

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

February 12, 2020

BUFFALO SEWER AUTHORITY

February 12, 2020

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

<u>ITEM NO.</u>	<u>CONTENTS</u>	<u>PAGE NO.</u>
	Roll Call	
1	Motion to Adopt the Minutes of January 8, 2020	57030
2	Informative: Temporary Investments	57031-32
3	Informative: Reallocation of Funds	57033-34
4	Informative: Report on the Condition of the Liability and Casualty Reserve Fund	57035
5	Travel Authorization – Syracuse, NY	57036
6	Amendment to Sole Source Listing for Selected Instrumentation, Maintenance, Laboratory and Office Equipment	57037
7	Report on Bids Received – Natural Gas Supply	57038
8	Authorization for Purchase of Clinker Grinder Parts	57039
9	Authorization for Purchase of Grit System Parts for the Grit Building	57040
10	Authorization for Purchase – Synthetic Oil for the Blowers	57041
11	Authorization for Purchase of Trash Rack Parts for the South Buffalo Station	57042
12	Report on Bids Received – Filters in the Blower Building	57043
13	Report on Bids Received – Door Inspection and Preventative Maintenance Repair Services for Exterior and Interior Doors	57044-45
14	Report on Bids Received – Restock Moyno Parts for the Chemical Handling Building	57046-47

15	Report on Bids Received – Purchase of Four (4) New and Unused 2020 Ford Vehicles	57048-49
16	Change Order No. 1 – Contract No. 82000003	57050-51
17	Certificate of Acceptance and Occupancy	57052
18	Authorization to Enter into a Professional Engineering Services Agreement for the CSO 013 Virginia Street Real Time Control Project	57053
19	Amendment to Schedule of Job Classification Plan (“Seasonal” Laborers and Clerks)	57054
20	Amendment to Schedule of Job Classification Plan	57055
21	Amendment to Schedule of Job Classification Plan	57056
22	Request for Leave of Absence	57057
23	Request for Leave of Absence	57058
24	Confirmation of Appointments	57059-60
25	Tuition Reimbursement	57061
26	Tuition Reimbursement	57062
27	Tuition Assistance	57063
28	Adjournment of Meeting	57064

CALL OF THE ROLL

Present: Herbert L. Bellamy, Jr.
Christopher Roosevelt
Eleanor Petrucci
Oluwole A. McFoy, P.E.
Ronald Brown
Thomas Smith
Gelea James
Allison Lack
Tracy King
LaToya Cunningham
Catherine Knab, P.E.
Frank Rafferty
Roberta Gaiek, P.E.
Paul Harris
Delano Dowell, Sr.
Rebecca Reile

Absent: none

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

The meeting was called to order at 9:04 A.M. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of January 8, 2020

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

Board Meeting of February 12, 2020

ITEM NO. 2

BUFFALO SEWER AUTHORITY**TEMPORARY INVESTMENTS****MARKET VALUE****As of 1/31/2020**

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$317,399.32	Key	0.15%	Public NOW
01-Nov-19	Money Market		\$9,256,223.73	Bank On Buffalo	1.75%	
02-Aug-19	03-Feb-20	185	\$5,099,320.02	Key Banc Capital	2.32%	\$60,803.32
22-Aug-19	28-Feb-20	190	\$5,892,657.80	Key Banc Capital	2.25%	\$70,062.50
10-Sep-19	20-Mar-20	192	\$7,912,298.42	Key Banc Capital	2.21%	\$93,468.27
02-Oct-19	02-Apr-20	183	\$4,088,419.76	Key Banc Capital	1.95%	\$40,641.25
01-Nov-19	27-Apr-20	178	\$1,991,928.34	Key Banc Capital	1.86%	\$18,393.34
25-Oct-19	30-Apr-20	188	\$2,235,627.13	Key Banc Capital	1.83%	\$21,454.72
16-Dec-19	29-May-20	165	\$8,015,980.32	JPMorgan Securities	2.18%	\$80,652.73
			\$44,809,854.84			
LIABILITY AND CASUALTY RESERVE FUND						
31-July-12	Money Market		\$100,158.12	Key	0.15%	Public NOW
11-Dec-19	Money Market		\$913,472.95	Bank on Buffalo	1.75%	
			\$1,013,631.04			
OPERATING FUND						
31-Jul-12	Super NOW		\$3,007,222.75	Key	0.15%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Money Market		\$5,746.57	Key	0.20%	Public Savings
SURPLUS FUND						
			\$1,348.50	Wilmington Fund	1.87%	
25-Jun-19	20-Mar-20	269	\$10,003,247.45	Key Banc Capital	2.53%	\$192,752.55
			\$158,359.28	Accrued Income		
			\$10,162,955.23			
NET REVENUE FUND						
			\$0.00	Wilmington Fund		
			\$264.97	Money Market Fund		
26-Nov-19	03-Feb-20	69	\$2,390,294.00	Key Banc Capital	2.11%	\$9,706.00
11-Dec-19	05-Feb-20	56	\$406,984.53	Key Banc Capital	1.60%	\$1,015.47
31-Dec-19	05-Feb-20	36	\$2,495,850.00	Key Banc Capital	1.66%	\$4,150.00
30-Sep-19	25-Feb-20	148	\$5,946,966.67	Key Banc Capital	2.15%	\$53,033.33
25-Oct-19	24-Mar-20	151	\$5,599,241.73	Key Banc Capital	2.10%	\$49,758.27
29-Jan-20	24-Apr-20	90	\$6,898,945.65	Key Banc Capital	1.62%	\$28,054.35
			\$92,047.98	Accrued Income		
			\$23,830,595.53			

DEBT RESERVE FUND**Series J**

02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
			\$2,984.73	Accrued Income	
			\$518,863.73		

Series K

02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
			\$4,507.87	Accrued Income	
			\$365,922.87		

Series L

12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
			\$5,654.29	Accrued Income	
			\$695,201.29		

Series M

27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
			\$4,064.57	Accrued Income	
			\$599,677.57		

Series N

15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
			\$15,618.93	Accrued Income	
			\$2,182,775.93		

DSF PRIN & INT
Wilmington Fund

\$0.01

RECEIVE & FILE

Board Meeting of February 12, 2020

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

1/5/2020	00370105 Centrifuge Equipment Maintenance	\$2,500.00	00330105 FINA Equipment Maintenance	-\$2,500.00
1/7/2020	00370105 Centrifuge Equipment Maintenance	\$6,000.00	00320105 CHEM Equipment Maintenance	-\$6,000.00
1/9/2020	00370105 Centrifuge Equipment Maintenance	\$3,500.00	00520106 MAIN Repairs to Equipment	-\$3,500.00
1/9/2020	00370105 Centrifuge Equipment Maintenance	\$5,000.00	00520105 MAIN Equipment Maintenance	-\$5,000.00
1/10/2020	00370105 Centrifuge Equipment Maintenance	\$500.00	00520106 MAIN Repairs to Equipment	-\$500.00
1/14/2020	00200106 Education, Licenses & Training	\$1,733.87	00820102 Education, Licenses & Training	-\$1,733.87
1/14/2020	00370105 Centrifuge Equipment Maintenance	\$500.00	00320105 CHEM Equipment Maintenance	-\$500.00
1/17/2020	00370105 Centrifuge Equipment Maintenance	\$125.00	00520105 MAIN Chemicals and Gases	-\$125.00
1/17/2020	00370105 Centrifuge Equipment Maintenance	\$27,000.00	00330105 CHEM Equipment Maintenance	-\$27,000.00
1/22/2020	00370105 Centrifuge Equipment Maintenance	\$2,000.00	00520105 MAIN Equipment Maintenance	-\$2,000.00
1/22/2020	00370105 Centrifuge Equipment Maintenance	\$10,000.00	00400105 SOUTH Equipment Maintenance	-\$10,000.00

Sewer Maintenance Division

12/24/2020	00300103 Blow Electric Light & Right Maintenance	\$2,000.00	00680103 ELECTRICITY	-\$2,000.00
------------	--	------------	-------------------------	-------------

General Financial Charges

1/14/2020	00800183 Fin Contingency	\$750.00	00100103 Board Telephone Charges	-\$750.00
1/14/2020	00800183 Fin Contingency	\$1,122.00	00110103 Admin Telephone	-\$1,122.00
1/14/2020	00800183 Fin Contingency	\$2,000.00	00110104 ADMIN Registration Fees & Dues	-\$2,000.00

RECEIVE & FILE

Board Meeting of February 12, 2020

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, 2019	\$1,008,152.99
Interest Earnings	\$9,550.97
Less: Claims Paid	\$3,841.65
Transfer from Operating Fund	\$0.00
Fund Balance as of December 31, 2019	<u>\$1,013,862.31</u>

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”.

During the period of July 1, 2019 – December 31, 2019 the B.S.A. settled five (5) claims, resulting in a cash payment from the BSA for \$3,841.65. Six (6) claims were denied in this time period.

Total Active Claims Pending as of December 31, 2019

Bodily Injury	13
Property Damage	20
Auto B.I. & P.D	0
Other Liability	<u>0</u>
Total	33

RECEIVE & FILE

Board Meeting of February 12, 2020

ITEM NO. 5

TRAVEL AUTHORIZATION - SYRACUSE, NY

WHEREAS: The New York Water Environment Association (NYWEA) is holding its Executive Committee and Board Meeting in Syracuse, NY from April 15 – 16, 2020; and

WHEREAS: The General Manager serves on the Executive Committee and Board of Directors for NYWEA and needs to remain active on the latest regulatory issues and utility best practices innovations; and

WHEREAS: The General Manager recommends attendance to the NYWEA Board Meeting.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to travel to Syracuse, NY from April 15-16, 2020, to attend the NYWEA Executive Committee and Board Meeting at a total cost not to exceed \$700.00. 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 February 12, 2020

ITEM NO. 6

**AMENDMENT TO SOLE SOURCE LISTING FOR SELECTED INSTRUMENTATION,
MAINTENANCE, LABORATORY AND OFFICE EQUIPMENT**

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:

Upstate Valve & Controls, Inc.	Rotork Controls, Inc., sells actuators, valves and process equipment, parts and services.
--------------------------------	---

; and

WHEREAS: Upstate Valve & Control is Rotork Controls, Inc., exclusive representative covering the Upstate NY municipal market to offer valves, actuators, process equipment, parts and services. This includes all of New York State outside of six (6) counties surrounding the New York City area; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance and Purchasing Department 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 12, 2020

ITEM NO. 7

REPORT ON BIDS RECEIVED - NATURAL GAS SUPPLY

WHEREAS: Bids were solicited by United Energy, the Buffalo Sewer Authority's energy consultant, for natural gas supply to the Bird Island Treatment Facility and outlying stations for various terms beginning on January 1, 2020. The following bids were received and opened at the Bird Island Treatment Facility on December 5, 2019:

	<u>Bird Island Treatment Facility</u> <u>(/Dth +NYMEX)</u>			<u>STBA Satellite Stations</u> <u>(/Dth+NYMEX)</u>		
	<u>6-Month</u>	<u>1-Year</u>	<u>2-Year</u>	<u>6-Month</u>	<u>1-Year</u>	<u>2-Year</u>
<u>EnergyMark, LLC</u>	<u>Non-Responsive to RFP Conditions</u>					
<u>New Wave Energy Corp.</u>	<u>\$0.194</u>	<u>\$0.098</u>	<u>\$0.098</u>	<u>\$0.510</u>	<u>\$0.520</u>	<u>\$0.520</u>
<u>NOCO Energy</u>	<u>Non-Responsive to RFP Conditions</u>					
<u>Crown Energy of WNY</u>	<u>N/A</u>	<u>\$0.000</u>	<u>\$0.050</u>	<u>N/A</u>	<u>\$0.900</u>	<u>\$1.000</u>

plus the monthly closing price on the NYMEX; and

WHEREAS: Upon review of the bids received United Energy recommends that the Buffalo Sewer Authority enter into an agreement with Crown Energy of WNY for a one-year period, January 1, 2020 through December 31, 2020; and

WHEREAS: The General Manager, Treatment Plant Superintendent, and Treatment Plant Administrator concur with United Energy and recommend awarding a one-year contract to Crown Energy of WNY for natural gas supply for the Bird Island Treatment Facility and outlying stations.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into a contract with Crown Energy of WNY for natural gas supply for the Bird Island Treatment Facility and outlying stations for a one-year period, January 1, 2020 through December 31, 2020, at a cost of \$0.00/Dth for the Bird Island Treatment Facility and a cost of \$0.900/Dth for the outlying stations, plus the monthly closing price on the New York Mercantile Exchange (NYMEX). The purchase of this commodity will be charged to various Treatment Facility accounts.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 8

AUTHORIZATION FOR PURCHASE OF CLINKER GRINDER PARTS

WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Diamond Power/Allen Sherman Hoff/Beaumont Birch, the original equipment manufacturer, and/or their authorized local service representative, as a sole source for replacement parts, supplies and services for Diamond Power brand parts installed at the Bird Island Treatment Facility; and

WHEREAS: The Principal Chief Stationary Engineer has determined a need for Diamond Power brand parts; and

WHEREAS: Upon request, the local representative, Babcock & Wilcox, submitted a quote in the amount of \$36,079.59 for the needed clinker grinder parts; and

WHEREAS: The Treatment Plant Superintendent, Principal Chief Stationary Engineer and staff reviewed the quotes received and recommend this purchase; 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 Beaumont Birch clinker grinder parts from Diamond Power International, Inc., in the amount of \$36,079.59. This purchase will be charged to account no. 00380105-466107.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 9

AUTHORIZATION FOR PURCHASE OF GRIT SYSTEM 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 (including, but not limited to, augurs, gear reducers, stub shafts & motors) for the Preventative Maintenance of the Bird Island Treatment Facility's Grit Removal System; and

WHEREAS: Upon request, Smith and Loveless, Inc., submitted a quote in the amount of \$42,876.02 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 the twelve (12) month aggregate period are \$118,079.82. This purchase will bring the total monies payable for purchases to \$160,955.84; and

WHEREAS: Board approval is required on purchases over \$20,000.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the needed Smith and Loveless parts from Smith and Loveless, Inc., at a total cost of \$42,876.02. This purchase will be charged to account no. 00230105-466107. The Board further authorizes total monies payable to Smith and Loveless, Inc., of \$160,955.84 for the current aggregate year.

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

Board Meeting of February 12, 2020

ITEM NO. 10

AUTHORIZATION FOR PURCHASE - SYNTHETIC OIL FOR THE BLOWERS

- WHEREAS: Royal Purple is the original equipment manufacturer for the purchase of Synfilm GT 32 Oil used in the Dresser Roots Blowers located at the Bird Island Treatment Facility; and
- WHEREAS: The Superintendent of Mechanical Maintenance has determined a need to purchase Synfilm GT 32 Oil as the stock has been depleted; and
- WHEREAS: Upon request, Calkins Technical Products, Inc., the authorized local representative, submitted a quote in the amount of \$22,616.76 for the needed Synfilm GT 32 Oil; and
- WHEREAS: The Superintendent of Mechanical Maintenance and staff have reviewed the quote and recommend this purchase; and
- WHEREAS: There are no monies payable to date to Calkins Technical Products, Inc., the authorized local representative of Royal Purple, in this current aggregate year. This purchase will bring the total monies payable for purchases to \$22,616.76; 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 Synfilm GT 32 Oil from Calkins Technical Products, Inc., the authorized local representative, at a total cost of \$22,616.76. This purchase will be charged to account no. 00300105-462600.

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 12, 2020

ITEM NO. 11

**AUTHORIZATION FOR PURCHASE OF TRASH RACK PARTS FOR THE SOUTH
BUFFALO STATION**

- WHEREAS: W.S.G. & Solutions is the original equipment manufacturer for the W.S.G. Trash Racks located at the South Buffalo Station; and
- WHEREAS: The Superintendent of Mechanical Maintenance has determined a need to purchase trash rack parts to replace worn out and broken parts to improve reliability and availability of trash racks located in South Buffalo; and
- WHEREAS: Upon request, W.S.G. & Solutions submitted a quote in the amount of \$53,605.00 for the needed trash rack 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 W.S.G. & Solutions in the current aggregate year are \$13,305.00. This purchase will bring the total monies payable for purchases to \$66,910.00; 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 needed W.S.G. Trash Rack parts for the South Buffalo Station from W.S.G. & Solutions at a total cost of \$53,605.00. This purchase will be charged to account no. 00400105-466107. The Board further authorizes total monies payable to W.S.G. & Solutions for the purchase of W.S.G. Trash Rack parts for the South Buffalo Station, of \$66,910.00 for the current aggregate year.

MOTION TO _____ APPROVE _____

MADE BY _____ MR. ROOSEVELT _____

2ND BY _____ MS. PETRUCCI _____

AYES _____ 3 _____ NOES _____ 0 _____

Board Meeting of February 12, 2020

ITEM NO. 12

REPORT ON BIDS RECEIVED - FILTERS IN THE BLOWER BUILDING

WHEREAS: Bids were solicited and received for various 1st and 2nd Stage Air Filters needed for the operation of the blowers in the Blower Building. Bids are as follows:

VENDOR	BID
Filtersource Co.	\$27,087.36
Filtration Unlimited	No Bid
Fastenal	No Bid
Grainger	Bid Only 1 item for \$ 1,447.32

; and

WHEREAS: The Superintendent of Mechanical Maintenance and staff have reviewed and recommend this purchase be awarded to Filtersource Co. at a cost of \$27,087.36; 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 filters for the blowers in the Blower Building from Filtersource Co. at a total cost of \$27,087.36. This purchase will be charged to account no. 00300105-466107.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 13

**REPORT ON BIDS RECEIVED - DOOR INSPECTION AND PREVENTATIVE
MAINTENANCE REPAIR SERVICES FOR EXTERIOR AND INTERIOR DOORS**

WHEREAS:

Bids were solicited and received for the formal bid opening for Door Inspection and Preventative Maintenance Repair Services for approximately 560 exterior and interior doors located at the Bird Island Treatment Facility and Outlying Stations as follows:

Vendor	Sicoli Construction			Legacy Door	National Overhead Door
	Hourly Rate	# of Service Hours		No bid	No Response
A) One-Time Inspection of Doors					
Hourly Rate - 1st Person - Craft	\$112.00	450	CARPENTER		
Hourly Rate - 2nd Person - Craft	\$72.00	450	CARPENTER APPRENTICE		
Total Cost for Inspection			\$82,800.00		
B) Preventive Maintenance Service					
Hourly Rate - 1st Person - Craft	\$112.00		CARPENTER FOREMAN		
Hourly Rate - 2nd Person - Craft	\$108.00		CARPENTER		
Team Hourly Rate	\$220.00	125			
Total Annual Labor Cost for Preventive Maintenance Services			\$27,500.00		
C) Miscellaneous Charges for Small Parts, Lubricants, as Related to PM Service					
Total Annual Cost			\$10,000.00		
D) Corrective & Emergency Repairs					
Hourly Rate - 1st Person - Craft	\$125.00		CARPENTER FOREMAN		
Hourly Rate 2nd Person - Craft	\$115.00		CARPENTER		
Hourly Team Rate	\$240.00	125			
Total Annual/Repairs Cost			\$30,000.00		
E) Parts/Materials					
% Mark Up Over Cost	15%	\$30,000.00			
Total Annual Parts/Materials Cost			\$34,500.00		
GRAND TOTAL ANNUAL COST			\$184,800.00		

; and

- WHEREAS: There are currently many damaged doors throughout the Bird Island Treatment Facility and Outlying Stations that are in need of repair. Repairs and regular maintenance are needed due to wear and tear, weather conditions and lack of scheduled preventative maintenance; and
- WHEREAS: Many damaged doors, frames, hardware and/or closures are posing safety concerns as they can impede proper egress and ingress for the Buffalo Sewer Authority employees; and
- WHEREAS: The Superintendent of Mechanical Maintenance and staff reviewed the quotes received and recommend this service be awarded to Sicoli Construction, at a total cost not to exceed \$184,800.00; 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 Sicoli Construction, to provide the Inspection and Preventative Maintenance and Repair Services to approximately 560 passageway doors at the Bird Island Treatment Facility and Outlying Stations for the period beginning March 1, 2020 to June 30, 2021 with an option to renew for three (3) one-year periods, at an annual cost not to exceed \$102,000.00. Expenses for this contract will be charged to account nos. 00520106-443421 and 00520105-466107.

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

Board Meeting of February 12, 2020

ITEM NO. 14

REPORT ON BIDS RECEIVED - RESTOCK MOYNO PARTS FOR THE CHEMICAL HANDLING BUILDING

WHEREAS: Bids were solicited and received for parts for two (2) Dewatering Poly Blend Pumps, two (2) Thickener Poly Pumps, and two (2) Thickener Poly Blend Pumps located in the Chemical Handling Building. The order will be divided between the following vendors based on the breakdown of the low bid for each of the pumps:

Parts for the Moyno Pumps Listed Below:	Requisition Number	Vendors	
		Corrosion Products	NOV Process
Dewatering Poly Blend Pump	19359	Unable to Quote	\$2,651.46
Thickener Poly Pump	19357	\$1,515.70	\$2,183.43
Thickener Poly Blend Pump	19358	\$589.80	\$757.84
Totals		\$2,105.50	\$2,651.46

; and

WHEREAS: The Superintendent of Mechanical Maintenance and staff have reviewed and recommend this purchase of Moyno Pump parts be split between NOV Process and Control Technologies at a cost of \$2,651.46 and Corrosion Products & Equipment, Inc., at a cost of \$2,105.50 for a total cost of \$4,756.96 for replacement and preventative maintenance of the Moyno Pump parts; and

WHEREAS: Monies payable to date for the purchase of Moyno Pump parts in the 12 month aggregate period are \$ 88,917.96. This purchase will bring the total monies payable for Moyno Pump parts for purchases to \$93,674.92. 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 Moyno Pump parts for the Chemical Handling Building from NOV Process and Control Technologies and Corrosion Products & Equipment, Inc., at a total cost of \$4,756.96. This purchase will be charged to account no. 00320105-466107. The Board further authorizes total monies payable for Moyno Pump parts of \$93,674.92 for the current aggregate year.

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

Board Meeting of February 12, 2020

ITEM NO. 15

REPORT ON BIDS RECEIVED - PURCHASE OF FOUR (4) NEW AND UNUSED 2020 FORD VEHICLES

WHEREAS: Mini-bids were advertised and solicited for the purchase of two (2) new and unused 2020 Ford Explorer XLTs and two (2) new and unused 2020 Ford F150XLs to be used for the Bird Island Treatment Facility and Sewer Maintenance Divisions; and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on February 3, 2020:

Mini-Bid #	Contractor	Contract#	Model Year	Make	Model	Total # of Vehicles	Total NYS Contract Price for Mini-Bid
3447	DeLacy Ford	PC68978	2020	Ford	F150XL	2	\$52,474.59
3447	Genesee Valley Ford llc	PC68937	2020	Ford	F150XL, Super Cab, Short Box	2	\$52,638.00
3447	NYE Automotive Group	PC68947	2020	Ford	F150 Super Cab XI 101A	2	\$53,442.56
3447	Beyer Ford	PC68924	2020	Ford	F150	2	\$54,143.87
3441	DeLacy Ford	PC68978	2020	Ford	Explorer XLT	2	\$65,386.80
3441	Genesee Valley Ford llc	PC68937	2020	Ford	Explorer XLT	2	\$65,400.00
3441	NYE Automotive Group	PC68947	2020	Ford	Explorer XLT	2	\$66,104.28
3441	Beyer Ford LLC	PC68924	2020	Ford	Explorer XLT	2	\$66,702.51

; and

WHEREAS: The Director of Sewer Maintenance, The Superintendent of Mechanical Maintenance, Head Motor Equipment Mechanic and staff have reviewed the bids received and recommend awarding the purchase to DeLacy Ford, the lowest bidder, at a total cost not to exceed \$117,861.39.

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 DeLacy Ford for the purchase of two (2) new and unused 2020 Ford F150s and two (2) new and unused Ford Explorer XLTs at a total cost not to exceed \$117,861.39. Expenses for this contract will be charged to account nos. 00690107-474200 and 00520107-474200.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 16

CHANGE ORDER NO. 1 – CONTRACT NO. 82000003

CONTRACTOR:	ORIGINAL CONTRACT COST	\$309,000.00
Destro & Brothers	PREVIOUS CHANGE ORDER	\$0
Concrete Company, Inc.	THIS CHANGE ORDER - DEDUCT	<u>(\$22,700.00)</u>
411 Ludington Street	ADJUSTED CONTRACT COST	\$286,300.00
Buffalo, NY 14206		

WORK: Genesee Street Storm Sewer Improvement Project

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Final adjustment to the contract amount.

REASON FOR CHANGE OR EXTRA WORK:

Item #1 Adjusting contract amount for actual quantities used.

COST OF CHANGE OR EXTRA WORK:

Item #1 (\$22,700.00)

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: (\$22,700.00)

The Total DECREASE to the Contract as a result of this Change Order is \$22,700.00

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. 1 to Contract No. 82000003 as written in the above Agenda Item, decreasing the contract cost in the amount of \$22,700.00 making the adjusted contract cost \$286,300.00.

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

Board Meeting of February 12, 2020

ITEM NO. 17

CONTRACT NO. 82000003

CERTIFICATE OF ACCEPTANCE AND OCCUPANCY

PROJECT: Genesee Street Storm Sewer Improvement Project

BID: \$309,000.00

CONTRACTOR: Destro & Brothers Concrete Company, Inc.
411 Ludington Street
Buffalo, NY 14206

WHEREAS: The Principal Sanitary Engineer and staff have certified that the Contractor completed the work in accordance with the plans and specification on November 19, 2019; and

WHEREAS In Item No. 16, on February 12, 2020 the contract value was decreased by \$22,700.00.

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 November 19, 2019;
- c. The maintenance period commence on November 19, 2019;
- d. The final cost of the Contract is \$286,300.00.

MOTION TO APPROVEMADE BY MS. PETRUCCI2ND BY MR. ROOSEVELTAYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 18

**AUTHORIZATION TO ENTER INTO A PROFESSIONAL ENGINEERING SERVICES
AGREEMENT FOR THE CSO 013 VIRGINIA STREET REAL TIME CONTROL PROJECT**

- WHEREAS: The Buffalo Sewer Authority (BSA) has negotiated with the United States Environmental Protection Agency, the United States Department of Justice and the New York State Department of Environmental Conservation to address sewer system improvements to comply with the Federal Clean Water Act through the Combined Sewer Overflow Long-Term Control Plan (LTCP) which was approved by the agencies on March 18, 2014; and
- WHEREAS: As part of the approved LTCP, the BSA committed to the installation of up to 16 Real Time Control (RTC) projects; and
- WHEREAS: The Board of the Buffalo Sewer Authority has prequalified five (5) engineering firms to allow for the submission of proposals for future real time control projects in Item No. 21 of the July 26, 2017 Board Meeting; and
- WHEREAS: Upon request, one of the five (5) prequalified firms, Wendel, has submitted a letter proposal to complete applicable tasks for the preliminary design, planning and permitting, design and bidding phase services for the CSO 013 Virginia Street RTC project in the amount of \$410,000.00; and
- WHEREAS: The Principal Sanitary Engineer finds the proposal acceptable and recommends retaining Wendel for the professional engineering services associated with the CSO 013 Virginia Street RTC Project.
- NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to execute an agreement with Wendel, at a cost not-to-exceed \$410,000.00 to complete the professional engineering services defined in the letter proposal dated January 24, 2020. The cost of this contract will be funded from account no. 02000505-432004.

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 12, 2020

ITEM NO. 19

AMENDMENT TO SCHEDULE OF JOB CLASSIFICATION PLAN ("SEASONAL" LABORERS AND CLERKS)

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

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby amends the pay of "Seasonal" Laborers and Clerks from the current daily rate of \$110.00 per day to \$114.00 per day to reflect the current Living Wage, effective January 1, 2020.

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

Board Meeting of February 12, 2020

Board Meeting of February 12, 2020

ITEM NO. 21

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) Preventative Maintenance Coordinator	00650131	411001
Eight (8) Laborer I	00660171	411001
One (1) Millwright	00520171	411001
One (1) Millwright Helper	00520171	411001

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 22

REQUEST FOR LEAVE OF ABSENCE

WHEREAS: The Buffalo Sewer Authority has received a request from Gregory Reusch, a permanent Millwright Helper, for an unpaid leave of absence. Mr. Reusch has accepted a position with the City of Buffalo Fire Department as a Firefighter beginning February 10, 2020, and is requesting an 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. Gregory Reusch's request for an unpaid leave of absence for the duration of his probationary period as a City of Buffalo Firefighter.

NOW THEREFORE

BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby grants Gregory Reusch an unpaid leave of absence beginning February 10, 2020, and extending until the end of his probationary period as a City of Buffalo Firefighter.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 23

REQUEST FOR LEAVE OF ABSENCE

WHEREAS: The Buffalo Sewer Authority has received a request from JohnPaul Marinaccio, a permanent Laborer I, for an unpaid leave of absence. Mr. Marinaccio has accepted a position with the City of Buffalo Fire Department as a Firefighter beginning February 10, 2020, and is requesting an 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. JohnPaul Marinaccio's request for an unpaid leave of absence for the duration of his probationary period as a City of Buffalo Firefighter.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby grants JohnPaul Marinaccio an unpaid leave of absence beginning February 10, 2020, and extending until the end of his probationary period as a City of Buffalo Firefighter.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 24

CONFIRMATION OF APPOINTMENTS

LABORER I (PERMANENT)
SEWAGE TREATMENT PLANT
\$19.21 PER HOUR
EFFECTIVE: DECEMBER 30, 2019

SAMUEL LOZADA JR.
33 ALAMO PLACE
BUFFALO, NY

LABORER II (PERMANENT)
SEWAGE TREATMENT PLANT
\$20.86 PER HOUR
EFFECTIVE: DECEMBER 30, 2019

DYLAN CARBONE
212 GEARY STREET
BUFFALO, NY

WASTEWATER TREATMENT PLANT OPERATOR II (PERMANENT)
SEWAGE TREATMENT PLANT
\$22.00 PER HOUR
EFFECTIVE: JANUARY 21, 2020

MARK GIGLIO
419 MADISON AVENUE
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 MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 25

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	Empire State College	Physics - Astronomy	100%	\$1,644.30

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above application for Tuition Reimbursement totaling \$1,644.30. This Reimbursement will be charged to account no. 00820102-421026.

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

Board Meeting of February 12, 2020

ITEM NO. 26

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>
Perry L. Pope	SUNY Buffalo State College	Research Design & Methodology	100%	\$1,413.00
Perry L. Pope	SUNY Buffalo State College	Managerial Marketing	100%	\$1,413.00
Perry L. Pope	SUNY Buffalo State College	Fees	100%	\$150.00

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above application for Tuition Reimbursement totaling \$2,976.00. This Reimbursement will be charged to account no. 00820102-421026.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 27

TUITION ASSISTANCE

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 Assistance:

<u>EMPLOYEE</u>	<u>SCHOOL</u>	<u>COURSE</u>	<u>SEMESTER</u>	<u>TUITION</u>
Zachary Q. Isch	Erie Community College	Business Administration	n/a	\$1,918.00

WHEREAS: No Funds will be expended at this time.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above application for Tuition Assistance.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of February 12, 2020

ITEM NO. 28

ADJOURNMENT OF MEETINGMOTION TO APPROVEMADE BY MS. PETRUCCI2ND BY MR. ROOSEVELTAYES 3 NOES 0

Board Meeting of February 12, 2020