

**DRAFT MINUTES FOR APPROVAL**

**MINUTES OF THE REGULAR MEETING  
OF THE  
BUFFALO SEWER AUTHORITY  
December 6, 2023**

**58760.....58786**



# **BUFFALO SEWER AUTHORITY**

## **REGULAR MEETING**

**December 6, 2023**

**9:00 A.M.**

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**Bird Island Treatment Facility, 90 West Ferry St.  
Teleconference +1 917- 933-2166, ID #254 503 612**

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### **ATTACHMENTS**

Attachment A: Annual Comprehensive Financial Reports  
Attachment B: Annual Investment Report  
Attachment C: Annual Measurement Report



**CALL OF THE ROLL**

Present:	Herbert Bellamy, Jr.	Chairman of Board
	Christopher Roosevelt	Vice Chairman of the Board
	Eleanor Petrucci	Secretary of the Board
	Oluwole McFoy, P.E.	General Manager
	Adam Sassone	Secretary to General Manager
	Gelea Y. James	Director of Employee Relations
	LaToya Cunningham	Special Assistant
	Charles Riley	Executive Secretary
	Cheryl Colston	General Counsel
	Alexander Emmerson	Treatment Plant Superintendent
	Joel Renzoni	Director of Sewer Maintenance
	Rosaleen Nogle, P.E.	Principal Sanitary Engineer
	Laura Surdej	Erie County Department of Sewerage
	Damone Smith	Special Assistant to Comptroller
	Walt Walker	Greeley and Hansen
	Eddie Aplerh-Doku	Greeley and Hansen
	Nadia Mugisha	Greeley and Hansen

The meeting was called to order at 9:44 A.M. A quorum was present.

**ITEM NO. 1****Motion to Adopt the Minutes of the Meeting of November 1, 2023**

MOTION TO	ADOPT
MADE BY	MRS. PETRUCCI
2 <sup>ND</sup> BY	MR. ROOSEVELT
AYES	3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 2

## INFORMATIVE: TEMPORARY INVESTMENTS

As of October 31<sup>st</sup>, 2023

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
<b>CONSTRUCTION/CAPITAL IMPROVEMENT FUND</b>						
31-Jul-12	<b>MONEY MARKET</b>		\$2,784,233.04	Key	0.01%	Public NOW
17-Aug-23	9-Nov-23	84	\$4,252,364.20	Key Banc Capital	5.24%	\$52,635.80
31-Aug-23	21-Nov-23	82	\$3,935,279.23	M&T Securities	5.26%	\$47,720.77
28-Sep-23	7-Dec-23	70	\$6,875,812.55	Key Banc Capital	5.27%	\$71,187.45
12-Oct-23	19-Dec-23	68	\$6,558,676.39	Key Banc Capital	5.30%	\$66,323.61
26-Oct-23	5-Jan-24	71	\$5,096,192.84	Bank on Buffalo	5.39%	\$54,807.16
			<b>\$29,502,558.25</b>			
<b>LIABILITY AND CASUALTY RESERVE FUND</b>						
31-Jul-12	<b>MONEY MARKET</b>		\$91,120.29	Key	0.01%	Public NOW
19-Oct-23	18-Jan-24	91	\$942,157.37	Key Banc Capital	5.32%	\$12,842.63
			<b>\$1,033,277.66</b>			
<b>OPERATING FUND</b>						
31-Jul-12	Super NOW		<b>\$4,203,903.60</b>	Key	0.01%	Public NOW
<b>TRUST &amp; AGENCY FUND</b>						
31-Jul-12	Super NOW		<b>\$7,723.27</b>	Key	0.01%	Public NOW
<b>SURPLUS FUND</b>						
				Wilmington U.S. Treasury	4.79%	
1-Jun-23	30-Nov-23	182	\$2,486.30			
			\$10,002,349.73	Key Banc Capital	5.23%	\$271,650.27
			<b>\$10,004,836.03</b>			
<b>NET REVENUE FUND</b>						
				Wilmington U.S. Treasury		
			\$193,952.78			
29-Aug-23	28-Nov-23	91	\$7,560,222.04	Key Banc Capital	5.25%	\$101,777.96
26-Sep-23	26-Dec-23	91	\$7,498,930.34	M&T Securities	5.26%	\$101,069.66
13-Oct-23	30-Jan-24	109	\$7,499,157.28	Key Banc Capital	5.32%	\$122,842.72
26-Oct-23	29-Feb-24	126	\$5,697,511.17	Key Banc Capital	5.58%	\$113,488.83
			<b>\$28,449,773.61</b>			



**BSA 2021 EIB FUND**

			\$318,212.02	Cash	0.00%	
24-Aug-23	24-Nov-23	92	\$32,617,503.63	Key Banc Capital	5.27%	\$445,496.37
29-Sep-23	21-Dec-23	83	\$9,986,461.42	M&T Securities	5.30%	\$123,538.58
31-Oct-23	31-Jan-24	92	\$10,102,649.20	Key Banc Capital	5.55%	\$145,350.80
			<b>\$53,024,826.27</b>			

**DEBT RESERVE FUND**

				<b>Series J</b>		
02-Jul-14	13-Nov-33	7076	<b>\$515,879.00</b>	UST State/Local Govt	2.70%	
				<b>Series K</b>		
02-Jul-14	15-Feb-33	6803	<b>\$361,415.00</b>	UST State/Local Govt	2.70%	
				<b>Series L</b>		
12-Nov-15	1-Oct-35	7263	<b>\$689,547.00</b>	UST State/Local Govt	2.44%	
				<b>Series M</b>		
27-Jun-14	1-May-44	10901	<b>\$595,613.00</b>	UST State/Local Govt	2.70%	
				<b>Series N</b>		
15-Nov-12	15-Apr-32	7091	<b>\$2,167,157.00</b>	UST State/Local Govt	2.42%	

**EFC 2021**

			\$713.06	Wilmington U.S. Treasury	4.79%	
5-Sep-23	29-Feb-24	177	\$332,248.24	Key Banc Capital	5.22%	\$8,751.76
			<b>\$332,961.30</b>			

**DSF PRIN &INT**  
Wilmington Fund**\$0.01****DSF 2021 EIB**

<b>\$927,969.63</b>	Wilmington Fund	4.79%
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**RECEIVE & FILE**Board Meeting of December 6<sup>th</sup>, 2023

## ITEM NO. 3

## INFORMATIVE: REALLOCATION OF FUNDS

The following budgetary transfers have been made to cover unforeseen shortages. These transfers do not change the total amount of the Buffalo Sewer Authority's operating budget.

***Wastewater Treatment Plant***

11/13/2023	00380103 INCIN Gas	-\$20,000.00	00400103 SOUTH Water	\$20,000.00
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**RECEIVE & FILE**

Board Meeting of December 6, 2023

## ITEM NO. 4

**PAYMENT FROM JUDGMENT AND CLAIMS**

WHEREAS: Board approval is required for charges made against the Buffalo Sewer Authority's current budget for services and/or materials received during prior fiscal year; and

WHEREAS: The following services were received during a prior fiscal year and charged to the 2022-2023 budget account no. 00800108-480214

<b>VENDOR</b>	<b>INVOICE</b>	<b>AMOUNT</b>
Engie	0000067238	\$808.98
Alpha Analytical	07/21/23	\$7,145.33
RXO Capacity Solutions	13246705	\$110.00

WHEREAS: The Executive Secretary and staff recommend the above payments from the Judgment and Claims account.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above payments from the Judgment and Claims account.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 5

**APPROVAL OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT, THE ANNUAL INVESTMENT REPORT, AND MISSION STATEMENT AND ANNUAL MEASUREMENT REPORT THE FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

WHEREAS: New York State Public Authorities Law requires the Annual Comprehensive Financial Report, the Annual Investment Report, and the Mission Statement and Annual Measurement Report of the Buffalo Sewer Authority to be approved by the Board; and

WHEREAS: The Annual Comprehensive Financial Report (Attachment A), the Annual Investment Report (Attachment B), and the Mission Statement and Annual Measurement Report (Attachment C) of the Buffalo Sewer Authority have been made available to your Honorable Body; and

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves and adopts the Annual Comprehensive Financial Report, the Annual Investment Report, and the Mission Statement and Annual Measurement Report for the fiscal year ended June 30, 2023.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 6

**AUTHORIZATION FOR PURCHASE OF MERAKI ENTERPRISE LICENSE AND SUPPORT RENEWAL**

WHEREAS: The System Administrator has determined a need for Meraki enterprise license and support renewal; and

WHEREAS: Upon request, CS Business Systems, Inc., submitted a quote in the amount of \$70,151.00 for a five-year (5) renewal of the Authority's Meraki Licenses and support; and

WHEREAS: The System Administrator and staff reviewed the quote received and recommend this purchase; and

WHEREAS: Board approval is required on purchases of goods over \$20,000.00.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the needed Meraki enterprise license and support renewal for a five year period, ending December 3, 2028 from CS Business Systems, Inc., in the amount of \$70,151.00. This purchase will be charged to account no. 00200107-474300.

MOTION TO \_\_\_\_\_ APPROVE \_\_\_\_\_

MADE BY \_\_\_\_\_ MR. ROOSEVELT \_\_\_\_\_

2<sup>ND</sup> BY \_\_\_\_\_ MRS. PETRUCCI \_\_\_\_\_

AYES \_\_\_\_\_ 3 \_\_\_\_\_ NOES \_\_\_\_\_ 0 \_\_\_\_\_

Board Meeting of December 6, 2023

## ITEM NO. 7

**AUTHORIZATION FOR RENEWAL PURCHASE OF MICROSOFT OFFICE 365**

WHEREAS: The Buffalo Sewer Authority utilizes Microsoft Office 365, a cloud-based software that includes Microsoft Outlook, Word, Excel, Teams, and OneDrive; and

WHEREAS: This software requires an annual subscription that is due for renewal; and

WHEREAS: Upon request Dell submitted a quote utilizing NYS contract PM20820, in the amount of \$59,989.05 for the necessary software; and

WHEREAS: Board approval is required for purchases of goods over \$20,000; and

WHEREAS: The Executive Secretary, Systems Administrator and staff recommend this purchase.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase a renewal subscription of Microsoft Office 365 software from Dell utilizing NYS contract PM20820 in the amount of \$59,989.05. This purchase will be charged to account no. 00200107-474300

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM: 8

**AUTHORIZATION FOR ISSUANCE OF CREDIT CARDS**

WHEREAS: The Buffalo Sewer Authority has a Credit Card Policy that governs the issuance and proper use of BSA credit cards. This policy is approved annually by the Board; and

WHEREAS: Each credit card is issued by KeyBank, and has an authorized credit limit of \$15,000.00.

WHEREAS: The Credit Card Policy requires the Board to designate individuals to be issued BSA credit cards; and

WHEREAS: The Board has previously designated Desiree Briggs, Paulette Lee, and LaToya Cunningham, Oluwole McFoy, and Julia Olszewski to be issued credit cards; and

WHEREAS: The General Manager recommends that a credit card be issued to Board Chairman Herbert L. Bellamy, Jr.; and

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes BSA credit cards to be issued to Herbert Bellamy, Desiree Briggs, LaToya Cunningham, Paulette Lee, Oluwole McFoy, and Julia Olszewski.

MOTION TO	<u>APPROVE</u>		
MADE BY	<u>MRS. PETRUCCI</u>		
2 <sup>ND</sup> BY	<u>MR. ROOSEVELT</u>		
AYES	<u>3</u>	NOES	<u>0</u>

Board Meeting of December 6, 2023

## ITEM NO. 9

**CONTRACT APPROVAL – LEGAL SERVICES**

- WHEREAS: The Buffalo Sewer Authority is committed to relieving the Niagara River, Buffalo River, and Lake Erie from pollution by the sewage and waste of the City and surrounding areas; and
- WHEREAS: The Authority is committed to identifying parties and taking reasonable steps to avoid passing on the costs to its customers for the treatment and remediation of contamination; and
- WHEREAS: Toward that end and after due consideration, the Authority seeks to engage the services of Stag Liuzza, LLC (“Stag Liuzza”) and Robert King of The King Law Firm (“The King Firm”) to represent its interests in multi-district class action litigation matter pending before the United States District Court for the District of South Carolina, Charleston Division entitled In Re: Aqueous Film-Forming Foams Products Liability Litigation against 3M Company, E.I. Dupont de Nemours and Company, et al.; and
- WHEREAS: Stag Liuzza and The King Law Firm have put together a team of uniquely qualified and experienced attorneys who have combined resources to assist public entities such as the Buffalo Sewer Authority facing challenges posed by contamination with per-and polyfluoroalkyl substances (“PFAS”); and
- WHEREAS: Class Action litigation is an extremely specialized area of practice for which Stag Liuzza and Murphy Orlando have extensive expertise; and
- WHEREAS: The engagement of Stag Liuzza and The King Law Firm is on a contingency fee basis which requires no financial expenditure by the Buffalo Sewer Authority; and
- WHEREAS: For legal services rendered and to be rendered on behalf of the Buffalo Sewer Authority, Stag Liuzza and The King Law Firm will receive for attorneys’ fees twenty-five (25) percent of the gross amount recovered of the Buffalo Sewer Authority claims; and
- WHEREAS: The General Manager, Executive Secretary, General Counsel (BSA) and staff recommend approval to engage Stag Liuzza and The King Law Firm to represent the Authority’s interests in the above-referenced litigation.



NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to engage Stag Liuzza and The King Law Firm for legal services on a contingency fee basis to represent the Buffalo Sewer Authority in the above-referenced multi-district class action litigation, entitled In Re: Aqueous Film-Forming Foams Products Liability Litigation and pending before the United States District Court For the District of South Carolina, Charleston Division against 3M Company and E.I. Dupont de Nemours and Company, et al.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2<sup>ND</sup> BY MRS. PETRUCCI

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 10

**SCHEDULE OF BOARD MEETINGS FOR CALENDAR YEAR 2024**

WHEREAS: It is proposed that the new Board Meeting schedule for the calendar year 2024 be approved as follows:

January 3, 2024	July 1 (Annual Meeting) & 31, 2024
February 21, 2024	September 25, 2024
March 13, 2024	October 16, 2024
April 3, 2024	November 6, 2024
May 1 & 29, 2024	December 4, 2024
June 26, 2024	

All meetings are scheduled for Wednesdays at 9:00 AM except the Annual Meeting scheduled for Monday, July 1, 2024, at 9:00 AM. The location of the meetings will be announced.

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above Schedule of Board Meetings for the calendar year 2024.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 11

**TRAVEL AUTHORIZATION -ALBANY, NY**

- WHEREAS: The New York State Water Environment Association (NYWEA) together with the New York chapter of the American Water Works Association (AWWA) have scheduled a legislative breakfast sponsored by New York State Senate Chairman of the Committee on Environmental Conservation, on January 29, 2024, in Albany, New York to be followed by a series of meetings with state legislators and their staffs; and
- WHEREAS: The Principal Sanitary Engineer serves on the Executive Board of NYWEA as the Senior Delegate to the Water Environment Federation (WEF)'s House of Delegates; and
- WHEREAS: The Principal Sanitary Engineer serves on the Government Affairs Committees of NYWEA, WEF, and the WEF House of Delegates; and
- WHEREAS: NYWEA has invited the Principal Sanitary Engineer to the legislative meeting on January 29, 2024 to be included in their delegation for this event; and
- WHEREAS: The General Manager recommends that the Principal Sanitary Engineer attend the NYWEA/AWWA legislative meeting on January 29, 2024.
- NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Principal Sanitary Engineer to travel to Albany, New York, from January 28, 2024-January 30, 2024, to attend NYWEA/AWWA's legislative meeting in Albany, NY, for a total cost not to exceed \$500.00. Account no. 00600104-458010 will be charged for this travel.

MOTION TO	<u>APPROVE</u>
MADE BY	<u>MR. ROOSEVELT</u>
2 <sup>ND</sup> BY	<u>MRS. PETRUCCI</u>
AYES	<u>3</u> NOES <u>0</u>

Board Meeting December 6, 2023

## ITEM NO. 12

**TRAVEL AUTHORIZATION - NEW YORK, NY**

WHEREAS: The Buffalo Sewer Authority must be up-to-date on current environmental regulations in order to maintain compliance; and

WHEREAS: The 96<sup>th</sup> Annual Meeting of the New York Water Environment Association, Inc., (NYWEA) will be held in New York, N.Y. from February 5 – 7, 2024, covering an overview of environmental requirements and aging infrastructures; and

WHEREAS: The Chairman of the Board, Vice-Chair, Secretary, General Manager, Principal Sanitary Engineer, Senior Engineer, Senior Instrument Technician, Shift Supervisor, Forester, Director of Sewer Maintenance and Treatment Plant Superintendent find it necessary to attend board and committee meetings to remain current with regulations affecting their respective areas of expertise; and

WHEREAS: The Chairman of the Board recommends attendance at the 96<sup>th</sup> Annual Meeting of NYWEA.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Chairman of the Board, Vice-Chair, Secretary, General Manager, Principal Sanitary Engineer, Senior Engineer, Senior Instrument Technician, Shift Supervisor, Forester, Director of Sewer Maintenance and Treatment Plant Superintendent to travel to New York, N.Y. from February 2 – 8, 2024, to attend the 96<sup>th</sup> Annual Meeting of the New York Water Environment Association, Inc., at a total cost not to exceed \$27,800. Account nos. 00110104-458010, 00110104-458012, 00100104-458010, 00100104-458012, 00200104-458010, 00200104-458012, 00650104-458010, 00650104-458012, 00600104-458010, and 00600104-458012 will be utilized for this travel.

MOTION TO	<u>APPROVE</u>		
MADE BY	<u>MRS. PETRUCCI</u>		
2 <sup>ND</sup> BY	<u>MR. ROOSEVELT</u>		
AYES	<u>3</u>	NOES	<u>0</u>

Board Meeting of December 6, 2023

## ITEM NO. 13

**TRAVEL AUTHORIZATION - GREENVILLE, SC**

- WHEREAS: The Buffalo Sewer Authority has several professional engineering titles that have gone unfilled for years due to the lack of qualified candidates; and
- WHEREAS: The National Council of Examiners for Engineering and Surveying (NCEES) develops and administers the professional engineering licensure and pre-licensing exams throughout the United States and Internationally; and
- WHEREAS: The Principal Sanitary Engineer has been selected by NCEES to serve as New York State's representative to the Committee on Examinations for Professional Engineers.
- WHEREAS: The Committee on Examinations for Professional Engineers will hold an in-person meeting to discuss the future format and content of these exams on February 9-10, 2024, in Greenville, SC; and
- WHEREAS: The Principal Sanitary Engineer's participation in this process will ensure that the experience and knowledge that Buffalo Sewer Authority provides and requires of professional engineers are reflected in the licensing exam; and
- WHEREAS: NCEES will provide air travel, lodging, board, and a \$320.00 stipend to cover incidentals and ground transport for all participants; and
- WHEREAS: The General Manager recommends that the Principal Sanitary Engineer attend the Committee on Examinations for Professional Engineers Meeting.
- NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Principal Sanitary Engineer to travel to Greenville, SC on February 8-11, 2024, to participate in the Committee on Examinations for Professional Engineers meeting and to accept the \$320.00 stipend from NCEES for incidentals and ground transportation costs. No expenses will be charged to the Buffalo Sewer Authority for this travel.

MOTION TO APPROVEMADE BY MRS. PETRUCCI2<sup>ND</sup> BY MR. ROOSEVELTAYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 14

**TRAVEL AUTHORIZATION - AUSTIN, TX**

WHEREAS: The Buffalo Sewer Authority is continuing strategic efforts, focused on effective utility management approach endorsed by the US Environmental Protection Agency, Water Environment Federation (WEF), American Water Works Association (AWWA) and National Association of Clean Water Agencies (NACWA); and

WHEREAS: The NACWA Winter Conference and Board Meeting will be held in Austin, Texas from February 13 –16, 2024, covering latest approaches, practices, peer-to-peer developments, case studies and research in various areas of utility leadership; and

WHEREAS: The General Manager serves as NACWA Board President and is leading the efforts in exploration of best industry performance practices; and

WHEREAS: The Chairman of the Board recommends that he and the General Manager attend the NACWA Winter Conference and Board Meeting.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Chairman and General Manager to travel to Austin, Texas from February 12 –17, 2024, to attend the NACWA Winter Conference and Board Meeting at a total cost not to exceed \$6,400.00. Account nos. 00100104-458010, 0010104-458012, 00110104-458010 and 00110104-458012 will be utilized for this travel.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 15

**REPORT ON BIDS RECEIVED-INDUCED DRAFT(ID) FAN MONITORING SYSTEM UPGRADE**

WHEREAS: Formal bids were advertised and solicited for purchase of an Induced Draft (ID) Fan Monitoring System Upgrade at the Bird Island Treatment Facility. The following bids were received and opened by the Buffalo Sewer Authority on October 5, 2023:

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>GRAND TOTAL COST</b>
Black Rock Controls, LLC	Induced Draft (ID) Fan Monitoring System Upgrade	\$78,530
AI Motion		NO BID
Emerson		NO BID

; and

WHEREAS: The Treatment Plant Superintendent, Principal Chief Stationary Engineer and staff reviewed the quote received and recommend the purchase be awarded to the lower bidder, Black Rock Controls, LLC; at a total cost not to exceed \$78,530; and

WHEREAS: Board approval is required on purchases of services over \$35,000.00.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the Induced Draft (ID) Fan Monitoring System Upgrade with Black Rock Controls, LLC, in the amount of \$78,530. This purchase will be charged to account no. 00380107-474080.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 16

**REPORTS ON BIDS RECEIVED - PURCHASE OF ONE NEW AND UNUSED**  
**2024 FORD BRONCO SPORT BIG BEND**

WHEREAS: New York State Vehicle Marketplace Mini bids were advertised and solicited for the purchase of one (1) new and unused 2024 Ford Edge SE  
; and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department:

Dealer	Year	Make	Model	NYS Price for Vehicles	Total Number of Vehicles	Total Price for Mini- Bid
Delacy Ford	2024	Ford	Edge	\$34,972.38	1	\$34,972.38
C.Basil Ford Inc.	2024	Ford	** Substitution offered: Bronco Sport Big Bend	\$31,962.47	1	\$31,962.47
Van Bortel Ford	2024	Ford	Edge	NO BID	NO BID	NO BID

; and

WHEREAS: The Director of Sewer Maintenance, Head Motor Equipment Mechanic and staff reviewed the bids received and recommend the purchase of the substitute offered by C Basil Ford; which is also the lowest bid, at a total cost of \$31,962.47; and

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into and execute a contract with C Basil Ford for the purchase of one (1) new and unused 2024 Bronco Sport Big Bend at a total cost not to exceed \$31,962.47. This purchase will be charged to account no. 00200107-474200.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023



## ITEM NO. 17

**REPORTS ON BIDS RECEIVED - PURCHASE OF FOUR (4) NEW AND UNUSED  
2024 FORD F-250 XL**

WHEREAS: New York State Vehicle Marketplace Mini-bids were advertised and solicited for the purchase of FOUR (4) new and unused 2024 Ford F-150 XL; and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department:

Dealer	Year	Make	Model	NYS Price for Vehicles	Total Number of Vehicles	Total Price for Mini-Bid
Delacy Ford	2024	Ford	F150 XL	\$41,974.58	4	\$167,898.32
Van Bortel	2024	Ford	F150 XL	\$42,460.69	4	\$169,842.76
C.Basil Ford Inc.	2024	Ford	F-150 XL	\$42,484.48	4	\$169,937.92
Valley Ford	2024	Ford	F-150 XL	\$45,100.00	4	\$180,400.00

; and

WHEREAS: The Director of Sewer Maintenance, Head Motor Equipment Mechanic, Principal Sanitary Engineer, and Green Infrastructure staff reviewed the bids received and recommend the purchase to the lowest bidder, Delacy Ford, at a total cost of \$167,898.32; and

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into and execute a contract with Delacy Ford for the purchase of four (4) new and unused 2024 Ford F-150 XL at a total cost not to exceed \$167,898.32. This purchase will be charged to account nos. 00700107-474200 and 00600107-474200.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2<sup>ND</sup> BY MRS. PETRUCCI

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 18

**AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH GREELEY AND HANSEN, A TYLIN COMPANY FOR CAPITAL PROJECTS PROGRAM MANAGEMENT SERVICES**

- WHEREAS: The Buffalo Sewer Authority issued a request for proposals (RFP) for the purposes of securing the services of a consulting firm to provide Capital Projects Program Management Services for an initial five (5) year guaranteed period with up to five (5) additional one-year extensions; and
- WHEREAS: Four (4) firms responded to this RFP; and
- WHEREAS: A consultant selection committee appointed by the General Manager reviewed the submitted proposals and interviewed each team and ranked the firms on the basis of both their interviews and proposals; and
- WHEREAS: The RFP provided a contract value not to exceed \$6,000,000.00 (six million dollars) with future year's contract values to be negotiated between the Authority and the Consultant on the basis of work anticipated and the wage and feed structures provided in the Consultant's cost proposal; and
- WHEREAS: The General Manager, Executive Secretary, Principal Sanitary Engineer and staff recommend contracting with Greeley and Hansen, a TYLin Company for these services as detailed in their proposal of August 18, 2023, at a cost not to exceed \$6,000,000.00 for the first year with subsequent year's contract amounts to be approved for the first four years and up to five additional one-year contract extensions to be approved by the Board of the Buffalo Sewer Authority in the future.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to execute agreements with Greeley and Hansen, TYLin to complete Capital Projects Program Management Services. The cost of this contract will be funded for this initial first year at not to exceed amount of \$6,000,000.00 from account no. 02000577-432004.

MOTION TO REMOVE FROM TABLE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 19

CONTRACT NO. 81900012

**CERTIFICATE OF ACCEPTANCE AND OCCUPANCY**

PROJECT: Betterment as Part of the Niagara Street Gateway Project Phase 3

CONTRACTOR: CATCO  
1266 Townline Road  
Alden, NY 14004

WHEREAS: The Buffalo Sewer Authority Principal Sanitary Engineer and Staff and Watts Engineering have certified that the Contractor completed the work in accordance with the plans and specifications on December 6, 2023.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby finds and determines that:

- a. The work to be performed under the terms of the Contract has been complete and is accepted;
- b. The date of entrance and occupancy be fixed as of 12/6/2023;
- c. The maintenance period commences on 12/6/2023;
- d. The Board approved the Contract in the amount of \$2,117,293.19 and all funds have been expended in accordance with the contract making the final contract amount \$2,117,293.19.

MOTION TO APPROVEMADE BY MRS. PETRUCCI2<sup>ND</sup> BY MR. ROOSEVELTAYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 20

**AUTHORIZATION TO ENTER INTO A PROFESSIONAL ENGINEERING SERVICES AGREEMENT FOR SMART SEWER PROJECTS AT FOUR LOCATIONS**

- WHEREAS: The Buffalo Sewer Authority (BSA) has negotiated with the United States Environmental Protection Agency, the United States Department of Justice and the New York State Department of Environmental Conservation to address sewer system improvements to comply with the Federal Clean Water Act through the Combined Sewer Overflow Long-Term Control Plan (LTCP) which was approved by the agencies on March 18, 2014; and
- WHEREAS: As part of the approved LTCP, the BSA committed to the installation of up to sixteen Real Time Control (RTC) projects; and
- WHEREAS: The Board of the Buffalo Sewer Authority has prequalified five (5) engineering firms to allow for the submission of proposals for future real time control (smart sewer) projects under Item No. 13 of the November 22, 2021 Board Meeting; and
- WHEREAS: Upon request, one of the five (5) prequalified firms, Greeley-Hansen has submitted a letter proposal to complete applicable tasks for the design phase and construction bidding services for the Smart Sewer/ Real Time Control (RTC) Project for the Breckenridge St. CSO Control Project a in the amount of \$838,300.00; and
- WHEREAS: The Principal Sanitary Engineer finds the proposal acceptable and recommends retaining Greeley-Hansen for professional engineering services associated with the Breckenridge St. CSO Control Project.
- NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to execute an agreement with Greeley-Hansen, at a cost not-to-exceed \$838,300.00 to complete the professional engineering services defined in the letter proposal dated October 18, 2023. The cost of this contract will be funded from account no. 02000578-432004.

MOTION TO	_____	APPROVE	_____
MADE BY	_____	MR. ROOSEVELT	_____
2 <sup>ND</sup> BY	_____	MRS. PETRUCCI	_____
AYES	_____ 3 _____	NOES	_____ 0 _____

Board Meeting of December 6, 2023

## ITEM NO. 21

**CONFIRMATION OF APPOINTMENTS**

LABORER II (PERMANENT)  
SEWAGE TREATMENT PLANT  
\$21.71 PER HOUR  
EFFECTIVE: NOVEMBER 13, 2023

ADRIANNA GAYMON  
366 MARTHA AVE  
BUFFALO, NY

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LABORER I (PERMANENT)  
SEWAGE TREATMENT PLANT  
\$19.98 PER HOUR  
EFFECTIVE: December 4, 2023

KRISTEN SUTO  
685 BUSTI AVE  
BUFFALO, NY

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ASSISTANT SUPERVISOR OF FIXED ASSETS INVENTORY  
TREATMENT PLANT ADMINISTRATION  
\$77,740 PER ANNUM  
EFFECTIVE: November 13, 2023

JESSICA LANGWORTHY  
138 ROLAND AVE  
BUFFALO, NY

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SEWER CONSTRUCTION WORKER (PROVISIONAL)  
SEWAGE TREATMENT PLANT  
\$24.87 PER HOUR  
EFFECTIVE: NOVEMBER 13, 2023

STEPHEN BRUCATO  
47 AVERY AVE  
BUFFALO, NY

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WHEREAS: The preceding appointments were made by the General Manger since the last Board Meeting; and

WHEREAS: The General Manager requests confirmation of each appointment.

NOW THEREFORE

BE IT RESOLVED: That the preceding appointments are hereby confirmed by the Board of the Buffalo Sewer Authority

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023

## ITEM NO. 22

**AMENDMENT TO SCHEDULE OF JOB CLASSIFICATION PLAN**

WHEREAS: There is a need to modify the Job Classification Plan.

WHEREAS: The Board of the Buffalo Sewer Authority has reviewed and approved the duties of its Management Confidential staff: and

WHEREAS: The Board desires to add the position of Director of Information Technology Job Group XV (M19) to the Job Classification Plan.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2<sup>ND</sup> BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 6, 2023



## ITEM NO. 23

**ADJOURNMENT OF MEETING**MOTION TO APPROVEMADE BY MRS. PETRUCCI2<sup>ND</sup> BY MR. ROOSEVELTAYES 3 NOES 0

Board Meeting of December 6, 2023