

DRAFT MINUTES FOR APPROVAL

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY**

October 15, 2025

BUFFALO SEWER AUTHORITY

REGULAR MEETING

October 15, 2025

9:00 A.M.

**Buffalo City Hall, 65 Niagara Square Room 1038
Teleconference +1 917- 933-2166, ID #638 720 909#**

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	B. Informative: Reallocation of Funds	
	C. Claim Against Liability and Casualty Reserve Fund	
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Attachments :

Attachment A: SEQF FEAF Part 1_BSA Village Court RTC-Waterfront
Park OLS

CALL OF THE ROLL

Present:	<u>Christopher Roosevelt</u>	<u>Vice Chairman of the Board</u>
	<u>Thomas E. Caulfield, PhD.</u>	<u>Board Member</u>
	<u>Patrick Sole</u>	<u>Board Member</u>
	<u>Hope Young Watkins</u>	<u>Board Member</u>
	<u>Charles Riley</u>	<u>Executive Secretary</u>
	<u>Cheryl Colston, Esq.</u>	<u>General Counsel</u>
	<u>Alexander Emmerson</u>	<u>Treatment Plant Superintendent</u>
	<u>Rosaleen Nogle, P.E.</u>	<u>Principal Sanitary Engineer</u>
	<u>Paul Harris</u>	<u>Superintendent of Mechanical Maintenance</u>
	<u>Jessica Smith</u>	<u>Secretary to General Manager</u>
	<u>Lori Scaletta</u>	<u>Senior Administrative Assistant</u>
	<u>LaToya Cunningham</u>	<u>Special Assistant</u>
	<u>Joel Renzoni</u>	<u>Director of Sewer Maintenance</u>
	<u>Elizabeth Scheeler</u>	<u>Industrial Waste Administrator</u>
	<u>Sydney McFoy</u>	<u>Typist</u>

The meeting was called to order at 9:01AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of September 24, 2025MOTION TO ADOPTMADE BY DR. CAULFIELD2ND BY MS YOUNG-WATKINSAYES 4 NOES 0

Board Meeting of October 15, 2025

ITEM NO. 2

APPROVAL OF CONSENT AGENDA**CONTENTS**

- A. Informative: Temporary Investments
- B. Informative: Reallocation of Funds
- C. Claim Against Liability and Casualty Reserve Fund
- D. Payment from Judgments and Claims
- E. Confirmation of Appointments

MOTION TO APPROVE
MADE BY MR. SOLE
2ND BY MS. YOUNG-WATKINS
AYES 4 NOES 0

Board Meeting of October 15, 2025

2-A

INFORMATIVE: TEMPORARY INVESTMENTS (CERTIFICATES OF DEPOSIT AND TREASURY BILLS)

As of August 31st, 2025

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	MONEY MARKET		\$2,688,275.61	Key	0.01%	Public NOW
14-Aug-25	11-Sep-25	28	\$3,499,528.00	Key Banc Capital	4.20%	\$11,472.00
28-Aug-25	25-Sep-25	28	\$2,498,849.46	M&T Securities	4.18%	\$8,150.54
			\$8,686,653.07			
LIABILITY AND CASUALTY RESERVE FUND						
31-Jul-12	MONEY MARKET		\$221,311.46	Key	0.01%	Public NOW
17-Jul-25	16-Oct-25	91	\$795,441.84	Key Banc Capital	4.21%	\$8,558.16
			\$1,016,753.30			
OPERATING FUND						
31-Jul-12	SUPER NOW		\$3,788,792.08	Key	0.01%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	SUPER NOW		\$27,957.03	Key	0.01%	Public NOW
SURPLUS FUND						
15-May-25	23-Oct-25	161	\$1,481.75	Wilmington U.S. Treasury	4.79%	
			\$10,003,428.46	M&T Securities	4.09%	\$186,571.54
			\$10,004,910.21			
NET REVENUE FUND						
31-Jul-25	25-Sep-25	56	\$4,219.90	Wilmington U.S. Treasury		
			\$9,042,363.70	Key Banc Capital	4.21%	\$59,636.30
28-Aug-25	30-Oct-25	63	\$12,599,393.40	M&T Securities	4.08%	\$90,606.60
			\$21,645,977.00			

BSA 2021 EIB FUND

			\$328,984.47	Cash	0.00%	
8-May-25	30-Oct-25	175	\$32,615,178.37	Key Banc Capital	4.06%	\$656,821.63
5-Jun-25	28-Nov-25	176	\$20,083,543.63	Key Banc Capital	4.13%	\$413,456.37
			\$53,027,706.47			

DEBT RESERVE FUND

				Series J		
02-Jul-14	13-Nov-33	7076	\$279,299.59	UST State/Local Govt	2.70%	
				Series K		
02-Jul-14	15-Feb-33	6803	\$194,606.89	UST State/Local Govt	2.70%	
				Series L		
12-Nov-15	1-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%	
				Series M		
27-Jun-14	1-May-44	10901	\$585,133.75	UST State/Local Govt	2.70%	
				Series N		
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%	
				EFC 2021		
			\$591.26	Wilmington U.S. Treasury	4.79%	
7-Aug-25	15-Jan-26	161	\$365,411.88	Key Banc Capital	3.96%	\$6,588.12
			\$366,003.14			

DSF PRIN &INT**\$0.01**

Wilmington Fund

DSF 2021 EIB**\$565,965.41**

Wilmington Fund 4.79%

RECEIVE & FILEBoard Meeting of October 15th, 2025

2-B

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

09/05/2025	00520105 MAIN Equipment Maint.	-\$3,156.78	00210105 RWWP Equipment Maint	\$3,156.78
09/12/2025	00330105 FINA Chemicals & Gas	-\$50,000.00	00520105 AMHE Equipment Maint.	\$50,000.00
09/12/2025	00330105 FINA Chemicals & Gas	-\$1,800.00	00490103 NIAG Electric Light & Power	\$1,800.00
09/18/2025	00200106 PLAN Maintenance Contract	-\$24,699.00	00200107 PLAN Office Equipment	\$24,699.00

Engineering Division

09/19/2025	00600104 ENG Travel Expenses	-\$2,815.00	00600105 ENG Miscellaneous	\$2,815.00
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Board Meeting of October 15, 2025

2-C**CLAIM AGAINST LIABILITY AND CASUALTY RESERVE FUND**

WHEREAS: Mary Ann Deitzer filed a Notice of Claim for property damage due to sewer pipe issue and flooded basement at 480 Eggert Road in the City of Buffalo on August 13, 2025.

WHEREAS: The General Counsel has reviewed this matter and recommends the final settlement amount of \$2,791.07 is in the best interest of the Buffalo Sewer Authority.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the payment to Mary Ann Deitzer in the final settlement amount of \$2,791.07 in full and complete settlement of this matter. This claim will be paid out of the Liability and Casualty Reserve Fund

2-D

PAYMENT FROM JUDGMENTS 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 2025-2026 budget account no. 00800108-480214

VENDOR	INVOICE	AMOUNT
Bobs Eyes Downtown	000050	\$319.00
ICC Community Development Solutions	PC0000034246	\$1,900.00
ICC Community Development Solutions	PC0000034163	\$5,920.00
ICC Community Development Solutions	PC0000034165	\$1,600.00

; and

WHEREAS: The Executive Secretary and staff recommend the above payment from the Judgments and Claims account.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above payments from the Judgments and Claims account no. 00800108-480214.

2-E

CONFIRMATION OF APPOINTMENTS

WASTEWATER OPERATOR II (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$29.71 PER HOUR
EFFECTIVE: SEPTEMBER 22, 2025

DOMINIC GIAMBRA
499 RICHMOND AVE
BUFFALO, NY 14222

SEWER CONSTRUCTION WORKER (PROVISIONAL)
SEWER MAINTENANCE DIVISION
\$28.26 PER HOUR
EFFECTIVE: SEPTEMBER 22, 2025

PETER BYRNE
174 LOCKWOOD AVE.
BUFFALO, NY 14220

LABORER II (PERMANENT)
SEWAGE TREATMENT PLANT
\$26.08 PER HOUR
EFFECTIVE: SEPTEMBER 22, 2025

JASON MARINARO
132 CARLYLE AVE.
BUFFALO, NY 14220

SEWER CONSTRUCTION INSPECTOR (PROVISIONAL)
ENGINEERING
\$77,037 PER ANNUM
EFFECTIVE: SEPTEMBER 22, 2025

ANDREW STRUG
16 CAMBRIA ST.
BUFFALO, NY 14206

SEWER CONSTRUCTION INSPECTOR (PROVISIONAL)
ENGINEERING
\$77,037 PER ANNUM
EFFECTIVE: SEPTEMBER 15, 2025

SAMUEL LOZADA
301 GERMANIA ST.
BUFFALO, NY 14220

ASST. SUPV. OF FIXED ASSETS INVENTORY (PERMANENT)
TREATMENT PLANT ADMINISTRATION
\$83,510 PER ANNUM
EFFECTIVE: SEPTEMBER 15, 2025

JESSICA LANGWORTHY
138 ROLAND AVE.
BUFFALO, NY 14212

WHEREAS: The preceding appointments were made by the Executive Secretary since the last Board Meeting; and

WHEREAS: The Executive Secretary and Principal Sanitary Engineer 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.

ITEM NO. 3

AUTHORIZATION FOR PURCHASE OF COMPUTERS ORDER FOR 2025

WHEREAS: The Director of Information Technology has determined a need for additional computers, laptops, monitors, and related equipment for Authority employees and conference rooms; and

WHEREAS: Bids were solicited for this purchase, and the following bids were received by the Buffalo Sewer Authority Purchase Department:

Vendor	Total Cost:
CS Business Systems	\$24,699.00
Staples	\$24,854.00
Alternative Information Systems	NO RESPONSE

; and

WHEREAS: The Executive Secretary and Director of Information Technology reviewed the quotes received and recommend awarding the purchase to the lowest bidder, CS Business Systems, at a total cost of \$24,699.00;

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

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Executive Secretary and Principal Sanitary Engineer to purchase computers, laptops, and related equipment from CS Business Systems at a cost not to exceed \$24,699.00. Account no. 00200107-474300 will be charged for this purchase.

MOTION TO APPROVE

MADE BY MR. SOLE

2ND BY MS. YOUNG-WATKINS

AYES 4 NOES 0

Board Meeting of October 15, 2025

ITEM NO.4

REPORTS ON BIDS RECEIVED- PURCHASE OF VARIOUS GRAY CAST IRON CASTINGS

WHEREAS: Formal bids were advertised and solicited for the purchase of the following various gray cast iron castings:

- 1.) (70) Dark 13 inch X 18-1/8 inch cast iron receiver grate; drawing: drawing #20557-RS-1
- 2.) (60) Dark 12 inch X 18-1/8 inch cast iron receiver grate; drawing #20557-RS-2: in accordance with specifications & as specified in the BSA drawing.

;and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on September 10, 2025:

Vendor	Total Cost:
EJ USA Inc.	\$ 35,578.40
Ferguson Enterprise LLC	NO RESPONSE
Neenah Foundry	NO RESPONSE

;and

WHEREAS: The Director of Sewer Maintenance and staff reviewed the quotes received and recommend awarding the entire purchase to the lowest and only bidder, EJ USA Inc., at a total cost of \$35,578.40.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Executive Secretary and Principal Sanitary Engineer to purchase the above listed various gray cast iron castings from EJ USA Inc. at a total cost of \$35,578.40 This purchase will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY DR. CAULFIELD

2ND BY MS. YOUNG-WATKINS

AYES 4 NOES 0

Board Meeting of October 15, 2025

ITEM NO.5

REPORT ON BIDS RECEIVED - PURCHASE OF VARIOUS NEW & UNUSED STEEL PRODUCTS

WHEREAS: Formal bids were advertised and solicited for the purchase of the following various steel products:

1. (10) Receiver Top Section; 12 inch; Steel; Dark – Drawing #20557-RS-1
2. (15) Receiver Top Section; 16 inch; Steel; Dark – Drawing #20557-RS-1
3. (15) Receiver Top Section; 20 inch; Steel; Dark – Drawing #20557-RS-1
4. (15) Receiver Top Section; 24 inch; Steel; Dark – Drawing #20557-RS-1
5. (60) Curb Box; 6 inch; Steel; Dark –Drawing #20557-RS-1
6. (50) Curb Box; 7 inch; Steel; Dark –Drawing #20557-RS-1
7. (50) Curb Box; 8 inch; Steel; Dark –Drawing #20557-RS-1

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on September 10, 2025:

Vendor	Cost
Melius Welding	\$59,275.00
EJ USA	\$79,520.60
NEENAH FOUNDRY	NO BID

; and

WHEREAS: The Director of Sewer Maintenance and staff carefully reviewed the quotes received for each item needed and recommend the following awards, to the low bidder for each item:

Vendor	Items to award	Cost
Melius Welding	ALL	\$59,275.00

; and

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Executive Secretary and Principal Sanitary Engineer to purchase the above listed various steel products from the low bidder for all items listed from Melius Welding at a total cost of \$59,275.00. These purchases will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY MR. SOLE

2ND BY MS. YOUNG-WATKINS

AYES 4 NOES 0

Board Meeting of October 15, 2025

ITEM NO.6

**DECLARATION OF LEAD AGENCY FOR STATE ENVIRONMENTAL QUALITY REVIEW
FOR CSO-014 VILLAGE COURT RTC AND WATERFRONT PARK OLS PROJECT**

- WHEREAS: The Buffalo Sewer Authority (“BSA”) proposes to modify BSA’s sewer collection system through an offline storage facility (SPP206A & SPP206B Waterfront Park OLS) located near the Waterfront/Emerson Young Park at Village Court and 4th Street, to control combined sewer overflow (CSO) discharges to the Black Rock Canal (“the Project”); and
- WHEREAS: The Project area is located in the City of Buffalo’s Fillmore District; and
- WHEREAS: The Project will reduce both the number of CSO activation events to The Black Rock Canal and the total combined sewage discharge to the Buffalo River, the Black Rock Canal and Niagara River; and
- WHEREAS: In accordance with Part 617 of the implementing regulations pertaining to Article 9 (State Environmental Quality Review Act – “SEQRA”) of the Environmental Conservation Law, the Principal Sanitary Engineer and TyLin/Greeley and Hansen, as Consulting Engineer have determined that the above project will be treated as a Type I Action; and
- WHEREAS: Part 1 of the SEQRA Long Environmental Assessment Form (EAF) has been completed (See Attachment A); and
- WHEREAS: The Buffalo Sewer Authority has identified Involved Agencies for the Project; and
- NOW THEREFORE
BE IT RESOLVED: The Board of the Buffalo Sewer Authority hereby announces its intent that the BSA will serve as Lead Agency to conduct an environmental review of the Project in accordance with SEQRA and will notify the Involved Agencies of BSA’s intention to act as Lead Agency.

MOTION TO APPROVEMADE BY MR. SOLE2ND BY DR. CAULFIELDAYES 4 NOES 0

Board Meeting of October 15, 2025

ITEM NO.7

AUTHORIZATION TO PREQUALIFY FIRMS FOR THE PURPOSE OF ENTERING INTO PROFESSIONAL SERVICES AGREEMENTS FOR CONSTRUCTION INSPECTION SERVICE PROJECTS

WHEREAS: There is a need to retain the services of engineering, landscape architecture, urban design and planning firms on an as directed basis for construction inspection service projects; and

WHEREAS: A total of four (4) firms responded to a formal Request for Qualifications; and

WHEREAS: A consultant selection committee appointed by the Principal Sanitary Engineer reviewed and ranked the qualification packages received; and

WHEREAS: Based upon the review of the qualification packages, the consultant selection committee recommends prequalifying the following firms to allow for the submission of proposals for future construction inspection service projects as specific projects are identified:

Firm Name
Hazen and Sawyer
Nussbaumer & Clarke, Inc
AECOM
Colliers

; and

WHEREAS: In accordance with the Authority's Procurement Guidelines, Agreements between the Buffalo Sewer Authority and the firms listed will be submitted to the Board of the Buffalo Sewer Authority as specific projects are identified and scopes of work and associated fees are agreed upon; and

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby deems the above listed firms as prequalified for work on engineering, landscape architecture, urban design and planning construction inspection service projects.

MOTION TO APPROVE

MADE BY DR. CAULFIELD

2ND BY MS. YOUNG-WATKINS

AYES 4 NOES 0

Board Meeting of October 15, 2025

ITEM NO. 8

**AMEND AUTHORIZATION FOR BETTERMENT AS PART OF THE ROOSEVELT PARK
ENHANCEMENT PROJECT**

WHEREAS: At the September 23, 2025, Board Meeting, the Board of the Buffalo Sewer Authority authorized a Betterment Contract in the Amount of \$241,000.00; and

WHEREAS: In the Board Item two betterment items were listed in the amounts of \$136,000.00 and \$125,000.00 totaling \$261,000.00; and

WHEREAS: The Principal Sanitary Engineer and staff recommend amending Board Item #16 of the September 23, 2025 to approve a total of \$261,000.00 reflecting the correct total; and

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby amends Board Resolution No. 16 from the September 23, 2025 to read:

“That the Board of the Buffalo Sewer Authority hereby approves the awarding of the contract for Roosevelt Park Enhancement Project to Miller Construction Services and authorizes Executive Secretary and the Principal Sanitary Engineer to enter into a contract for a not to exceed amount of **\$261,000.00**. Expenses for this contract will be charged to account nos. 02000590-490740, 02000591-490740, and 02000592-490740.”

MOTION TO APPROVE

MADE BY DR. CAULFIELD

2ND BY MR. SOLE

AYES 4 NOES 0

Board Meeting of October 15, 2025

ITEM NO.9

ADJOURNMENT OF MEETING

MOTION TO _____ ADJOURN _____

MADE BY _____ MR. SOLE _____

2ND BY _____ MS. YOUNG-WATKINS _____

AYES _____ 4 _____ NOES _____ 0 _____

Board Meeting of October 15, 2025