DRAFT MINUTES FOR APPROVAL

MINUTES OF THE REGULAR MEETING

OF THE

BUFFALO SEWER AUTHORITY

October 21, 2026

BUFFALO SEWER AUTHORITY
REGULAR MEETING
October 21, 2026
9:00 A.M.

Buffalo City Hall, 65 Niagara Square Room 1038
Teleconference +1 929 229 5044, ID #564 362 836

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1	Motion to Adopt the Minutes of September 30, 2026	59664
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	B. Reallocation of Funds	
	C. Claim Against Liability and Casualty Reserve Fund	
	D. Payment from Judgments and Claims	
	E. Addition to Job Classification Plan	
	F. Confirmation of Appointments	
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CALL OF THE ROLL

Present:	Dr. Thomas Caulfield PhD	Chairman of the Board
	Benjamin Swanekamp	Vice Chairman of the Board
	Hope Young-Watkins	Secretary of the Board
	Rebecca Bitterman, AIA	Board Member
	Charles Riley PMP	Executive Secretary
	Cheryl Colston Esq	General Counsel
	Alex Emmerson	Treatment Plant Superintendent
	Jessica Smith	Secretary to General Manager
	Timothy Blake	Senior Instrumentation & Control System Specialist
	Joel Renzoni	Director of Sewer Maintenance
	Sydney McFoy	Typist
	Rosaleen Nogle PE	Principal Sanitary Engineer
	Lori Scaletta	Senior Administrative Assistant
	LaToya Cunningham	Special Assistant
	Laura Surdej	Erie County Dept. of Sewerage
	Rory McClenhan	Special Assistant to the Mayor
Absent:	Patrick Sole	Assistant Secretary of the Board

The meeting was called to order at: 9:07AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of September 30, 2026

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

Board Meeting of October 21, 2026

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. Amendment to Schedule of Job Classification Plan

F. Confirmation of Appointments

G. Travel Authorization - Santa Monica CA

H. Travel Authorization - Anderson, CO

MOTION TO APPROVE

MADE BY MR. SWANEKAMP

2ND BY MS. YOUNG-WATKINS

AYES 4 NOES 0

Board Meeting of October 21, 2026

ITEM NO. 2-A

INFORMATIVE: TEMPORARY INVESTMENTS

As of September 30, 2026

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	**MONEY MARKET**		**$3,140,260.71**	Key	0.01%	Public NOW
LIABILITY AND CASUALTY RESERVE FUND						
31-Jul-12	**MONEY MARKET**		$199,913.09	Key	0.01%	Public NOW
16-Jul-26	15-Oct-26	91	$824,294.20	M&T Securities	3.66%	$7,705.80
			$1,024,207.29			
OPERATING FUND						
31-Jul-12	**SUPER NOW**		**$15,094,086.64**	Key	0.01%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	**SUPER NOW**		**$987,113.68**	Key	0.01%	Public NOW
SURPLUS FUND						
			$776.92	Wilmington U.S. Treasury	4.79%	
16-Apr-26	8-Oct-26	175	$10,004,168.76	M&T Securities	357.30%	$176,831.24
			$10,004,945.68			
NET REVENUE FUND						
			$5,965.59	Wilmington U.S. Treasury		
29-Sep-26	29-Oct-26	30	$23,300,200.00	M&T Securities	3.84%	$74,800.00
			$23,306,165.59			

BSA 2021 EIB FUND

			$-	Cash	0.00%	
2-Jul-26	19-Nov-26	140	$28,513,711.15	M&T Securities	3.74%	$420,288.85
3-Sep-26	14-Jan-27	133	$13,330,207.17	Key Banc Capital	3.78%	$188,792.83
			$41,843,918.32			

BSA SERIES 2025A COI

$119,392.10	Wilmington U.S. Treasury

BSA SERIES 2025A CONS FUND

$51,833,683.47	Wilmington U.S. Treasury

DEBT RESERVE FUND

				Series J		
02-Jul-14	13-Nov-33	7076	**$280,393.52**	UST State/Local Govt	2.70%	
				Series K		
02-Jul-14	15-Feb-33	6803	**$195,034.24**	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	**$585,453.64**	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			
			$1.71	Wilmington U.S. Treasury	4.79%	
9-Jul-26	31-Dec-26	175	$378,939.15	M&T Securities	3.76%	$7,060.85
			$378,940.86			

DSF PRIN &INT

$0.01	Wilmington Fund

DSF 2021 EIB

$827,766.51	Wilmington Fund	4.79%

RECEIVE & FILE

Board Meeting of October 21, 2026

ITEM NO. 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

9/23/2026	00200106 PLAN Repairs to Equipment	-$6,484.00	00420103 PLAN Office Equipment	$6,484.00
9/23/2026	00200105 PLAN Clothing and Safety	-$4,000.00	00650106 SWRM Laundry & Towel	$4,000.00
10/5/2026	00200106 Plan Maintenance Contract	-$1,852.00	00200107 Plan Office Equipment	$1,852.00

Sewer Maintenance

9/29/2026	00690105 Auto Gas & Lube	-$1,100.00	00670105 SWRM Chemicals & Gases	$1,100.00

Financial Contingency

9/21/2026	00800106 FIN COB Service	-$3,850,000.00	00800183 Financial Contingency	$3,850,000.00

ITEM NO. 2-C

CLAIM AGAINST LIABILITY AND CASUALTY RESERVE FUND

WHEREAS: Mitchell Enterprises Global, Inc. filed a Notice of Claim for property damage due to sewer back up at 16 French Street in the City of Buffalo on March 17, 2026.

WHEREAS: The General Counsel has reviewed this matter and recommends the final settlement amount of $775.00 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 Mitchell Enterprises Global, Inc. in the final settlement amount of $775.00 in full and complete settlement of this matter. This claim will be paid out of the Liability and Casualty Reserve Fund.

ITEM NO.2-D

PAYMENT FROM JUDGMENTS AND CLAIMS

WHEREAS: Board approved 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
National Fuel	4385367 06	$24.19
Great Lakes Environmental & Safety	2593225294	$3,800.00

; 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.

ITEM NO. 2-E

AMENDMENT TO SCHEDULE OF JOB CLASSIFICATION PLAN

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

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority approves the addition of the following positions to the Job Classification Plan:

Three (3) Wastewater Operator I	00360161	411001
One (1) Assistant Engineer	00600161	411001
One (1) Engineering Aide	00520131	411001

ITEM NO. 2-F

CONFIRMATION OF APPOINTMENTS

WASTEWATER OPERATOR II (PROVISIONAL)
WASTEWATER TREATMENT PLANT DIVISION
$30.00 PER HOUR
EFFECTIVE: SEPTEMBER 28, 2026

JOSHUA BRADY
186 MARIEMONT AVE.
BUFFALO, NY 14220

MOTOR EQUIPMENT MECHANIC (PERMANENT)
SEWER MAINTENANCE DIVISION
$29.96 PER HOUR
EFFECTIVE: OCTOBER 5, 2026

RICKY PRINGLE
195 BAKOS BLVD
BUFFALO, NY 14211

GIS SPECIALIST II (PROVISIONAL)
ENGINEERING DIVISION
$84,601 PER ANNUM
EFFECTIVE: OCTOBER 5, 2026

YASMIN ABDUL-MALIK
1790 MAIN ST. UNIT 102
BUFFALO, NY 14208

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

WHEREAS: The Executive Secretary 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. 2-G

TRAVEL AUTHORIZATION - SANTA MONICA, CA

WHEREAS: The Buffalo Sewer Authority must be up-to-date on current environmental regulations and legal issues in order to maintain compliance with applicable laws and regulations, maintain operating permits, and comply with the 2025 Consent Judgement; and

WHEREAS: The National Association of Clean Water Agencies (NACWA), 2026 National Clean Water Law & Enforcement Seminar will be held in Santa Monica, CA from November 10 – 14, 2026; and

WHEREAS: This seminar will feature discussions and presentations from the Nation's top clean water attorneys, professionals, and utility leaders on the major legal challenges facing clean water utilities; and

WHEREAS: Lodging and boarding while in Santa Monica will be restricted to the United States General Services Administration rates; and

WHEREAS: The Executive Secretary and Principal Sanitary Engineer recommend that the General Counsel be authorized to travel to Santa Monica, CA from November 10 – 14, 2026, to attend the 2026 National Clean Water Law & Enforcement Seminar at a cost not to exceed $2,200.00; and

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Counsel to travel to Santa Monica, CA from November 10 – 14, 2026, to attend the 2026 National Clean Water Law & Enforcement Seminar at a total cost not to exceed $2,200.00. Account no. 00100104-458012 will be utilized for this travel.

ITEM NO. 2-H

TRAVEL AUTHORIZATION - ANDERSON, SC

WHEREAS: On July 30, 2025, the Buffalo Sewer Authority Board authorized entering into a Consent Judgment to reduce Combined Sewer Overflows by December 31, 2040 through a series of capital projects; and

WHEREAS: As part of the Consent Judgment, a complex modification of the Humboldt Avenue sewer near Sidney and Lark is required; and

WHEREAS: On May 28, 2025 the Board of the Buffalo Sewer Authority authorized an agreement with CHA Consulting, Inc. to design this project; and

WHEREAS: CHA Consulting, Inc. has contracted with Verdantas to create a scaled hydraulic model to ensure that constructability and performance issues are addressed in design rather later in the project when they can lead to more costly change orders; and

WHEREAS: The Principal Sanitary Engineer has been invited to Verdantas' Anderson, South Carolina laboratory to view the model, confirm results, and identify any other concerns with the proposed design; and

WHEREAS: The Principal Sanitary Engineer requests authorization for travel expenses at a total cost not to exceed $110.00 in accordance with IRS mileage and US General Service Administration per diem rates to provide these witness services in Anderson, SC on November 19, 2026; and

WHEREAS: The Executive Secretary recommends that the Principal Sanitary Engineer be authorized for travel to Anderson, SC, to visit Verdantas' laboratory on November 19, 2026 in at a total cost not to exceed $110.00.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Buffalo Sewer Authority's Principal Sanitary Engineer to travel to Anderson, SC at a cost not to exceed $110.00. Expenses for this travel shall be charged to account no. 00600104-458010.

ITEM NO. 3

AUTHORIZATION TO PURCHASE COMPUTER EQUIPMENT

WHEREAS: The Director of Information Technology has determined the need to purchase ten (10) mini-PCs, eight (8) laptops, and twenty (20) computer monitors; and

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

VENDOR	AMOUNT
Alternative Information Systems	$23,543.84
CS Business Systems Incorporated	$30,442.00
CDW	NO RESPONSE

; and

WHEREAS: The Director Information Technology and staff reviewed the quotes received and recommend awarding the purchase to the lowest bidder, Alternative Information Systems, at a cost not to exceed $23,543.84; and

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 the above computer equipment from Alternative Information Systems at a cost not to exceed $23,543.84. Account no. 00200107-474300 will be charged for this purchase.

MOTION TO APPROVE

MADE BY MR. SWANEKAMP

2ND BY MS. YOUNG-WATKINS

AYES 4 NOES 0

Board Meeting of October 21, 2026

ITEM NO. 4

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.) (100) Steel Curb Box: 23 inch X 8 inch, 6 inch reveal: Drawing #20575-B. BSA Inventory #6927
2.) (150) Steel Frame: 2 foot X 2 foot Drawing #20575-B. BSA Inventory #6928
3.) (50) Steel Catch Basin Hood: 12 inch: Drawing #20575-B. BSA Inventory #19666

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on September 28,2026 at 2:00 PM :

Vendor	Cost
EJ USA	$143,080.00
Melius Welding	$221,250.00
NeenahFoundry/Ferguson Waterworks	NO RESPONSE
Turnbull Foundry & Alloy	NO RESPONSE

; and

WHEREAS: The Director of Sewer Maintenance and staff carefully reviewed the quotes received and recommend awarding the purchase to the lowest bidder, EJ USA, at a cost not to exceed $143,080.00; 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 EJ USA at a total cost of $143,080.00. These purchases will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY MS. YOUNG-WATKINS

2ND BY MR. SWANEKAMP

AYES 4 NOES 0

Board Meeting of October 21, 2026

ITEM NO. 5

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.) (100) McConnell 11-1/2 inch X 23 inch cast iron grate.
Drawing #20575-B. BSA Inventory #6934

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on September 28, 2026:

Vendor	Total Cost:
EJ USA	$26,409.00
Melius Welding	NO RESPONSE
Neenah Foundry/Ferguson Waterworks	NO RESPONSE
Turnbull Foundry & Alloy	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 $26,409.00.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Executive Secretary and Principal Sanitary Engineer to purchase the above listed various gray cast iron castings from EJ USA Inc. at a total cost of $26,409.00. This purchase will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY MR. SWANEKAMP

2ND BY MS. YOUNG-WATKINS

AYES 4 NOES 0

Board Meeting of October 21, 2026

ITEM NO. 6

MOTION TO ENTER EXECUTIVE SESSION

MOTION TO	Enter Executive Session Pursuant to Open Meetings Law, To Discuss Employment Matters
MADE BY	MR. SWANEKAMP
2ND BY	MS. YOUNG-WATKINS
AYES	4
NOES	0

Board Meeting of October 21, 2026

ITEM NO. 7

ADJOURNMENT OF MEETING

MOTION TO ADJOURN

MADE BY MS. YOUNG-WATKINS

2ND BY MR. SWANEKAMP

AYES 4 NOES 0

Board Meeting of October 21, 2026