

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
FEBRUARY 14, 2018**

BUFFALO SEWER AUTHORITY

February 14, 2018

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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CALL OF THE ROLL

Present:	<u>John D. Kennedy, Sr.</u>	<u>Vice Chairman</u>
	<u>Christopher Roosevelt</u> <u>(via telephone)</u>	<u>Assistant Vice Chairman</u>
	<u>Eleanor Petrucci</u>	<u>Secretary</u>
	<u>Oluwole A. McFoy, P.E.</u>	<u>General Manager</u>
	<u>Thomas Smith</u>	<u>Secretary to the General Manager</u>
	<u>Ronald Brown</u>	<u>Executive Secretary</u>
	<u>Catherine Knab, P.E.</u>	<u>Principal Sanitary Engineer</u>
	<u>Julie Barrett-O'Neill, Esq.</u>	<u>General Counsel</u>
	<u>Teresa Pleasant</u>	<u>Senior Administrative Assistant</u>
	<u>Michael Letina</u>	<u>Treatment Plant Superintendent</u>
	<u>Roberta Gaiek, P.E.</u>	<u>Treatment Plant Administrator</u> <u>Superintendent of Mechanical</u> <u>Maintenance</u>
	<u>Paul Harris</u>	<u>Erie County Depart. of Sewerage</u>
	<u>Laura Surdej</u>	
Absent:	<u>Herbert L. Bellamy, Jr.</u>	<u>Chairman</u>

The meeting was called to order at 9:00 AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of January 3, 2018

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

Board Meeting of February 14, 2018

ITEM NO. 2

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

As of December 31, 2017

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$3,886,657.95	Key	0.15%	Public NOW
05-June-17	05-Jan-18	214	\$9,997,284.00	JP Morgan Securities	1.34%	\$79,655.56
08-Aug-17	08-Feb-18	184	\$2,305,685.45	Key Banc Capital	1.51%	\$17,828.07
10-Jul-17	27-Mar-18	260	2,987,680.02	Key Banc Capital	1.75%	\$37,916.67
16-Oct-17	17-Apr-18	183	\$5,968,753.38	Key Banc Capital	1.62%	\$49,410.00
14-Nov-17	15-May-18	182	\$12,018,496.46	Key Banc Capital	1.75%	\$107,051.39
08-Dec-17	08-Aug-18	243	8,404,968.00	JP Morgan Securities	1.82%	\$103,275.00
			<u>\$45,569,525.26</u>			
LIABILITY AND CASUALTY RESERVE FUND						
31-July-12	Money Market		<u>\$1,001,591.92</u>	Key	0.15%	Public NOW
OPERATING FUND						
31-Jul-12	Super NOW		<u>\$3,316,712.88</u>	Key	0.15%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Money Market		<u>\$3,315.88</u>	Key	0.02%	Public Savings
SURPLUS FUND						
			\$82,356.75	Wilmington Fund		
30-Jun-17	02-Jan-18	186	\$9,998,400.00	Key Banc Capital	1.60%	\$82,666.67
			<u>\$10,080,756.75</u>			
NET REVENUE FUND						
			\$0.00	Wilmington Fund		
13-Oct-17	12-Jan-18	91	\$1,999,260.00	Key Banc Capital	1.52%	\$7,684.44
27-Oct-17	28-Feb-18	124	\$3,092,684.00	Key Banc Capital	1.36%	\$14,521.78
06-Nov-17	07-Mar-18	121	\$5,963,913.80	JP Morgan Securities	1.47%	\$29,546.18
18-Dec-17	26-Apr-18	129	\$7,960,800.00	JP Morgan Securities	1.73%	\$49,306.07
29-Nov-17	29-May-18	181	\$7,041,433.50	Key Banc Capital	1.71%	\$60,956.27
			<u>\$26,058,091.30</u>			

DEBT RESERVE FUND

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

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Board Meeting of February 14, 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

12/15/2017	00240106 PSED Repairs to Equipment	-\$20,000.00	00520106 MAIN Laundry & Towel Service	\$20,000.00
12/27/2017	00320105 Chem Equipment Maintenance	-\$3,365.00	00520105 MAIN Building Materials	\$3,365.00
12/27/2017	00320105 Chem Equipment Maintenance	-\$71.00	00520105 MAIN Building Materials	\$71.00
1/02/2018	00320105 Chem Equipment Maintenance	-\$4,885.00	00520105 MAIN Building Materials	\$4,885.00
1/11/2018	00370106 Centrifuge Repairs to Equipment	-\$35,000.00	00370105 Centrifuge Equipment Maintenance	\$35,000.00
1/12/2018	00380105 INCIN Equipment Maintenance	-\$850.00	00520105 MAIN Equipment Maintenance	\$850.00
1/22/2018	00380105 INCIN Equipment Maintenance	-\$17,600.00	00370105 Centrifuge Equipment Maintenance	\$17,600.00
1/22/2018	00380105 INCIN Equipment Maintenance	-\$300.00	00530105 Yard Equipment Maintenance	\$300.00

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Board Meeting of February 14, 2018

ITEM NO. 4

INFORMATIVE: REPORT ON THE CONDITION OF THE LIABILITY AND CASUALTY RESERVE FUND

The Resolution that created the Liability and Casualty Reserve Fund provides that:

“The General Manager shall regularly and not less than semi-annually render to the Board a detailed report of the operation and condition of the Liability and Casualty Reserve Fund.”

Fund Balance as of June 30, 2017	\$1,097,489.45
Interest Earnings	\$2,102.47
Claims Paid	\$110,000.00
Transfer from Operating Fund	<u>\$12,000.00</u>
Fund Balance as of December 31, 2017	\$ 1,001,591.92

The Resolution that created the Liability and Casualty Reserve Fund provides that:

“When the amount of the Liability and Casualty Reserve Fund reaches the sum of \$1,000,000.00, no further additions shall be made thereto until the Fund has been reduced below \$1,000,000.00”.

Because the balance of the Liability and Casualty Reserve Fund was below \$1,000,000.00, a transfer in the amount of \$12,000.00 was made from the Operating Fund on November 29, 2017.

During the period of July 1, 2017 – December 31, 2017 the B.S.A. settled eighteen (18) claims. Seventeen (17) claims were denied and one (1) claim was negotiated resulting in a cash payment from the BSA totaling \$110,000.00.

Total Active Claims Pending

Bodily Injury	0
Property Damage	7
Auto B.I. & P.D	0
Other Liability	<u>0</u>
Total	7

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Board Meeting of February 14, 2018

ITEM NO. 6

AMENDMENT TO SOLE SOURCE LISTING FOR SELECTED INSTRUMENTATION, MAINTENACE, LABORATORY AND OFFICE EQUIPMENT FOR FISCAL YEAR 2017-2018

WHEREAS: A Sole Source procurement, in accordance with New York State Procurement Guidelines, is one in which an item is only available from one source due to patents, exclusive franchises, etc. and there is no possibility of competition for the item; and

WHEREAS: Yeomans Chicago/Grundfos-Chicago (formerly Shone Valve) is the sole manufacturer of Yeomans Chicago scum ejector parts and valves; and

WHEREAS: On November 7, 2012, the Board of the Buffalo Sewer Authority approved Gartner Equipment as the sole designated authorized provider for this region by the manufacturer; and

WHEREAS: Siewert Equipment has replaced Gartner Equipment as the authorized provider for this region by the manufacturer for the Yeomans Chicago-scum ejector parts and valves; and

WHEREAS: An amendment to the Sole Source Listing is requested to add the following manufacturer:

Siewert Equipment	Shone/Yeoman Chicago-scum ejector parts, valves
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; and

WHEREAS: The Superintendent of Mechanical Maintenance and Purchasing Department staff have reviewed all supporting documentation and recommend this amendment to the Sole Source Listing.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above amendment to the Sole Source Listing.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of February 14, 2018

ITEM NO. 8

**AUTHORIZATION FOR PURCHASE OF PARTS AND SERVICES FOR WESTFALIA
CENTRIFUGE NOS. 1, 2, & 3**

WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated GEA Mechanical Equipment US Inc./GEA Westfalia Separator Division, the original equipment manufacturer, and/or their authorized local representative, as a sole source for all Westfalia brand centrifuge parts, supplies and service; and

WHEREAS: The Superintendent of Mechanical Maintenance has determined a need for scroll parts, solids catcher replacement and service for the gear repair/refurbishment for Westfalia Centrifuge Nos. 1, 2 and 3. Upon request, GEA Westfalia Separator Division Inc., submitted the following quotes:

SCROLL REPAIR – CENTRIFUGE NO. 1			
Parts	Labor	Freight	Total
\$35,193.46	\$14,197.50	\$1,000.00	\$50,390.96

GEAR EXCHANGE – CENTRIFUGE NO. 1			
New with Core Return	Reconditioned with Core Return	Freight	Total
\$52,232.63	\$11,364.22	\$1,700.00	\$65,296.85

SECONDARY GEAR – CENTRIFUGE NO. 2			
Parts	Installation	Freight	Total
\$14,572.94	\$3,210.00	\$3,000.00	\$20,782.94

SOLIDS CATCHER REPLACEMENT – CENTRIFUGE NO. 3			
Parts	Labor	Freight	Total
\$53,331.42	\$9,440.00	n/a	\$56,695.67

REPLACEMENT OF WORN BEARINGS & SEALS – CENTRIFUGE NOS. 1, 2 & 3			
Parts	Service Costs	Freight	Total
\$53,331.42	\$17,655.00	\$1,000.00	\$71,986.42

TOOLS FOR REPAIRS TO CENTRIFUGE NOS. 1, 2 & 3			
Parts	Labor	Freight	Total
\$12,395.94	n/a	\$70.00	\$12,465.94

TOTAL COSTS	\$277,618.78
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; and

WHEREAS: The Treatment Plant Superintendent, Treatment Plant Administrator, Superintendent of Mechanical Maintenance and staff reviewed the quotes received and recommend the purchase for the scroll, solids catcher replacement and gear repair services; and

WHEREAS: Monies payable to date to GEA Mechanical Equipment US Inc. brand products for parts and services in fiscal year 2017-2018 are \$10,606.80. This purchase will bring the total monies payable for purchase to \$288,225.55; 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 General Manager to purchase the GEA Westfalia parts for the scroll, solids catcher replacement and gear repair services plus labor and estimated freight for a total cost of \$277,618.78. These purchases and repair services will be charged to accounts nos. 00370105-466107 and 00370106-443301.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 14, 2018

ITEM NO. 11

CHANGE ORDER NO. 1 – CONTRACT NO. 81700003

CONSULTANT:	ORIGINAL CONTRACT COST	\$79,500.00
RedZone Robotics	PREVIOUS CHANGE ORDER	N/A
91 43 rd Street #250	THIS CHANGE ORDER (DEDUCT)	<u>(\$5,000.00)</u>
Pittsburgh, PA 15201	ADJUSTED CONTRACT COST	\$74,500.00

PROJECT: Collection System Assessment Demonstration Project

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Deduct change order for uncompleted work

REASON FOR CHANGE OR EXTRA WORK:

Item #1 The consultant did not complete all agreed upon scopes of work.

COST OF CHANGE OR EXTRA WORK:

Item #1 (\$5,000.00)

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: (\$5,000.00)

The total DECREASE to the contract as a result of this Change Order is: \$5,000.00

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 1 to Contract No. 81700003 as written in the above Agenda Item, decreasing the contract cost in the amount of \$5,000.00, making the adjusted contract cost \$74,500.00.

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

Board Meeting of February 14, 2018

ITEM NO. 12

CHANGE ORDER NO. 1 – CONTRACT NO. 81700020

CONTRACTOR:	ORIGINAL CONTRACT COST	\$4,814,586.00
Concrete Applied Technologies Corp.	PREVIOUS CHANGE ORDER	N/A
1266 Townline Road	THIS CHANGE ORDER	<u>\$145,142.55</u>
Alden, NY 14004	ADJUSTED CONTRACT COST	\$4,959,728.55

PROJECT: Willert Park Green Infrastructure & Miami Street and Louisiana Street Sewer Improvements

DESCRIPTION OF CHANGE OR EXTRA WORK:

- Item #1 Revised construction plans for Jesse Clipper Square
- Item #2 New construction plans for curb ramps on south side of William Street

REASON FOR CHANGE OR EXTRA WORK:

- Item #1 Following award of the project, design modifications were made to the improvements to Jesse Clipper Square.
- Item #2 Additional sidewalk curb ramp modifications are needed to meet ADA requirements that were not included in the original design.

COST OF CHANGE OR EXTRA WORK:

- Item #1 \$109,321.01
- Item #2 \$ 35,821.54

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$145,142.55

The Total INCREASE to the Contract as a result of this change order is \$145,142.55

CONTRACT SUPPLEMENT CONDITIONS:

1. The contract completion date established in the original contract or as modified by previous contract supplement 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 and under the provisions of the original contract,

ITEM NO. 13

REPORT ON BIDS RECEIVED - GREEN INFRASTRUCTURE LANDSCAPE MAINTENANCE

WHEREAS: Formal bids were advertised and solicited for Green Infrastructure Landscape Maintenance. The following bids were received and opened by the Buffalo Sewer Authority on January 30, 2018:

<u>Contractor</u>	<u>Bid</u>
A. Vaillancourt	\$49,990.00
CJM Lawn Care Services	\$61,110.20
Wayside Landscaping	\$164,900.00
Titan Development	\$365,900.00
Push Buffalo	\$334,775.00
Beau Enterprises	\$111,166.80

; and

WHEREAS: The proposals were received and the contract will be awarded on the basis of unit bid prices. The bids do not reflect the true amount of the contract; and

WHEREAS: The Principal Sanitary Engineer, RENEW Fellow, and staff reviewed the bids and determined that A. Vaillancourt did not submit a bid based on complete information, including Addendum, and therefore are deemed irresponsible; and

WHEREAS: The Principal Sanitary Engineer, RENEW Fellow, and staff recommend awarding the contract to the lowest responsible bidder, CJM Lawn Care Services, at a cost not to exceed \$61,110.20.

ITEM NO. 15

REQUEST FOR LEAVE OF ABSENCE

WHEREAS: The Buffalo Sewer Authority has received a request from William Conroy, a permanent Sewer Construction Worker, for an unpaid leave of absence. Mr. Conroy has accepted a position as a City of Buffalo Firefighter beginning February 5, 2018, and has requested this unpaid leave of absence for the duration of his probationary period; and

WHEREAS: The General Manager has reviewed this request and recommends approval of Mr. Conroy's request for an unpaid leave of absence for the duration of his probationary period.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby grants William Conroy an unpaid leave of absence beginning February 5, 2018, and extending until the end of his probationary period.

MOTION TO APPROVE
MADE BY MS. PETRUCCI
2ND BY MR. ROOSEVELT
AYES 3 NOES 0

Board Meeting of February 14, 2018

ITEM NO. 17

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) Senior Sanitary Engineering Supervisor 00600131 411001

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of February 14, 2018

ITEM NO. 18

CONFIRMATION OF APPOINTMENTS

LABORER I (SEASONAL)
SEWAGE TREATMENT PLANT
\$110.00 PER DAY
EFFECTIVE: JANUARY 8, 2018

JUSTIN HAMMER-O'BANION
191 ONTARIO STREET
BUFFALO, NY

MILLWRIGHT (PERMANENT)
SEWAGE TREATMENT PLANT
\$23.21 PER HOUR
EFFECTIVE: JANUARY 8, 2018

MICHAEL EWING
98 TURNER AVENUE
BUFFALO, NY

LABORER I (TEMPORARY)
SEWAGE TREATMENT PLANT
\$18.46 PER HOUR
EFFECTIVE: JANUARY 8, 2018

DWAIN LAWS
427 CORNWALL AVENUE
BUFFALO, NY

SUPERINTENDENT OF MECHANICAL MAINTENANCE
(PROVISIONAL)
SEWAGE TREATMENT PLANT
\$88,355 PER ANNUM
EFFECTIVE: JANUARY 16, 2018

PAUL V. HARRIS
798 FILLMORE AVENUE (REAR)
BUFFALO, NY

LABORER I (PERMANENT)
SEWAGE TREATMENT PLANT
\$18.46 PER HOUR
EFFECTIVE: JANUARY 22, 2018

JACK GERARD
298 WEIMAR
BUFFALO, NY

LABORER I (TEMPORARY)
SEWAGE TREATMENT PLANT
\$18.46 PER HOUR
EFFECTIVE: JANUARY 22, 2018

KEVIN BRIGGS
684 EAST UTICA STREET
BUFFALO, NY

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 MS. PETRUCCI
2ND BY MR. ROOSEVELT
AYES 3 NOES 0

Board Meeting of February 14, 2018

ITEM NO. 19

TUITION REIMBURSEMENT

WHEREAS: In accordance with the Agreements between the Buffalo Sewer Authority and CSEA Local 815 and the Communications Workers of America, the following Buffalo Sewer Authority employee has applied for Tuition Reimbursement:

<u>EMPLOYEE</u>	<u>SCHOOL</u>	<u>COURSE</u>	<u>TUITION%</u>	<u>REIMBURSEMENT TOTAL</u>
Patrick D. Lauerman	SUNY Empire State College	Biology I	100%	\$1,777.45

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above application for Tuition Reimbursement totaling \$ 1,777.45. This Reimbursement will be charged to account no. 00820102-421026.

MOTION TO APPROVE
 MADE BY MR. ROOSEVELT
 2ND BY MS. PETRUCCI
 AYES 3 NOES 0

Board Meeting of February 14, 2018

ITEM NO. 20

ADJOURNMENT OF MEETINGMOTION TO APPROVE MADE BY MS. PETRUCCI 2ND BY MR. ROOSEVELT AYES 3 NOES 0

Board Meeting of February 14, 2018