 2025 Special Minutes
- iv. Draft March 6, 2025 Special Minutes
- v. Draft March 10, 2025 Special Minutes

Motion by Board Member Dean and seconded by Board Member Kimble to accept the January 27, February 17, March 5, March 6, and March 10, 2025 meeting minutes.

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __A__ Sirianni __Y__

Motion carried, 3-0.

2. Executive Director & General Counsel – Sean Costello

a. Service Termination for Delinquent Accounts

b. Personnel Items

i. March 24, 2025 Personnel Actions

1. 2025-03-13 - Memorandum to Board Regarding Collection & Distribution Trainee

Mr. Costello discussed returning to a policy of disconnecting water service for delinquent accounts, which had been interrupted by the COVID pandemic but which now is necessary because unpaid accounts transferred to taxes have increased substantially, from approximately \$1.2 million in 2019 to \$3.5 million in 2024.

Board Member Dean asked Mr. Costello for details on the timeline for service termination. Mr. Costello explained that bills are rendered quarterly, usually mailed on the 1st and due on the 20th. A late notice is mailed 1-2 weeks after the due date, and another notice is sent about 20 days later advising that if payment is not made service will be terminated at the end of the month. Personnel physically hang a door tag on properties at least 48 hours prior to terminating service. Properties will not be shut off for a past-due balance equal to less than two minimum quarterly bills. Names of owners of properties with delinquent bills will not be published in the newspaper as previously had been the practice.

Mr. Costello noted the only item on the Personnel Actions sheet relates to hiring a Collection & Distribution Trainee.

Motion by Board Member Kimble and seconded by Board Member Dean to approve the March 24, 2025 Personnel Actions.

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __A__ Sirianni __Y__

Motion carried, 3-0.

3. Engineering – Douglas Williamson

Mr. Williamson updated the Board on the draft WWTP SPDES permit and Town of Niagara Spring flow monitoring. He also anticipates that bids for water main replacement on Laughlin Drive and Witkop Avenue will be released in the near future, LaBella engineers are

nearly done with the specifications. Progress also is being made with CPL as engineers on the Beech Avenue water tank project.

Mr. Costello wished to highlight for the Board that outside maintenance crews now can repair sewer mains as deep as 12 feet with the procurement of new shoring, the previous shoring limited them to a depth of 10 feet.

4. Information Technology (IT) –Jonathan Joyce

Mr. Joyce advised the Board that routine scanning had not identified any high-level vulnerabilities. He is working on an agreement with Spectrum for internet service, which will be a cost savings, and updating our remaining Windows 10 machines.

5. Finance – Michael Smith

- a. 2024 Audit Status Update**
- b. Bank Account Balance Report**
- c. Investment Account Report**
- d. Wilmington Trust Account Report**

Mr. Smith stated that the 2024 year-end audit will be late. Among other things, we are awaiting information from the actuary. There is no financial penalty for failing to have the audit complete by March 31, but it is a violation of the requirements of the Public Authorities Law.

6. Questions Regarding February 2025 Operations and Maintenance Report

7. Resolutions

2025-03-001 – ELECTION OF OFFICERS AND COMMITTEE CHAIRPERSONS

Motion by Board Member Dean and seconded by Board Member Kimble to extend the current Board appointments.

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __A__ Sirianni __Y__

Motion carried, 3-0.

Chairman Sirianni thanked Board Members Dean and Kimble for their service as Officers.

2025-03-002 – SETTLE LYSIAK PROPERTY DAMAGE CLAIM – REVISED SUM

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __A__ Sirianni __Y__

Motion carried, 3-0.

2025-03-003 – SETTLE SLIPKO PROPERTY DAMAGE CLAIM

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __A__ Sirianni __Y__

Motion carried, 3-0.

2025-03-004 – SEQR REVIEW AND COMMITMENT OF FUNDS FOR LEAD SERVICE LINE INVENTORY WORK

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __A__ Sirianni __Y__

Motion carried, 3-0.

2025-03-005 – CHANGE ORDER FOR WWTP PROJECT NO. 5, TRANSFORMER 5 REPLACEMENT

a. 2025-01-13 - Ferguson Proposal FE005596 - Transformer 5AB Change Order

Board Member Dean questioned the increased cost for this work and why the original location in the bid would not work. Mr. Costello explained that the existing transformer is in the basement with no elevator or other access. The original bid placed the transformer inside the maintenance shop and would have taken up space needed for pipe fabrication. An alternative proposal had the transformer placed outside, but at a very high cost. This plan is the most cost effective, the transformer will be rigged down an HVAC duct. It is not clear from the available details from 2021 and 2022 why the issue was not identified before the bid went out. The design engineers were EI Team.

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

*Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Technical Issue, Unable to Vote__
Sirianni __Y__*

Motion carried, 3-0.

**2025-03-006 – PROCUREMENT OF REPLACEMENT SUBMERSIBLE PUMP FOR
WWTP SEDIMENTATION BASIN 5**

- a. 2025-02-06 - Xylem Quotation 104023050 for Replacement Flyght Submersible
Pump**

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

*Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Technical Issue, Unable to Vote__
Sirianni __Y__*

Motion carried, 3-0.

**2025-03-007 – AWARD BID FOR 115 KV TIE SWITCH REPAIR AT WWTP
SWITCHYARD**

- a. Award Recommendation and Bid Tabulation for WWTP Tie Switches**

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Y__ Sirianni __Y__

Motion carried, 4-0.

**2025-03-008 – AWARD OF THE HIGH VOLTAGE, SERVICE, SWITCHGEAR
INSPECTION, AND EMERGENCY WORK CONTRACT**

- a. Award Recommendation and Bid Tabulation for High Voltage Electrical Service
Contract**

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Y__ Sirianni __Y__

Motion carried, 4-0.

2025-03-009 – REPAIR OF WWTP RAPID MIX GEARBOX

- a. 2025-01-30 - SPX Flow Quotation 331380692 for Repair of West Rapid Mixer Gearbox

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Y__ Sirianni __Y__

Motion carried, 4-0.

2025-03-010 – APPOINTMENT OF DIRECTOR OF ADMINISTRATIVE SERVICES

Motion by Chairman Sirianni to table this Resolution 2025-03-010 and to schedule a special meeting for March 31, 2025 at 5:00 p.m., seconded by Board Member Dean.

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __N__ Sirianni __Y__

Motion carried, 3-1.

2025-03-011 – PREVENTATIVE MAINTENANCE ON WATER TREATMENT PLANT HIGH VOLTAGE EQUIPMENT

- a. 2025-03-12 - Ferguson Proposal FE006169, WTP Preventative Maintenance
b. 2025-03-12 - Ferguson Proposal FE006171, WTP Preventative Maintenance

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Y__ Sirianni __Y__

Motion carried, 4-0.

2025-03-012 – EXTENSION OF AGREEMENT FOR AECOM ONSITE ENVIRONMENTAL MONITOR SERVICES

- a. 2025-02-19 - AECOM Proposal for 2025 Onsite Environmental Monitor Services

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

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Y__ Sirianni __Y__

Motion carried, 4-0.

8. Unfinished/Old Business

9. New Business & Additional Items for Discussion

10. Executive Session (if needed)

11. Adjournment of Meeting

Motion by Board Member Kimble and seconded by Board Member Dean to adjourn at 5:36 p.m.

Cole __A__ Dean __Y__ Kimble __Y__ Larkin __Y__ Sirianni __Y__

Motion carried, 4-0.