

**MINUTES OF THE REGULAR MEETING  
OF THE  
BUFFALO SEWER AUTHORITY  
JANUARY 3, 2018**



# BUFFALO SEWER AUTHORITY

January 3, 2018

**REGULAR MEETING**

**9:00 A.M.**

**1038 CITY HALL**

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## ITEM NO. 2

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

As of November 30, 2017

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
<b>CONSTRUCTION/CAPITAL IMPROVEMENT FUND</b>						
31-Jul-12	Money Market		\$2,853,155.81	Key	0.15%	Public NOW
07-June-17	08-Dec-17	184	\$9,997,133.30	Key Banc Capital	1.42%	\$72,577.78
05-June-17	05-Jan-18	214	\$9,987,960.00	JP Morgan Securities	1.34%	\$79,655.56
08-Aug-17	07-Feb-18	183	\$2,303,801.51	Key Banc Capital	1.51%	\$17,828.07
10-Jul-17	27-Mar-18	260	2,985,472.50	Key Banc Capital	1.75%	\$37,916.67
16-Oct-17	17-Apr-18	183	\$5,964,580.02	Key Banc Capital	1.62%	\$49,410.00
14-Nov-17	15-May-18	182	\$12,007,939.09	Key Banc Capital	1.75%	\$107,051.39
			<u>\$46,100,042.23</u>			
<b>LIABILITY AND CASUALTY RESERVE FUND</b>						
31-July-12	Money Market		\$201,526.79	Key	0.15%	Public NOW
20-Nov-17	20-Dec-17	30	\$799,426.67	Key Banc Capital	1.15%	\$766.67
			<u>\$1,000,953.46</u>			
<b>OPERATING FUND</b>						
31-Jul-12	Super NOW		<u>\$3,949,522.46</u>	Key	0.15%	Public NOW
<b>TRUST &amp; AGENCY FUND</b>						
31-Jul-12	Money Market		<u>\$3,241.79</u>	Key	0.02%	Public Savings
<b>SURPLUS FUND</b>						
			\$82,322.58	Wilmington Fund		
30-Jun-17	02-Jan-18	186	\$9,989,500.00	Key Banc Capital	1.60%	\$82,666.67
			<u>\$10,071,822.58</u>			
<b>NET REVENUE FUND</b>						
			\$1,830.13	Wilmington Fund		
13-Oct-17	18-Dec-17	66	\$8,484,415.94	Key Banc Capital	1.38%	\$21,477.17
13-Oct-17	12-Jan-18	91	\$1,997,240.00	Key Banc Capital	1.52%	\$7,684.44
27-Oct-17	28-Feb-18	124	\$3,089,956.00	Key Banc Capital	1.36%	\$14,521.78
06-Nov-17	07-Mar-18	121	\$5,957,814.20	JP Morgan Securities	1.47%	\$29,546.18
29-Nov-17	29-May-18	181	\$7,039,590.10	Key Banc Capital	1.71%	\$60,956.27
			<u>\$26,570,846.37</u>			

**DEBT RESERVE FUND**

				<b>SERIES J</b>	
02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
				<b>Series K</b>	
02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
				<b>Series L</b>	
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
				<b>Series M</b>	
27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
				<b>Series N</b>	
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%

**RECEIVE & FILE**

Board Meeting of January 3, 2018

## 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***

11/21/2017	00380105 INCIN Equipment Maintenance	-\$10,000.00	00510107 LAB Operating Equipment	\$10,000.00
11/21/2017	00380105 INCIN Equipment Maintenance	-\$4,826.00	00520105 Main Equipment Maintenance	\$4,826.00
11/29/2017	00230105 GRIT Equipment Maintenance	-\$52,571.00	00240105 PSED Building Materials	\$52,571.00
12/05/2017	00210105 RWWP Equipment Maint.	-\$174.00	00390105 Hamburg DR FLT EQP Maint.	\$174.00
12/05/2017	00210105 RWWP Equipment Maint.	-\$3,423.00	00520105 Main Equipment Maintenance	\$3,423.00

***Sewer Maintenance***

12/11/2017	00650107 SWRM Special Structures	-\$30,000.00	00690107 Auto Cars and Other Vehicle	\$30,000.00
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**RECEIVE & FILE**

Board Meeting of January 3, 2018



## ITEM NO. 4

**APPROVAL OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

WHEREAS: The Comprehensive Annual Financial Report of the Buffalo Sewer Authority has been made available to your Honorable Body; and

WHEREAS: It is the custom of the Board to adopt this report.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves and adopts the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017.

MOTION TO	<u>APPROVE</u>
MADE BY	<u>MR. KENNEDY</u>
2 <sup>ND</sup> BY	<u>MR. ROOSEVELT</u>
AYES	<u>4</u> NOES <u>0</u>

Board Meeting of January 3, 2018

## ITEM NO. 5

**CHANGE ORDER NO. 1 – CONTRACT NO. 81700008**

CONTRACTOR:	ORIGINAL CONTRACT COST	\$631,575.00
Precision Industrial Maintenance	PREVIOUS CHANGE ORDER	N/A
1710 Erie Blvd.	THIS CHANGE ORDER (DEDUCT)	<u>(\$73,711.49)</u>
Schenectady, NY 12308	ADJUSTED CONTRACT COST	\$557,863.51

PROJECT: Secondary System Channel Cleaning

**DESCRIPTION OF CHANGE OR EXTRA WORK:**

Item #1 Credit for Unused Contingency Allowance

Item #2 Credit for Unused Punch List Costs

Item #3 Credit for Unused Grit Disposal Costs

**REASON FOR CHANGE OR EXTRA WORK:**

Item #1 Unused Additional Cleaning Allowance

Item #2 Unused Punch List Costs

Item #3 Unused Grit Disposal

**COST OF CHANGE OR EXTRA WORK:**

Item #1 (\$15,000.00)

Item #2 (\$8,724.00)

Item #3 (\$49,987.49)

THE TOTAL COST OF THE CHANGE OR EXTRA WORK (\$73,711.49)

The total DECREASE to the contract as a result of this Change Order is \$73,711.49

**CONTRACT SUPPLEMENT CONDITIONS:**

- The contract completion date established in the original contract or as modified by previous contract supplements is hereby changed by 0 calendar days, making the final completion date unchanged.

2. Any additional work to be performed under this contract supplement shall be carried out in compliance with the specifications included in the preceding description of changes involved with the supplemental contract drawings designated none and under the provisions of the original contract, including compliance with applicable equipment specifications, general specifications, and project specifications for the same type of work.
3. This contract supplement unless otherwise provided herein does not relieve the Contractor from strict compliance with the guarantee provisions of the original contract, particularly those pertaining to performance and operation of equipment.
4. The Contractor expressly agrees that he will place under coverage of his performance and payment bonds and Contractor’s Insurance all work covered by this contract supplement. The Contractor will furnish to the Owner evidence of increased coverage of his performance and payment bonds for the accrued value of all contract supplements that exceeds the original contract price by twenty percent (20%).
5. The costs established under this contract supplement are acknowledged as including any and all costs associated with the work described herein and including any and all costs associated with any and all work performed or to be performed by the Contractor that may be affected in any manner by the work described herein.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 1 to Contract No. 81700008 as written in the above Agenda Item, decreasing the contract cost in the amount of \$73,711.49 making the adjusted contract cost \$557,863.51.

MOTION TO	APPROVE
MADE BY	MR. KENNEDY
2 <sup>ND</sup> BY	MS. PETRUCCI
AYES	4      NOES      0

Board Meeting of January 3, 2018

## ITEM NO. 6

CONTRACT NO. 81700008

**CERTIFICATE OF ACCEPTANCE AND OCCUPANCY**

PROJECT: Secondary System Channel Cleaning Project

BID: \$631,575.00

CONTRACTOR: Precision Industrial Maintenance  
1710 Erie Blvd  
Schenectady, NY 12308

WHEREAS: The Treatment Plant Administrator certified that the Contractor completed the work in accordance with the plans and specifications on 10/31/2017.

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 10/31/2017;
- c. The maintenance period commence on 10/31/2017;
- d. The Board approved a deduction Change Order No. 1 on January 3<sup>rd</sup>, 2018, resulting in a net decrease of \$73,711.49, thereby making the adjusted contract cost \$557,863.51;
- e. Final payment may be made to the Contractor in the amount of \$27,893.18, making the final cost of the contract \$557,863.51.

MOTION TO	<u>APPROVE</u>
MADE BY	<u>MS. PETRUCCI</u>
2 <sup>ND</sup> BY	<u>MR. ROOSEVELT</u>
AYES	<u>4</u> NOES <u>0</u>

Board Meeting of January 3, 2018





## ITEM NO. 9

**RESCIND RESOLUTION NO. 28 OF THE SEPTEMBER 20, 2017 BOARD MEETING –  
AUTHORIZATION TO ENTER INTO ENGINEERING SERVICES AGREEMENT – GREEN  
INFRASTRUCTURE BETTERMENT AS PART OF THE CITY OF BUFFALO NORTHLAND  
AVENUE STREETScape PROJECT**

WHEREAS: On September 20, 2017, the Board of the Buffalo Sewer Authority authorized an engineering services agreement between the Authority and the City of Buffalo for engineering services for the Green Infrastructure Betterment Project as Part of the City of Buffalo Northland Avenue Streetscape Project; and

WHEREAS: This agreement authorized the Buffalo Sewer Authority to reimburse the City of Buffalo \$74,900.00 for Clark Patterson Lee's construction services related to this project; and

WHEREAS: On July 27, 2016, the Board of the Buffalo Sewer Authority authorized an agreement between the Authority and Clark Patterson Lee to perform design services for the Green Infrastructure Betterment Project as Part of the City's Northland Avenue Streetscape Project; and

WHEREAS: Rather than reimbursing the City, the Authority wishes to utilize this contract for the construction services for this project.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby rescinds the authorization passed on September 20, 2017, to enter into an Agreement to reimburse the City of Buffalo \$74,900.00 for Clark Patterson Lee to perform construction related professional services for the Green Infrastructure Betterment Project as Part of the City's Northland Avenue Streetscape Project.

MOTION TO	<u>RESCIND</u>
MADE BY	<u>MS. PETRUCCI</u>
2 <sup>ND</sup> BY	<u>MR. ROOSEVELT</u>
AYES	<u>4</u> NOES <u>0</u>

Board Meeting of January 3, 2018





## ITEM NO. 11

**CHANGE ORDER NO. 2 – CONTRACT NO. 81700005**

CONSULTANT:	ORIGINAL CONTRACT COST	\$159,813.00
CHA Consulting, Inc.	PREVIOUS CHANGE ORDER	\$23,500.00
2200 Main Place Tower	THIS CHANGE ORDER	<u>\$156,900.00</u>
Buffalo, New York 14202	ADJUSTED CONTRACT COST	\$340,213.00

PROJECT: Hazelwood Inline Storage Real Time Control Project Construction Services

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**DESCRIPTION OF CHANGE OR EXTRA WORK:**

- Item #1 Construction Administration
- Item #2 Construction Observation
- Item #3 Community Outreach
- Item #4 Post Construction Monitoring Services

**REASON FOR CHANGE OR EXTRA WORK:**

- Item #1 The consultant will perform construction administration and engineering services during the course of the construction project.
- Item #2 The consultant will provide on-site construction observation assistance to the BSA resident inspector during the course of the construction project.
- Item #3 The consultant will assist the BSA with any public relations required during construction.
- Item #4 The consultant will install and maintain flow meters through the two-year post construction monitoring period.

**COST OF CHANGE OR EXTRA WORK:**

- Item #1 \$64,200.00
- Item #2 \$36,700.00
- Item #3 \$ 5,400.00
- Item #4 \$50,600.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$156,900.00

The total INCREASE to the contract as a result of this Change Order is \$156,900.00



ITEM NO. 12

**AGREEMENT FOR PAY GRADE UPGRADE BETWEEN BUFFALO SEWER AUTHORITY AND CIVIL SERVICE EMPLOYEES ASSOCIATION, AFSCME, BSA UNIT LOCAL NO. 815**

WHEREAS: The Buffalo Sewer Authority has reviewed a request for a position upgrade; and

WHEREAS: The Buffalo Sewer Authority is willing to upgrade the position of Superintendent of Mechanical Maintenance from pay grade XIVA to pay grade XVI; and

WHEREAS: The C.S.E.A. Local 1000, AFSCME, AFL-CIO, Buffalo Sewer Authority Unit Local #815 has agreed to this change.

NOW THEREFORE

BE IT RESOLVED: The Board of the Buffalo Sewer Authority hereby approves the above upgrade for the position of Superintendent of Mechanical Maintenance.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

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

AYES 4 NOES 0

Board Meeting of January 3, 2018

ITEM NO. 13

**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 position to the Job Classification Plan:

One (1) Wastewater Treatment Plant Operator I        00290161-411001

MOTION TO                                      APPROVE                  

MADE BY                                        MS. PETRUCCI                  

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

AYES                                   4           NOES                              0          

Board Meeting of January 3, 2018



## ITEM NO. 15

**CONFIRMATION OF APPOINTMENTS**

SYSTEMS ADMINISTRATOR (PROVISIONAL)  
SEWAGE TREATMENT PLANT  
\$73,467 PER ANNUM  
EFFECTIVE: DECEMBER 4, 2017

BRIAN HARGRAVE  
22 KERNS AVENUE  
BUFFALO, NY

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WASTEWATER TREATMENT PLANT OPERATOR I (PERMANENT)  
SEWAGE TREATMENT PLANT  
\$19.02 PER HOUR  
EFFECTIVE: DECEMBER 11, 2017

NICHOLAS MAES  
32 HELEN STREET  
BUFFALO, NY

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WASTEWATER TREATMENT PLANT OPERATOR I (PERMANENT)  
SEWAGE TREATMENT PLANT  
\$19.02 PER HOUR  
EFFECTIVE: DECEMBER 11, 2017

JAMES CROCE  
37 CARMEL ROAD APT. 2  
BUFFALO, NY

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WASTEWATER TREATMENT PLANT OPERATOR I (PERMANENT)  
SEWAGE TREATMENT PLANT  
\$19.02 PER HOUR  
EFFECTIVE: DECEMBER 11, 2017

CHARLES KRUG  
320 POTTERS ROAD  
BUFFALO, NY

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WASTEWATER TREATMENT PLANT OPERATOR I (PERMANENT)  
SEWAGE TREATMENT PLANT  
\$19.02 PER HOUR  
EFFECTIVE: DECEMBER 11, 2017

ROBERT HART  
19 ARBOUR LANE  
BUFFALO, NY

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LABORER I (SEASONAL)  
SEWAGE TREATMENT PLANT  
\$110.00 PER DAY  
EFFECTIVE: DECEMBER 18, 2017

DONDRELL VANCE  
81 DUNLOP AVENUE  
BUFFALO, NY

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LABORER I (SEASONAL)  
SEWAGE TREATMENT PLANT  
\$110.00 PER DAY  
EFFECTIVE: DECEMBER 18, 2017

JOHN PAUL MARINACCIO  
550 NORTH LEGION DRIVE  
BUFFALO, NY

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LABORER I (SEASONAL)  
SEWAGE TREATMENT PLANT  
\$110.00 PER DAY  
EFFECTIVE: DECEMBER 18, 2017

BRANDON MAES  
11 TRAYMORE STREET  
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.





