

FILE COPY

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

April 10, 2019

BUFFALO SEWER AUTHORITY

April 10, 2019

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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ATTACHMENT A – Credit Card Policy

CALL OF THE ROLL

Present: Herbert L. Bellamy, Jr.
John D. Kennedy, Sr.
Christopher Roosevelt
Eleanor Petrucci
Oluwole A. McFoy, P.E.
Ronald Brown
Thomas Smith
Gelea James
Allison Lack
LaToya Cunningham
Catherine Knab, P.E.
Frank Rafferty
Roberta Gaiek, P.E.
Paul Harris
Laura Surdej

Absent: none

Chairman
Vice Chairman
Assistant Vice Chairman
Secretary
General Manager
Executive Secretary
Secretary to the General Manager
Director of Employee Relations
General Council
Special Assistant
Principal Sanitary Engineer
Treatment Plant Superintendent
Treatment Plant Administrator
Superintendent of Mechanical Maintenance
Erie Co. Dept. of Sewerage

The meeting was called to order at 9:10 A.M. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of March 6, 2019

MOTION TO	ADOPT		
MADE BY	MS. PETRUCCI		
2 ND BY	MR. ROOSEVELT		
AYES	4	NOES	0

Board Meeting of April 10, 2019

ITEM NO. 2

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

As of 2-28-2019

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$1,981,431.10	Key	0.15%	Public NOW
08-Aug-18	05-Mar-19	209	\$2,418,318.75	Key Banc Capital	2.47%	\$34,845.52
09-Jul-18	26-Mar-19	260	\$5,989,426.68	Key Banc Capital	2.72%	\$117,866.67
08-Aug-18	24-Apr-19	259	\$5,976,808.44	Key Banc Capital	2.70%	\$116,550.00
20-Feb-19	29-Apr-19	68	\$2,225,575.78	Key Banc Capital	2.46%	\$10,385.30
22-Feb-19	29-Apr-19	66	\$1,991,566.71	Key Banc Capital	2.46%	\$9,020.00
22-Jan-19	22-May-19	120	\$7,868,466.45	Key Banc Capital	2.71%	71,498.83
31-Jan-19	31-May-19	120	\$4,569,670.73	Key Banc Capital	2.56%	\$39,253.33
15-Oct-18	02-Jul-19	260	\$5,153,789.37	Key Banc Capital	2.90%	\$108,911.11
28-Jan-19	29-Jul-19	182	\$5,904,643.48	Key Banc Capital	2.74%	\$82,697.77
			\$44,079,697.49			
LIABILITY AND CASUALTY RESERVE FUND						
			\$109,943.42	Key	0.15%	Public NOW
12-Feb-19	11-Mar-19	27	\$899,329.01	Key Banc Capital	2.34%	\$1,579.50
			\$1,009,272.43			
OPERATING FUND						
31-Jul-12	Super NOW		\$3,595,806.97	Key	0.15%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Money Market		\$4,732.95	Key	0.20%	Public Savings
SURPLUS FUND						
			\$ 197,040.00	Wilmington Fund	1.77%	
02-Jul-18	29-Mar-19	270	\$ 9,806,500.00	JP Morgan Securities	2.58%	\$193,500.00
			\$173,710.10	Accrued Income		
			\$10,177,250.10			
NET REVENUE FUND						
			\$97.81	Wilmington Fund		
11-Jul-18	28-Mar-19	260	\$9,195,735.11	Key Banc Capital	2.72%	\$184,264.89
03Oct-18	01-Apr-19	180	\$7,399,875.00	Key Banc Capital	2.67%	\$100,681.25
19-Feb-19	29-Apr-19	69	\$1,791,478.50	Key Banc Capital	2.47%	\$8,521.50
20-Feb-19	29-Apr-19	68	\$1,409,420.32	Key Banc Capital	2.46%	\$6,579.68
29-Jan-19	29-Jul-19	181	\$5,917,343.34	Key Banc Capital	2.74%	\$82,656.66
			\$264,344.54	Accrued Income		
			\$25,978,294.62			

DEBT RESERVE FUND

				Series J	
02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
			<u>\$4,078.58</u>	Accrued Income	
			\$519,957.58		
				Series K	
02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
			<u>\$377.39</u>		
			\$361,792.39		
				Series L	
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
			<u>\$6,979.58</u>	Accrued Income	
			\$696,526.58		
				Series M	
27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
			<u>\$5,330.90</u>	Accrued Income	
			\$600,943.90		
				Series N	
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
			<u>\$19,738.99</u>	Accrued Income	
			\$2,186,895.99		
			\$0.01	DSF PRN & INT	
				Wilmington Fund	

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Board Meeting of April 10, 2019

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

2/26/2019	00520106 Main Maintenance Contract	- \$305.00	00290105 Chemicals and Gases	\$305.00
2/28/2019	00510107 Lab Operating Equipment	- \$7,160.00	00510105 Lab Laboratory Supplies	\$7,160.00
3/5/2019	00520106 Main Maintenance Contract	- \$4,000.00	00520105 Main Building Materials	\$4,000.00
3/13/2019	00300103 Blow Electric Light & Power	- \$100,000.00	00360103 DEWA Water	\$100,000.00
3/13/2019	00520106 Main Maintenance Power	\$3,000.00	00230105 GRIT Equipment Maintenance	\$3,000.00
3/13/2019	00520106 Main Maintenance Power	-\$15,000.00	00440105 KELS Equipment Maintenance	\$15,000.00
3/21/2019	00300103 Blow Electric Light & Power	-\$286,000.00	00200107 PLAN Office Equipment	\$286,000.00
3/22/2019	00370106 Centrifuge Repairs to Equipment	-\$50,000.00	00370105 Centrifuge Equipment Maintenance	\$50,000.00

Sewer Maintenance Division

3/12/2019	00690107 Auto Cars	-\$38,985.00	00650106 SWRR Lease Equip & Vehicles	\$38,985.00
3/14/2019	00650103 SWRM Gas	-\$1,500.00	00650104 SWRM Registration Fees & Dues	\$1,500.00

Engineering Division

3/13/2019	00600106 ENG Engineering and Tech	-\$1,647.28	00600107 ENG Cars and Vehicle	\$1,647.28
3/14/2019	00600106 ENG Engineering and Tech	-\$2,250.00	00110107 Admin Office Equipment	\$2,250.00

General Financial Charges

2/15/2019	00800183 Fin Contingency	-\$750.00	00110104 Admin Travel Expenses	\$750.00
2/25/2019	00800183 Fin Contingency	-\$3,750.00	00110107 Admin Office Equipment	\$3,750.00
03/14/2019	00800183 Fin Contingency	-\$575.98	00200107 PLAN Office Equipment	\$575.98

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Board Meeting of April 10, 2019

ITEM NO. 4

CONSIDERATION OF THE OPERATING FUND BUDGET FOR FISCAL YEAR 2019-20

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority does hereby adopt the attached Operating Fund Budget and Five-Year Capital Plan for the fiscal year commencing July 1, 2019.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MS. PETRUCCI

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 5

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; and

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

WHEREAS: Each credit card will be issued by KeyBank, and have an authorized credit limit of \$10,000.00.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes BSA credit cards to be issued to Judith Eagan, Paulette Lee, and LaToya Cunningham.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 6

CONTRACT APPROVAL - PROPERTY AND CRIME INSURANCE

WHEREAS: The Buffalo Sewer Authority currently receives property insurance coverage through Affiliated FM Insurance Company, and crime insurance coverage through Fidelity & Deposit Co. of MD (Zurich Insurance Group); and

WHEREAS: Affiliated FM Insurance Company has proposed a renewal extension to the Buffalo Sewer Authority for property insurance coverage for the period April 15, 2019 through April 15, 2020, at a cost of \$180,771.00; and

WHEREAS: Fidelity & Deposit (Zurich Insurance Group) has proposed a renewal extension to the Buffalo Sewer Authority for crime insurance coverage for the period April 15, 2019 through April 15, 2020, at a cost not to exceed \$3,215.00; and

WHEREAS: The Executive Secretary of the Buffalo Sewer Authority has carefully reviewed the policies and recommends acceptance of these proposals; and

WHEREAS: Combined Coverage represents a \$17,269.00 (5%) increase over the aggregate prior year coverage of \$166,717.00. We consider this increase to be acceptable considering industry average increases of 10%.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves property insurance coverage through Affiliated FM Insurance Company at a cost not to exceed \$180,771.00, and crime insurance coverage through Fidelity & Deposit (Zurich Insurance Group) at a cost not to exceed \$3,215.00, effective April 15, 2019, for a one-year period. These costs shall be charged to account nos. 00200108-452000 and 00650108-452000 on a pro rata basis.

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

Board Meeting of April 10, 2019

ITEM NO. 7

CLAIM AGAINST LIABILITY AND CASUALTY RESERVE FUND

WHEREAS: Diane Cornman of 122 Brinton Street, Buffalo, N.Y. 14214 filed a Claim with the City of Buffalo for damage to her property on February 8, 2018; and

WHEREAS: The City of Buffalo Law Department, General Counsel (BSA), and General Manager reviewed this Claim and have negotiated a final settlement in the amount of \$690.84 in full and complete settlement of this matter.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to make payment to Diane Cornman, of 122 Brinton Street, Buffalo, N.Y. 14214 in the final settlement amount of \$690.84 in full and complete settlement of this matter. This Claim will be paid out of the Liability and Casualty Reserve Fund.

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

Board Meeting of April 10, 2019

ITEM NO. 8

NOTICE OF VIOLATION AND ADMINISTRATIVE ORDER

- WHEREAS: Aurubis Buffalo, Inc., located at 70 Sayre St., is a significant industrial user of Buffalo Sewer Authority facilities, discharging wastewater containing pollutants to the sewerage system of the Authority; and
- WHEREAS: Pursuant to Buffalo Sewer Authority Sewer Use and Regulations and Discharge Permit No. 18-05-BU263, issued to Aurubis effective May 1, 2018, data is routinely collected and submitted on the compliance status of the company; and
- WHEREAS: On May 9 and 10, 2018, there were findings of multiple discharge violations based on sampled results. An investigation was done to determine the cause of these violations and corrective actions were instituted; and
- WHEREAS: Re-sampling was conducted on July 12 and 13, 2018, and again on September 12, 2018, which showed continuing violations including water gauge PH; and
- WHEREAS: Due to the seriousness of the violations, the Authority issued a Notice of Violation and Administrative Order against Aurubis, Buffalo Inc., with a penalty of twenty-three thousand dollars (\$23,000.00), as well as an Order to have the existing pretreatment system evaluated by a professional engineer, developing a compliance schedule that incorporates any necessary corrective measures to the pretreatment system, and update Aurubis' Slug Control Plan by February 22, 2019; and
- WHEREAS: Aurubis Buffalo, Inc., has paid the penalty of twenty-three thousand dollars (\$23,000.00) and all requirements of the Order have been fulfilled, with all corrective measures to be completed by July 1, 2019.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby acknowledges the penalty assessed against Aurubis Buffalo, Inc., for twenty-three thousand dollars (\$23,000.00), as well as the Order for the implementation and completion of corrective measures.

MOTION TO	APPROVE
MADE BY	MR. KENNEDY
2 ND BY	MR. ROOSEVELT
AYES	4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 9

TRAVEL AUTHORIZATION - FORT LAUDERDALE, FL

WHEREAS: The Water Environment Federation (WEF) 2019 is holding its Stormwater and Green Infrastructure Symposium in Fort Lauderdale, FL from May 8-10, 2019; and

WHEREAS: The Authority, as a publicly owned treatment works, needs to remain current on technical knowledge of stormwater management and attend forums where leading issues in the sector will be discussed; and

WHEREAS: The Chairman recommends attendance at the Water Environment Federation (WEF) 2019 Stormwater and Green Infrastructure Symposium.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Chairman of the Board to travel to Fort Lauderdale, FL from May 8 - 10, 2019, to attend the Water Environment Federation 2019 Stormwater and Green Infrastructure Symposium at a total cost not to exceed \$2,500.00. Account nos. 00100104-458010 and 00100104-458012 will be utilized for this travel.

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

Board Meeting of April 10, 2019

ITEM NO. 10

TRAVEL AUTHORIZATION - NASHVILLE, TN

- WHEREAS: The Buffalo Sewer Authority is continuing strategic efforts, focused on effective utility management approach endorsed by US Environmental Protection Agency, Water Environment Federation (WEF) and American Water Works Association (AWWA); and
- WHEREAS: The Water Environment Federation Member Association Exchange (WEFMAX) will hold its annual program meeting in Nashville, TN from May 29 – May 31, 2019 where participants will exchange ideas and best practices; and
- WHEREAS: The General Manager is a member of the WEF House of Delegates and needs to remain active on member association and utility best practices innovations; and
- WHEREAS: The General Manager recommends attendance to the WEFMAX Conference.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to travel to Nashville, TN from May 29 – May 31, 2019, to attend the WEFMAX Meeting at a total cost not to exceed \$1,500.00. Account nos. 00110104-458010 and 00110104-458012 will be utilized for this travel.

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

Board Meeting of April 10, 2019

ITEM NO. 11

TRAVEL AUTHORIZATION - AUSTIN, TX

- WHEREAS: The General Manager serves as a board member for the US Water Alliance, an organization dedicated to managing water in a sustainable and inclusive manner to build strong economies, vibrant communities and healthy environments; and
- WHEREAS: The US Water Alliance is holding its One Water Summit 2019 in Austin, TX from September 18 – September 20, 2019; and
- WHEREAS: The General Manager serves on the Board of Directors for US Water Alliance and needs to remain active on the latest innovations, inclusive approaches to managing water and the latest regulatory issues; and
- WHEREAS: The General Manager recommends attendance for himself and LaToya Cunningham, Special Assistant, as Buffalo Learning Team Representatives to the US Water Alliance One Water Summit 2019.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager and the Special Assistant to travel to Austin, Texas from September 18 - 20, 2019, to attend the US Water Alliance One Water Summit 2019 at a total cost not to exceed \$5,000.00. Account nos. 00110104-458010 and 00110104-458012 will be utilized for this travel.

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

Board Meeting of April 10, 2019

ITEM NO. 12

**AMENDMENT TO SOLE SOURCE LISTING FOR SELECTED INSTRUMENTATION,
MAINTENANCE, LABORATORY AND OFFICE EQUIPMENT FOR FISCAL YEAR 2018-
2019**

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: The Board of the Buffalo Sewer Authority approves and designates a list of original equipment manufacturers as Sole Sources; and

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

VENDOR	PRODUCT/SERVICE
Siewert Equipment, Inc.	Henry Pratt Valves

WHEREAS: Siewert Equipment, Inc. is the sole authorized distributor of Henry Pratt Valves in New York State; and

WHEREAS: The Treatment Plant Administrator, Purchasing Department and 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. KENNEDY

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 13

AMENDMENT TO SOLE SOURCE LISTING FOR SELECTED INSTRUMENTATION, MAINTENANCE, LABORATORY AND OFFICE EQUIPMENT FOR FISCAL YEAR 2018-2019

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: Envirosolutions LLC is the sole and exclusive representative for all of Flowserve Pump (formerly Ingersoll-Dresser Pump Co.) products into the Water Resources Market. These product lines include brand names such as Worthington, Pacific, Ingersoll-Rand, Byron Jackson, Durco and Innomag along with the sale of pumping units this agreement also includes all aftermarket sales such as parts, repairs, revamps, rebuilds and service. Please be advised that Flowserve owns the above named pump manufacturers and has incorporated them under one name, Flowserve; and

WHEREAS: Flowserve is the original equipment manufacturer of the Worthington 60NA Pump and they own all of the original detailed machining drawings and patterns for this pump; and

WHEREAS: GP Jager was the previous designated representative for Flowserve Pump Co.; now Envirosolutions LLC is the exclusive designated authorized provider for this region by the manufacturer; and

WHEREAS: On November 7, 2012, the Board of the Buffalo Sewer Authority approved and designated a list of original equipment manufacturers as sole source for fiscal year 2012-2013; and

WHEREAS: An amendment is requested to the sole source listing to add the following representative for the original equipment manufacturer of Flowserve;

Envirosolutions LLC	Purchase of parts, supplies and service for Worthington brand pumps
---------------------	---

; and

WHEREAS: The Principal Chief Stationary Engineer and Purchasing Department staff have reviewed all supporting documentation and recommend this amendment to the sole source listing for 2018-2019.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the addition of Envirosolutions LLC to the sole source listing for the maintenance and/or services indicated for fiscal year 2018-2019.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 14

REPORT ON BIDS RECEIVED - FORMAL BID OPENING FOR INDUCED DRAFT (ID) FAN INSPECTION, PREVENTIVE MAINTENANCE & REPAIR SERVICES

WHEREAS: Bids were solicited and received for the formal bid opening for Induced Draft (ID) Fan Inspection, Preventive Maintenance & Repair Services as follows:

Vendor Name	Inspection & PM Monthly cost (x12) Total Annual	Inspection & PM Semi-annual cost (x2) Total Annual	Corr., & Emerg. Repairs Hrly rate mechanic Hrly rate helper Total hrly team rate Total annual (based on estimated 120 team hrs.)	Parts/materials % mark-up (x \$10,000) Total annual cost	Grand Total
Mollenberg-Betz	Monthly \$8,500.00 Annual \$102,000.00	Semi-annual \$14,250.00 Annual \$28,500.00	\$100.00/hr.-mechanic \$73.00/hr.-helper \$173.00/hr.-team rate \$20,760.00	15% mark up \$11,500.00	\$162,760.00
Hohl Industrial Services, Inc.	Monthly \$3,190.00 Annual \$38,280.00	Semi-Annual \$3,190.00 Annual \$6,380.00	\$108.00/hr.-mechanic \$97.00/hr.-helper \$205.00/hr.-team rate	8% mark up \$10,800.00	\$80,060.00

; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance and staff reviewed the quotes received and recommend this service be awarded to the lowest bidder, Hohl Industrial Services, Inc., at a total cost not to exceed \$80,060.00; and

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

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 Hohl Industrial Services, Inc., to provide Induced Draft (ID) Fan, Inspection, Preventive Maintenance & Repair Services for the period beginning July 1, 2019 to June 30, 2020 with an option to renew for four (4) one-year periods, at an annual cost not to exceed \$80,060.00. Expenses for this contract will be charged to account no. 00380106-443421.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. KENNEDY

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 15

REPORT ON BIDS RECEIVED - FORMAL BID OPENING - PURCHASE OF SODIUM HYPOCHLORITE

WHEREAS: Bids were solicited and received for the formal bid opening for Purchase of Sodium Hypochlorite as follows:

VENDOR	COST PER GALLON	TOTAL ANNUAL COST (based on est. qty. of 1,100,000 gallons)
Bison Laboratories, Inc.	\$0.592	\$651,200.00
JCI Jones Chemicals, Inc.	\$0.715	\$786,500.00
Kuehne Chemical Co., Inc.	\$3.000	\$3,300,000.00
Univar	NO RESPONSE	
Amrex Chemical Co., Inc.	NO RESPONSE	

; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance and staff reviewed the quotes received and recommend this purchase be awarded to the lowest bidder, Bison Laboratories, Inc., at a total cost not to exceed \$651,200.00; 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 enter into and execute a contract with Bison Laboratories, Inc., to provide purchase of Sodium Hypochlorite for the period beginning July 1, 2019 to June 30, 2020 with an option to renew for four (4) one-year periods, at an annual cost not to exceed \$651,200.00. Expenses for this contract will be charged to account no. 00330105-467044.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. KENNEDY

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 16

EXTENSION OF THE CONTRACT FOR UNIFORMS/COVERALLS

WHEREAS: On May 30, 2018, the Board of the Buffalo Sewer Authority awarded a contract to UniFirst Corporation for uniforms and /or uniform services at the Bird Island Treatment Facility for fiscal year 2018-2019 at the total cost not to exceed \$49,550.28; and

WHEREAS: UniFirst Corporation has agreed to extend this contract for one (1) additional year under the same terms and conditions for fiscal year 2019-2020; and

WHEREAS: The Treatment Plant Superintendent and staff recommend this extension at a total cost not to exceed \$49,550.28.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with UniFirst Corporation, for uniforms and/or uniforms services for the period July 1, 2019 to June 30, 2020, at a total cost not to exceed \$49,550.28. Expenses for this contract will be charged to account nos. 00200106-442330, 00520106-442330 and 00650106-442330.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 17

**EXTENSION OF THE CONTRACT FOR OVERHEAD DOOR PREVENTIVE
MAINTENANCE & REPAIR SERVICES**

- WHEREAS: On April 4, 2018, the Board of the Buffalo Sewer Authority awarded a contract to Legacy Overhead and Entry Door Co. LLC for overhead door preventive maintenance and repair services at a total cost not to exceed \$45,960.00 for the fiscal year 2018-2019; and
- WHEREAS: Legacy Overhead and Entry Door Co. LLC, has agreed to extend this contract for one (1) additional year under the same terms and conditions for fiscal year 2019-2020; and
- WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance and staff recommend this extension at a total cost not to exceed \$45,960.00.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with Legacy Overhead and Entry Door Co. LLC, for overhead door preventive maintenance and repair services for the period July 1, 2019 to June 30, 2020, at a total cost not to exceed \$45,960.00. Expenses for this contract will be charged to account nos. 00520106-443421 and 00650106-443421.

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

Board Meeting of April 10, 2019

ITEM NO. 18

EXTENSION OF THE CONTRACT FOR EMISSIONS TESTING

- WHEREAS: On March 1, 2017, the Board of the Buffalo Sewer Authority awarded a contract to Gammie Air Monitoring, LLC, for professional services outlined for the emissions testing of multi-hearth incinerators and auxiliary boilers at the Bird Island Treatment Facility at a cost not to exceed \$215,275.00 through June 30, 2019; and
- WHEREAS: Gammie Air Monitoring, LLC has agreed to extend this contract for one (1) additional year under the same terms and conditions for fiscal year 2019-2020; and
- WHEREAS: The Treatment Plant Administrator and staff recommend this extension at a total cost not to exceed \$215,275.00
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with Gammie Air Monitoring, LLC, for professional services outlined for the emissions testing of multi-hearth incinerators and auxiliary boilers at the Bird Island Treatment Facility for the period July 1, 2019 to June 30, 2020, at a cost not to exceed \$215,275.00. Expenses for this contract will be charged to account no. 00380106-432004.

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

Board Meeting of April 10, 2019

ITEM NO. 19

**AUTHORIZATION FOR PURCHASE OF EFFLUENT VALVES FOR BIRD ISLAND
TREATMENT FACILITY AERATION TANKS**

- WHEREAS: The Buffalo Sewer Authority's secondary system has been in operation since the early 1980's and is now in need of rehabilitation of the 42-inch effluent wastewater valves; and
- WHEREAS: On April 10, 2019, the Board of the Buffalo Sewer Authority designated Siewert Equipment, Inc., the original equipment manufacturer, and/or their authorized local service representative, as a sole source provider for Henry Pratt Valves; and
- WHEREAS: The Treatment Plant Administrator and staff have previously purchased equipment needed for the reseating of effluent valves located on eight (8) aeration tanks for a cost of \$41,542.00; and
- WHEREAS: The Bird Island Treatment Facility is now in need of the purchase of three (3) 42-inch effluent valves; and
- WHEREAS: Upon request, Siewert Equipment, the authorized local representative, submitted a quote in the amount of \$31,500.00 for each valve for a total cost of \$94,000.00; and
- WHEREAS: The Treatment Plant Administrator and staff reviewed the quote received and recommend this purchase; and
- WHEREAS: Monies payable to date to Siewert Equipment for the 42-inch effluent valves in fiscal year 2018-2019 is \$41,542.00. This purchase will bring the total monies payable for purchase to Siewert Equipment for the effluent valves to \$136,042.00; 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 equipment for the purchase of three (3) 42-inch Pratt effluent valves for the aeration tanks at the Bird Island Treatment Facility from Siewert Equipment, at a total cost of \$94,500.00, for an authorization of total monies payable to Siewert for fiscal year 2018-2019 of \$136,042.00. This purchase will be charged to account no. 02000433-480000.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 20

AUTHORIZATION FOR PURCHASE OF MERAKI AGGREGATION SWITCH 16 PORT FIBER

WHEREAS: The Buffalo Sewer Authority is installing a new network infrastructure at the Bird Island Treatment Facility as the old infrastructure is obsolete; and

WHEREAS: Bids were solicited and received for the purchase of Meraki Aggregation switch 16 port fiber. Bid are as follows:

WHEREAS:

VENDOR	BID
Insight Public Sector	\$ 9,939.41
Alternative Information Systems	\$10,211.75
GovConnectin, LLC	\$10,387.97

; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance and Systems Administrator reviewed the quotes received and recommend this purchase be awarded to the low bidder, Insight Public Sector, at a total cost not to exceed \$9,939.41; and

WHEREAS: Monies payable to date for Meraki parts in fiscal year 2018-2019 are \$117,570.82. This purchase will bring the total monies payable for purchase of Meraki parts to \$127,510.23; 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 Meraki Aggregation switch 16 port fiber for the Bird Island Treatment Facility network infrastructure from Insight Public Sector, at a total cost not to exceed \$9,939.41. Account no. 00200107-474300 will be utilized for this purchase.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 21

AUTHORIZATION FOR PURCHASE OF GEA WESTFALIA PARTS FOR THE REBUILD OF CENTRIFUGES 1, 2, AND 3

- WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated GEA Mechanical Equipment US Inc., the original equipment manufacturer, as a sole source vendor for replacement parts, supplies and services for GEA Westfalia brand parts installed at the Bird Island Treatment Facility; and
- WHEREAS: The Superintendent of Mechanical Maintenance has determined a need to restock GEA Westfalia brand replacement parts for a major rebuild of centrifuges 1, 2 and 3 for preventative maintenance; and
- WHEREAS: Upon request, GEA Mechanical Equipment US, Inc., submitted a quote in the amount of \$129,059.82 for the needed GEA Westfalia brand replacement parts; and
- WHEREAS: The Superintendent of Mechanical Maintenance and staff have reviewed the quote and recommend this purchase; and
- WHEREAS: Monies payable to date to GEA Mechanical Equipment US, Inc., in the current aggregate year are \$157,154.04. This purchase will bring the total monies payable for purchases to \$286,213.86; 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 needed GEA Westfalia replacement parts from GEA Mechanical Equipment US, Inc., at a total cost of \$129,059.82. This purchase will be charged to account no. 00370105-466107. The Board further authorizes total monies payable to GEA Mechanical Equipment US, Inc., of \$286,213.86 for the current aggregate year.

MOTION TO	APPROVE
MADE BY	MR. KENNEDY
2 ND BY	MR. ROOSEVELT
AYES	4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 22

AUTHORIZATION FOR PURCHASE OF SMITH AND LOVELESS PARTS FOR THE GRIT BUILDING

- WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Smith and Loveless, Inc., the original equipment manufacturer, as a sole source vendor for replacement parts, supplies and services for Smith and Loveless brand parts installed at the Bird Island Treatment Facility; and
- WHEREAS: The Superintendent of Mechanical Maintenance has determined a need for Smith and Loveless brand replacement parts for the preventative maintenance of the Bird Island Treatment Facility grit removal system; and
- WHEREAS: Upon request, Smith and Loveless Inc. submitted a quote in the amount of \$113,995.82 for the needed Smith and Loveless brand replacement parts; and
- WHEREAS: The Superintendent of Mechanical Maintenance and staff have reviewed the quote and recommend this purchase; and
- WHEREAS: Monies payable to date to Smith and Loveless, Inc., in fiscal year 2018-2019 are \$16,336.60. This purchase will bring the total monies payable for purchases to \$130,332.42; 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 needed Smith and Loveless parts from Smith and Loveless, Inc., at a total cost of \$113,995.82. This purchase will be charged to account no. 00230105-466107. The Board further authorizes total monies payable to Smith and Loveless, Inc., of \$130,332.42 for fiscal year 2018-2019.

MOTION TO	APPROVE
MADE BY	MS. PETRUCCI
2 ND BY	MR. ROOSEVELT
AYES	4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 23

CHANGE ORDER NO. 4 – CONTRACT NO. 81700009

CONTRACTOR:	ORIGINAL CONTRACT COST	\$2,070,380.00
Mark Cerrone, Inc.	PREVIOUS CHANGE ORDER	\$1,756,825.94
2368 Maryland Ave.	THIS CHANGE ORDER	<u>(\$17,158.63)</u>
Niagara Falls, New York 14305	ADJUSTED CONTRACT COST	\$3,810,047.31

PROJECT: Scajaquada Creek Shoreline Buffer and Wetland Restoration

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Decrease in contract amount due to unused quantities.

REASON FOR CHANGE OR EXTRA WORK:

Item #1 Final adjustment.

COST OF CHANGE OR EXTRA WORK:

Item #1 (\$17,158.63)

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: (\$17,158.63)

CONTRACT SUPPLEMENT CONDITIONS:

1. 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. 4 to Contract No. 81700009 as written in the above Agenda Item, decreasing the contract cost in the amount of \$17,158.63 making the adjusted contract cost \$3,810,047.31

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 24

CONTRACT NO. 81700009

CERTIFICATE OF ACCEPTANCE AND OCCUPANCY

PROJECT: Scajaquada Creek Shoreline Buffer and Wetland Restoration

BID: \$2,070,380.00

CONTRACTOR: Mark Cerrone, Inc.
2368 Maryland Avenue
Niagara Falls, NY 14304

WHEREAS: The Principal Sanitary Engineer and staff have certified that the Contractor completed the work in accordance with the plans and specification on December 3, 2018; and

WHEREAS: In Item No. 28, on December 7, 2016 the contract value was increased by \$796,155.00; and

WHEREAS: In Item No. 13, on May 24, 2017 the contract value was increased by \$365,303.44; and

WHEREAS: In Item No. 16, on November 1, 2017 the contract value was increased by \$595,367.50; and

WHEREAS: In Item No. 19, on April 10, 2019 the contract value was decreased by \$17,158.63.

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 December 3, 2018;
- c. The maintenance period commence on December 3, 2018;
- d. The final cost of the Contract \$3,810,047.31.

MOTION TO APPROVEMADE BY MR. KENNEDY2ND BY MR. ROOSEVELTAYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 25

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) Standard Manhole Frames and Covers (Sets)
- 2.) (100) Manhole Covers
- 3.) (30) 13" x 18 1/8" Cast Iron Receiver Grate
- 4.) (30) 18 1/8" x 18 1/8" Cast Iron Receiver Grate

; and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on March 21, 2019:

Vendor	Total Cost:
EJ USA	\$ 50,998.00 * Did not bid item 3&4
Neenah Foundry	\$ 58,380.00

; and

WHEREAS: The Principal Sanitary Engineer and staff 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
EJ USA Inc.	#s: 1 & 2	\$50,998.00
Neenah Foundry	#s: 3 & 4	\$ 6,180.00

; and

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the above listed various gray cast iron castings from the low bidders for the items listed: EJ USA Inc. for item nos.1 & 2 and Neenah Foundry for item nos. 3 & 4 at a total cost of \$57,178.00. These purchases will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. KENNEDY

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 26

REPORTS ON BIDS RECEIVED - PURCHASE OF VARIOUS NEW AND UNUSED STEEL PRODUCTS

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

- 1.) (15) Receiver Bottom Section w/slide
 - 2.) (75) Curb Box: 23" x 9"; 7" Reveal
 - 3.) (100) Curb Box: 23"x 8"; 6" Reveal
 - 4.) (30) 6" Dark Curb Boxes
 - 5.) (20) 7" Dark Curb Boxes
 - 6.) (40) 8" Dark Curb Boxes
 - 7.) (25) Receiver Top Section- 20"
- ; and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on March 21, 2019:

Vendor	Total Cost:
Melius Welding	\$45,250.00
EJ USA	\$53,246.20 – did not quote lines: 4, 5 & 7
Neenah Foundry	NO BID

; and

WHEREAS: The Principal Sanitary Engineer and staff reviewed the quotes received for each item needed and recommend awarding the entire purchase to the lowest eligible bidder, Melius Welding at a cost not to exceed \$45,250.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the above listed various new and unused steel products from the lowest eligible bidder, Melius Welding at a total cost of \$45,250.00. This purchase will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 27

AUTHORIZATION FOR BETTERMENT AS PART OF THE NIAGARA STREET GATEWAY PROJECT PHASE 4A

- WHEREAS: The City of Buffalo Department of Public Works, Parks, and Streets has awarded a contract to Concrete Applied Technologies Corporation (CATCO) as the responsible low bidder for infrastructure improvements as part of the Niagara Street Gateway Project Phase 4a at the Common Council meeting on February 19, 2019 Agenda Item 19-283; and
- WHEREAS: CATCO submitted a base bid in the amount of \$8,259,310.00; and
- WHEREAS: The portion of the base bid that is attributed to the Buffalo Sewer Authority for green infrastructure improvements and sewer repairs is in the amount of \$585,373.35; and
- WHEREAS: The Buffalo Sewer Authority has allocated money in their construction fund for this betterment; and
- WHEREAS: The Principal Sanitary Engineer and staff recommend awarding this contract to CATCO at a cost not to exceed \$585,373.35.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the awarding of the contract for the Niagara Street Gateway Project Phase 4a to CATCO for a not to exceed amount of \$585,373.35. The cost of this contract will be funded from account no. 02000491-490740.

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

Board Meeting of April 10, 2019

ITEM NO. 28

AUTHORIZATION TO PURCHASE A VEHICLE UNDER THE ONONDAGA BID 2019 7974

WHEREAS: The Principal Sanitary Engineer and Head Motor Equipment Mechanic request approval to purchase the following chassis with additional options and dump body, available under Onondaga County Contract, to add to the existing fleet:

County Contract	Vendor	Vehicle	Cost
Bid No. 2019 Award No. 7974	Van Bortel Ford Chassis	One (1) 2019 Ford F-750 XL	\$51,261.38
		6.7 L Powerstroke Diesel V-8 Engine:	\$ 3,145.50
		Various Options Totaling:	\$ 9,198.00
		Delivery Charge:	<u>\$ 160.00</u>
			\$63,764.88
	Valley Fab & Equipment Dump Body	Brandon Steel Formed Side Dump Body 12'x30"x42", 30" Formed Sides, 42" Straight Gate – Air Release, 3- Coal Doors, 30" Cabshield w/10 Strobes, Strobe, Rear Strobes facing, Mailhot Dual Acting Hoist, Controls Mounted Between Seats, PTO/Pump for Ford F-750 Diesel Automatic Donovan Flash Electirc/Aluminum Arm Tarper, Asphalt Tarp, 20 Ton Pintle Hitch with "D" Rings and Trailer Plug, etc.	<u>\$26,541.09</u>
		Total Vehicle Cost:	\$90,305.97

; and

WHEREAS: The Principal Sanitary Engineer and the Head Motor Equipment Mechanic recommend the purchase of the above chassis from Van Bortel Ford at a total cost of \$63,764.88 and the dump body from Valley Fab at a total cost of \$26,541.09 for a total vehicle cost of \$90,305.97.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority authorizes the General Manager to purchase the above chassis and additional options indicated from Van Bortel Ford, at a total cost of \$63,764.88 and the dump body from Valley Fab Equipment, Inc., at a total cost of \$26,541.09. These purchases will be charged to account no. 00690107-474200.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 29

AUTHORIZATION TO PURCHASE A BACKHOE UNDER STATE CONTRACT

WHEREAS: The Principal Sanitary Engineer and Head Motor Equipment Mechanic request approval to purchase the following New Holland Backhoe with additional options available under New York State Contract, to add to the existing fleet:

State Contract	Vendor	Vehicle	Cost
PC67265 Award No. PGB-22792	Niagara Frontier Equipment Sales, Inc.	B95C New Holland Tractor Loader Backhoe	\$71,299.15
		Other various options totaling:	\$32,404.25
		Delivery Charges	<u>\$ 1,170.00</u>
		Total Vehicle Cost:	\$104,873.40

; and

WHEREAS: The Principal Sanitary Engineer and the Head Motor Equipment Mechanic recommend the purchase of the above backhoe at the total cost of \$104,873.40.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority authorizes the General Manager to purchase the above backhoe and additional options indicated from Niagara Frontier Equipment Sales, Inc., at a total cost of \$104,873.40. This purchase will be charged to account no. 00690107-474200.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. KENNEDY

AYES 4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 30

UTILITY WORK AGREEMENT (HC-140) - NEW YORK STATE DEPARTMENT OF TRANSPORTATION - PIN 5EST.01

- WHEREAS: The New York State Department of Transportation (NYSDOT) desires to perform work under PIN 5EST.01, Empire State Trail – Buffalo Section, Various Locations, which includes work on Perry Blvd and the Canalside area ; and
- WHEREAS: The NYSDOT will include as part of the improvement of the above mentioned project the adjustment of manhole cover elevations as shown on the contract plans relating to the project; and
- WHEREAS: It is a recommendation of the NYSDOT that a Utility Work Agreement be executed by a duly authorized agent of the affected utility to allow the State of New York to perform said work within the Buffalo Sewer Authority; and
- WHEREAS: This work will be done at no cost to the Buffalo Sewer Authority.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to execute, on behalf of the Buffalo Sewer Authority, a Utility Work Agreement granting the State of New York authority to perform the adjustments for the Buffalo Sewer Authority under PIN 5EST.01, Empire State Trail – Buffalo Section, Various Locations and agreeing to maintain facilities adjusted via State-let contract.

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

Board Meeting of April 10, 2019

CERTIFICATE

I, Eleanor C. Petrucci, Secretary of the Buffalo Sewer Authority in the County of Erie, State of New York, HEREBY CERTIFY that the foregoing attached extract from the Minutes of a meeting of the Board of Directors of said Authority, duly called and held on April 10, 2019, and at which a quorum was present and acting throughout and the resolution contained therein is a true and complete copy of the resolution thereupon adopted on April 10, 2019, and recorded in the Minutes of said Authority and that the foregoing extract has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Authority and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same related to the subject matters referred to in said extract, and that said resolution has not been amended or repealed but is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Authority this 10th day of April, 2019.

(SEAL)

Eleanor Petrucci
Secretary, Buffalo Sewer Authority Board

ITEM NO. 31

TRAVEL AUTHORIZATION - MADISON, WI

- WHEREAS: The National Adaption Forum is convening from April 23-25, 2019 in Madison, WI; and
- WHEREAS: The Landscape Architect and Assistant Principal Engineer are serving as Buffalo Sewer's representatives to the Great Lakes Integrated Sciences and Assessments' (GLISA) Adapting Great Lakes Stormwater Systems to Climate Change Pilot Project; and
- WHEREAS: The Buffalo Sewer Authority needs to remain current on state-of-the-art practices and the Great Lakes Climate Change science and resiliency; and
- WHEREAS: As part of Buffalo Sewer's participation in this project, GLISA is paying for the registration fees for the National Adaption Forum for two (2) Buffalo Sewer staff members; and
- WHEREAS: The General Manager recommends attendance by the Landscape Architect and Assistant Principal Engineer to the National Adaption Forum.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the Landscape Architect and Assistant Principal Engineer to travel to Madison, WI from April 22-26, 2019 at a total cost not to exceed \$3,000.00. Account nos. 00200104-458010, 00200104-458012, 00600104-458010 and 00600104-458012 will be utilized for this travel.

MOTION TO	APPROVE
MADE BY	MS. PETRUCCI
2 ND BY	MR. ROOSEVELT
AYES	4 NOES 0

Board Meeting of April 10, 2019

ITEM NO. 32

CONFIRMATION OF APPOINTMENTS

LANDSCAPE ARCHITECT (PROVISIONAL)
CITY HALL-ENGINEERING DEPARTMENT
\$50,407 PER ANNUM
EFFECTIVE: FEBRUARY 25, 2019

KEVIN MEINDL
147 PARK STREET
BUFFALO, NY

MAINTENANCE ASSISTANT (SEWER CLEANING) (PERMANENT)
SEWAGE TREATMENT PLANT
\$19.97 PER HOUR
EFFECTIVE: FEBRUARY 25, 2019

JACOB M. VULLO
19 ASHTON PLACE
BUFFALO, NY

INSTRUMENT TECHNICIAN (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$23.67 PER HOUR
EFFECTIVE: MARCH 4, 2019

KEVIN C. COLEMAN
23 ATHOL 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	MR. KENNEDY
2 ND BY	MR. ROOSEVELT
AYES	4
NOES	0

Board Meeting of April 10, 2019

ITEM NO. 33

ADJOURNMENT OF MEETINGMOTION TO APPROVEMADE BY MR. ROOSEVELT2ND BY MS. PETRUCCIAYES 4 NOES 0

Board Meeting of April 10, 2019

B U F F A L O

SEWER AUTHORITY

ATTACHMENT A

Credit Card Policy

Purpose: To establish the Policy and Procedures for the use of Buffalo Sewer Authority corporate credit cards.

I. Introduction:

It is commonplace for organizations to use credit cards for the convenience of making purchases on behalf of the organization. In some instances, purchases can only be made via a credit card as manual checks are not accepted (i.e. hotel and airline reservations). In order to simplify the process for purchasing certain items on behalf of the Buffalo Sewer Authority (BSA), the following policy outlines the use of credit cards.

II. Authorization

A resolution will be presented to the board prior to the issuance of the credit card that authorizes:

- Establish custody of the cards when not in use.
- The uses of the card.
- The appropriate internal control structure for monitoring the use of the card.
- The approval process for payment of the charges.
- Establish a means to recoup any unauthorized expenditures.

The use of a BSA credit card(s) shall be in accordance with, and is not intended to circumvent, the BSA's Procurement Policy.

The Board shall approve the issuance of all credit cards, identify all authorized users, and set appropriate credit limits for each credit card.

The credit cards will be issued to specific employees in order to help maintain accountability. Once issued, all cards are to be locked in the safe in room 1018 in City Hall, or in the safe in the Administration Building at the Wastewater Treatment Plant when not in use. If an individual is no longer designated as a cardholder, and/or leaves BSA employment, the card issued to this individual will be cancelled. As determined by the resolution of the Board of the BSA, only authorized personnel of the BSA may be assigned and use the BSA Credit Card.

III. Use of Cards

All purchases made on the BSA's credit card must comply with the BSA's Procurement Policy. The BSA credit card may be used only for official business of the BSA to pay for actual and necessary expenses incurred in the performance of work-related duties for the BSA. The card may be used only for the following purchases:

- Hotel reservations.
- Rental car reservations.
- Airline reservations.
- Training, conference, and seminar registrations.
- Membership fees.
- Internet purchases where a vendor will not accept a check.

Personal expenses on the BSA's credit card are strictly prohibited. A credit card that allows cash advances or cash back from purchases is also prohibited. The card will be issued in the name and liability of the BSA with the name of the individual authorized on the card.

The employee issued the credit card is responsible for its protection and custody and shall immediately notify the Executive Secretary and card issuer if the card is lost or stolen. Employees must immediately surrender the BSA credit card upon termination of employment. The BSA reserves the right to withhold the final payroll check and payout of accrued leave until the card is surrendered.

IV. Recordkeeping

The use of the BSA credit card may be substantiated with a Board item, purchase order, receipts and documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation. Receipts and documentation must be submitted to the Executive Secretary following the purchase to reconcile against the monthly credit cards statement.

At the end of the each month, the Accounting Department is to review the monthly card statement and reconcile it with the receipts and documentation received for that month. The Accounting Department should determine that all purchases are supported by documentation. Any variances are to be investigated. Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of the General Manager or BSA Board approval. Unauthorized or improper purchases will result in credit card revocation and discipline of the employee. The BSA shall also take appropriate action to recoup unauthorized or improper expenditures.

Once the credit card has been reconciled, payment via check will be made. All purchases made with the endeavor to do so credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.