

The meeting was called to order at 9:30 A.M. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of December 5, 2019

MOTION TO _____ ADOPT _____

MADE BY _____ MS. PETRUCCI _____

2ND BY _____ MR. ROOSEVELT _____

AYES _____ 3 _____ NOES _____ 0 _____

Board Meeting of January 8, 2019

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

December 5, 2019

56979.....56996

BUFFALO SEWER AUTHORITY

December 5, 2019

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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CALL OF THE ROLL

Present:	Herbert Bellamy Jr.
	Christopher Roosevelt
	Eleanor Petrucci
	Oluwole A. McFoy, P.E.
	Ron Brown
	Thomas Smith
	Catherine Knab, P.E.
	Gelea Y. James
	Allison Lack
	LaToya Cunningham
	Tracy King
	Frank Rafferty
	Roberta Gaiek
	Paul Harris
	Delano Dowell
Absent:	John D. Kennedy Sr.

Chairman
Asst. Vice Chairman
Secretary
General Manager
Executive Secretary
Secretary to the General Manager
Principal Sanitary Engineer
Director of Employee Relations
General Counsel (BSA)
Special Assistant
Press Information Officer
Treatment Plant Superintendent
Treatment Plant Administrator
Supt. of Mechanical Maintenance
Special Assistant for COB
Comptroller

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 November 6, 2019

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

Board Meeting of December 5, 2019

ITEM NO. 2

BUFFALO SEWER AUTHORITY**TEMPORARY INVESTMENTS****MARKET VALUE****As of 11/30/19**

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$3,507,698.56	Key	0.15%	Public NOW
01-Nov-19	Money Market		\$4,841,626.67	Bank On Buffalo	1.85%	
17-Jun-19	16-Dec-19	182	\$3,013,607.32	Key Banc Capital	2.23%	\$34,002.05
02-Jul-19	29-Dec-19	167	\$5,145,914.35	Key Banc Capital	2.49%	\$59,486.79
29-Jul-19	29-Jan-20	184	\$5,938,629.27	Key Banc Capital	2.31%	\$70,332.31
02-Aug-19	03-Feb-20	185	\$5,082,982.98	Key Banc Capital	2.32%	\$60,803.32
22-Aug-19	28-Feb-20	190	\$5,871,961.96	Key Banc Capital	2.25%	\$70,062.50
10-Sep-19	20-Mar-20	192	\$7,883,618.30	Key Banc Capital	2.21%	\$93,468.27
02-Oct-19	02-Apr-20	183	\$4,073,378.45	Key Banc Capital	1.95%	\$40,641.25
01-Nov-19	27-Apr-20	178	\$1,984,416.68	Key Banc Capital	1.86%	\$18,393.34
25-Oct-19	30-Apr-20	188	\$2,227,348.69	Key Banc Capital	1.83%	\$21,454.72
			<u>\$49,571,183.23</u>			
LIABILITY AND CASUALTY RESERVE FUND						
			\$99,400.44	Key	0.15%	Public NOW
04-Nov-19	11-Dec-19	37	\$912,488.72	Key Banc Capital;	1.90%	\$1,925.33
			<u>\$1,011,889.16</u>			
OPERATING FUND						
31-Jul-12	Super NOW		<u>\$3,086,728.32</u>	Key	0.15%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Money Market		<u>\$5,357.77</u>	Key	0.20%	Public Savings
SURPLUS FUND						
			\$1,346.10	Wilmington Fund	1.87%	
25-Jun-19	20-Mar-20	269	\$10,003,247.45	Key Banc Capital	2.53%	\$192,752.55
			<u>\$113,932.96</u>	Accrued Income		
			<u>\$10,118,526.51</u>			
NET REVENUE FUND						
			\$0.00	Wilmington Fund		
06-Nov-19	11-Dec-19	35	\$408,244.48	Key Banc Capital	1.90%	\$755.51
28-Aug-19	31-Dec-19	125	\$3,078,795.14	Key Banc Capital	1.97%	\$21,204.86
26-Jul-19	29-Jan-19	187	\$6,899,209.82	JP Morgan Securities	2.31%	\$83,790.18
26-Nov-19	03-Feb-20	69	\$2,390,294.00	Key Banc Capital	2.11%	\$9,706.00
30-Sep-19	25-Feb-20	148	\$5,599,241.73	Key Banc Capital	2.15%	\$53,033.33
25-Oct-19	24-Mar-20	151	\$5,946,966.67	Key Banc Capital	2.10%	\$49,758.27
			<u>\$109,190.78</u>	Accrued Income		
			<u>\$24,431,942.62</u>			

DEBT RESERVE FUND

				Series J	
02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
				Accrued Income	
			\$612.25		
			<u>\$516,491.25</u>		
				Series K	
02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
				Accrued Income	
			\$2,863.82		
			<u>\$364,278.82</u>		
				Series L	
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
				Accrued Income	
			\$2,804.16		
			<u>\$692,351.16</u>		
				Series M	
27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
				Accrued Income	
			\$1,325.40		
			<u>\$596,938.40</u>		
				Series N	
15-Nov-12	15-Apr-32	7091	\$2,167,157.0	UST State/Local Govt	2.42%
				Accrued Income	
			\$6,734.77		
			<u>\$2,173,891.77</u>		
			\$0.01	Wilmington Fund	

RECEIVE & FILE

Board Meeting of December 5, 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

10/25/2019	00370106 Centrifuge Repairs to Equipment	\$1,100.00	00520105 Main Chemicals and Gases	-\$1,100.00
11/13/2019	00370105 Centrifuge Equipment Maintenance	\$7,500.00	00270106 Gas Repairs to Equipment	-\$7,500.00
11/13/2019	00300103 Blow Electric Light & Power	\$500.00	00680103 Electricity	-\$500.00
11/14/2019	Centrifuge Equipment Maintenance	\$20,000.00	00340105 THIC Equipment Maintenance	-\$20,000.00

Engineering Division

11/14/2019	00600104 ENG Engineering and Tech	\$287.00	00600106 ENG ED, Licenses & Training	-\$287.00
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General Financial Charges

11/04/2019	00800183 Fin Contingency	\$327,481.00	00200106 Plan Non-Professional	-\$327,481.00
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RECEIVE & FILE

Board Meeting of December 5, 2019

ITEM NO. 4

REPORT ON BIDS RECEIVED – BOILER DEAERATOR SYSTEM IMPROVEMENTS

WHEREAS: Formal bids were advertised and solicited for the Boiler Deaerator System Improvements Project at the Bird Island Wastewater Treatment Plant. The following bids were received and opened by the Buffalo Sewer Authority on November 26, 2019:

<u>Bidder</u>	<u>Total Bid</u>
Quackenbush, Inc,	\$873,000.00
Mollenberg Betz, Inc.	\$1,019,178.00
Hohl, Inc.	Non-Responsive

; and

WHEREAS: The bids were received, and the contract will be awarded on the basis of lump sum prices. The bids reflect the true amount of the contract; and

WHEREAS: The Buffalo Sewer Authority's Consulting Engineer, Arcadis, has reviewed the bids and recommend awarding the contract to the lowest bidder, Quackenbush, Inc., at a cost not to exceed \$873,000.00; and

WHEREAS: The Treatment Plant Administrator concurs with the recommendation of the Consulting Engineer.

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 Quackenbush, Inc., in an amount not to exceed \$873,000.00. Expenses for this contract will be charged to account no. 02000451-490740.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 5

TRAVEL AUTHORIZATION - NEW YORK, NEW YORK

WHEREAS: The Buffalo Sewer Authority must be up-to-date on current environmental regulations in order to maintain compliance; and

WHEREAS: The 92nd Annual Meeting of the New York Water Environment Association, Inc., (NYWEA) will be held in New York from February 1–5, 2020, covering an overview of environmental requirements and aging infrastructures; and

WHEREAS: The Chairman of the Board, General Manager, Treatment Plant Administrator, Assistant Principal Engineer, Senior Instrument Technician, Shift Superintendents, and a Wastewater Operator II find it necessary to attend board and committee meetings to remain current with regulations affecting their respective areas of expertise; and

WHEREAS: The General Manager recommends attendance at the 92nd Annual Meeting of NYWEA.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Chairman of the Board, General Manager, Treatment Plant Administrator, Assistant Principal Engineer, Senior Instrument Technician, Shift Superintendents and a Wastewater Operator II to travel to New York City from February 1–5, 2020, to attend the 92nd Annual Meeting of the New York Water Environment Association, Inc., at a total cost not to exceed \$19,000. Account nos. 00110104-458010, 00110104-458012, 00100104-458010, 00100104-458012, 00200104-458010 and 00200104-458012, will be utilized for this travel.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 6

TRAVEL AUTHORIZATION - ATLANTA, GEORGIA

WHEREAS: The Buffalo Sewer Authority is continuing strategic efforts, focused on effective utility management approach endorsed by the US Environmental Protection Agency, Water Environment Federation (WEF), American Water Works Association (AWWA) and National Association of Clean Water Agencies (NACWA); and

WHEREAS: The NACWA Winter Conference and Board Meeting will be held in Atlanta, Georgia from February 5-7, 2020, covering latest approaches, practices, peer-to-peer developments, case studies and research in various areas of utility leadership; and

WHEREAS: The General Manager serves on the NACWA Board representing the Environmental Protection Agency Region 2 and is leading the efforts in exploration of best industry performance practices; and

WHEREAS: The General Manager recommends attendance at the NACWA Winter Conference and Board Meeting.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to travel to Atlanta, Georgia from February 5-7, 2020, to attend the NACWA Winter Conference and Board Meeting at a total cost not to exceed \$2,500.00. Account nos. 00110104-458010 and 00110104-458012 will be utilized for this travel.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 7

CHANGE ORDER NO. 2 – CONTRACT NO. 81800007

CONTRACTOR:	ORIGINAL CONTRACT COST	\$ 50,000.00
JM Davidson Engineering, D.P.C.	PREVIOUS CHANGE ORDER	\$ 50,000.00
525 Wheatfield Street, Suite 20	THIS CHANGE ORDER	<u>\$ 30,210.00</u>
North Tonawanda, NY 14120	ADJUSTED CONTRACT COST	\$130,210.00

WORK: Development of Standard Operating Procedures for Sewer Maintenance Division

DESCRIPTION OF CHANGE OR EXTRA WORK:

- Item #1 Continuation of Monthly SOP Committee Meetings
- Item #2 Staffing and Equipment Assessment for Core Competency Gap Analysis

REASON FOR CHANGE OR EXTRA WORK:

- Item #1 The continued efforts of the committee are necessary to help achieve the overall goal of the program.
- Item #2 This assessment will build upon the gap analysis previously completed to provide an enhanced long-term vision for the department.

COST OF CHANGE OR EXTRA WORK:

- Item #1 \$16,020.00
- Item #2 \$14,190.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$30,210.00

NOW THEREFORE

BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 2 to Contract No. 81800007 as written in the above Agenda Item, increasing the contract cost in the amount of \$30,210.00, making the adjusted contract cost \$130,210.00.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 8

CHANGE ORDER NO. 2 – CONTRACT NO. 81700014

CONSULTANT:	ORIGINAL CONTRACT COST	\$ 72,650.00
CPL	PREVIOUS CHANGE ORDER	\$ 74,900.00
26 Mississippi St., Suite 300	THIS CHANGE ORDER	<u>\$ 11,440.90</u>
Buffalo, New York 14203	ADJUSTED CONTRACT COST	\$158,990.90

WORK: Northland Ave Green Infrastructure Betterment Construction Services

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Additional Construction Administration and Observation

REASON FOR CHANGE OR EXTRA WORK:

Item #1 Due to an extension to the total time of construction and work being added to the scope, the consultant was required to perform additional construction administration and observation work above that originally anticipated.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$11,440.90

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$11,440.90

NOW THEREFORE**BE IT RESOLVED:**

That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 2 to Contract No. 81700014 as written in the above Agenda Item, increasing the contract cost in the amount of \$11,440.90, making the adjusted contract cost \$158,990.90.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 9

SCHEDULE OF BOARD MEETINGS FOR CALENDAR YEAR 2020

WHEREAS: It is proposed that the new Board Meeting schedule for the calendar year 2020 be approved as follows:

January 8, 2020	July 1, 2020 (Annual Meeting)
February 12, 2020	July 29, 2020
March 4, 2020	September 30, 2020
April 1, 2020	October 14, 2020
May 6, 2020	November 18, 2020
May 27, 2020	December 16, 2020
June 24, 2020	

All meetings are scheduled for Wednesdays at 9:00 AM at 1038 City Hall except the Annual Meeting scheduled for Wednesday, July 1, 2020, at 9:00 AM at the Buffalo Sewer Authority Wastewater Treatment Plant, Administration Building.

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above Schedule of Board Meetings for the calendar year 2020.

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

Board Meeting of December 5, 2019

ITEM NO. 10

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

- WHEREAS: Negotiations have concluded and an Agreement has been reached for A four (4) year contract retroactive to July 1, 2018, and ending June 30, 2022; and
- WHEREAS: Changes from the expired contract include the following increases in wages:
 Effective 7/1/18 - 2%
 Effective 7/1/19 - 2%
 Effective 7/1/20 - 2%
 Effective 7/1/21 - 2%; and
- WHEREAS: In addition, upon successful ratification of the contract, each active employed CSEA bargaining unit employee shall receive a one-time, non-cumulative bonus of five hundred dollars (\$500.00); and
- WHEREAS: Other changes are detailed in a Tentative Agreement, including those related to Break in Service, Safety Shoes, Health and Welfare, Dental Insurance, Use of Personal Sick Leave, Maternity/Paternity Leave, Personal Leave, Workers' Compensation, Settlement of Disputes, Sick Bank Rules and Regulations.
- 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, this Agreement with the Civil Service Employees Association, AFSCME, BSA Local 815, for the four (4) year period ending June 30, 2022.

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

Board Meeting of December 5, 2019

ITEM NO. 11

COMPENSATION: CONFIDENTIAL AND MANAGERIAL EMPLOYEES

NOW THEREFORE
BE IT RESOLVED:

That the modifications and provisions contained in the Agreement between the Buffalo Sewer Authority and Civil Service Employees Association, AFSCME, BSA Local 815, for the period of July 1, 2018 to June 30, 2022, are hereby directed to also apply to those positions which are designated Managerial or Confidential.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 12

COMPENSATION: EXEMPT EMPLOYEES

NOW THEREFORE
BE IT RESOLVED:

That the modifications and provisions contained in the Agreement between the Buffalo Sewer Authority and Civil Service Employees Association, AFSCME, BSA Local 815, for the period of July 1, 2018 to June 30, 2022, are hereby directed to also apply to those positions which are designated Exempt.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 13

DOWNGRADE MANAGERIAL POSITION

WHEREAS: The Board of the Buffalo Sewer Authority is restructuring its Administrative Managerial staff; and

WHEREAS: The Board of the Buffalo Sewer Authority has reviewed and approved the duties of its Administrative Managerial staff; and

WHEREAS: The Board desires to downgrade the position of Administrator of Capital Improvements from Job Group XIVA (M18) to Job Group XIII (M15).

NOW THEREFORE
BE IT RESOLVED: The Board of the Buffalo Sewer Authority hereby approves the above downgrade.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 14

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:

One (1) Administrative Assistant 00200121 411001

Two (2) Laborer I 00660171 411001

Two (2) Laborer I 00670161 411001

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 15

CONFIRMATION OF APPOINTMENTS

WASTEWATER TREATMENT PLANT OPERATOR II (PERMANENT)
SEWAGE TREATMENT PLANT
\$24.36 PER HOUR
EFFECTIVE: NOVEMBER 4, 2019

ANDREW T. WILLIAMS
27 LOVERING AVE.
BUFFALO, NY

INTERN (SEASONAL)
SEWAGE TREATMENT PLANT
\$18.33 PER HOUR
EFFECTIVE: OCTOBER 29, 2019

MASUD KAYSAR
83 HAVEN STREET (LOWER)
BUFFALO, NY

LABORER I (PERMANENT)
SEWAGE TREATMENT PLANT
\$19.21 PER HOUR
EFFECTIVE: NOVEMBER 18, 2019

TYSHAWN BROOKS
82 ERB STREET
BUFFALO, NY 14215

LABORER I (PERMANENT)
SEWAGE TREATMENT PLANT
\$19.21 PER HOUR
EFFECTIVE: NOVEMBER 18, 2019

FREDERICK I. PERKINS
14 LAUX STREET
BUFFALO, NEW YORK

WHEREAS: The preceding appointments were made by the General Manager 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. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of December 5, 2019

ITEM NO. 16

ADJOURNMENT OF MEETINGMOTION TO APPROVEMADE BY MR. ROOSEVELT2ND BY MS. PETRUCCIAYES 3 NOES 0

Board Meeting of December 5, 2019