

**MINUTES OF THE REGULAR MEETING  
OF THE  
BUFFALO SEWER AUTHORITY  
DECEMBER 2, 2020**

# BUFFALO SEWER AUTHORITY

December 2, 2020

**REGULAR MEETING**                      **9:00 A.M.**                      **VIA TELECONFERENCE**  
**+ 1 929-229-5044 United States, New York City (Toll)**  
**Conference ID: 329 013 742#**

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## ITEM NO. 2

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

As of October 31, 2020

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
<b>CONSTRUCTION/CAPITAL IMPROVEMENT FUND</b>						
31-Jul-12	Money Market		\$13,410,505.67	Key	0.01%	Public NOW
01-Nov-19	Money Market		\$11,254,168.55	Bank on Buffalo	0.45%	
27-Jul-20	02-Nov-20	98	\$1,981,983.47	Key Bank Capital	0.15%	\$809.32
02-Jul-20	20-Nov-20	141	\$6,499,620.79	Key Bank Capital	0.25%	\$6,364.58
03-Aug-20	01-Dec-20	120	\$2,222,802.40	Key Banc Capital	0.15%	\$1,111.50
28-Sep-20	29-Mar-21	183	\$8,002,659.51	Key Banc Capital	0.38%	\$15,386.18
30-Sep-20	30-Mar-21	182	\$5,832,857.66	Key Bank Capital	0.31%	\$9,099.17
			<u>\$49,204,598.05</u>			
<b>LIABILITY AND CASUALTY RESERVE FUND</b>						
31-Jul-12	Money Market		\$71,187.25	Key	0.01%	Public NOW
11-Dec-19	Money Market		\$915,981.64	Bank on Buffalo	0.45%	
			<u>\$987,168.89</u>			
<b>OPERATING FUND</b>						
31-Jul-12	Super NOW		<u>\$2,498,106.05</u>	Key	0.01%	Public NOW
<b>TRUST &amp; AGENCY FUND</b>						
31-Jul-12	Super NOW		<u>\$7,082.22</u>	Key	0.01%	Public NOW
<b>SURPLUS FUND</b>						
14-Sep-20	14-Dec-20	91	\$90,865.46	Wilmington US Treasury		
			\$9,913,734.66	Key Banc Capital	0.21%	\$5,265.34
			\$2,777.94	Accrued Income		
			<u>\$10,007,378.06</u>			
<b>NET REVENUE FUND</b>						
			\$0.02	Wilmington US Treasury		
05-Aug-20	03-Nov-20	90	\$3,997,800.00	Key Banc Capital	0.22%	\$2,200.00
10-Aug-20	03-Nov-20	85	\$999,480.56	Key Banc Capital	0.22%	\$519.44
10-Aug-20	30-Nov-20	112	\$4,700,073.69	Key Banc Capital	0.20%	\$2,926.31
28-Aug-20	30-Dec-20	124	\$5,371,963.85	Key Banc Capital	0.11%	\$2,036.15
22-Sep-20	08-Dec-20	77	\$3,498,652.50	Key Banc Capital	0.18%	\$1,347.50
30-Sep-20	30-Mar-21	182	\$5,999,634.31	Key Banc Capital	0.31%	\$9,365.69
22-Oct-20	20-Jan-21	90	\$1,099,697.50	Key Banc Capital	0.11%	\$302.50
			\$8,283.69	Accrued Income		
			<u>\$25,675,586.12</u>			

**DEBT RESERVE FUND**

				<b>Series J</b>	
02-Jul-14	13-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
			\$6,434.47	Accrued Income	
			<u>\$522,313.47</u>		
				<b>Series K</b>	
02-Jul-14	15-Feb-33	5803	\$361,415.00	UST State/Local Govt	2.70%
			\$2,068.32	Accrued Income	
			<u>\$363,483.32</u>		
				<b>Series L</b>	
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
			\$1,432.89	Accrued Income	
			<u>\$690,979.89</u>		
				<b>Series M</b>	
27-Jun-14	01-May-44	10901	\$595,613.00	UST State/Local Govt	2.70%
			\$8,040.78	Accrued Income	
			<u>\$603,653.78</u>		
				<b>Series N</b>	
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
			\$2,449.36	Accrued Income	
			<u>\$2,169,606.36</u>		
			<u>\$0.01</u>	<b>DSF PRIN &amp; INT</b>	
				Wilmington Fund	

**RECEIVE & FILE**

Board Meeting of December 2, 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***

11/4/2020	00200106 Plan Non-Prof	\$54.15	00650106 SWRM Other Contractual	-\$54.15
11/17/2020	00200105 PLAN MISC	\$1,408.00	00550105 IWS LAB Supplies	-\$1,408.00

***Sewer Maintenance***

11/13/2020	00670105 SWRC Equipment Maintenance	\$750.00	00660105 SWRR Equipment Maintenance	-\$750.00
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***General Financial Charges***

11/17/2020	00800183 FIN Contingency	\$66,263.35	00110106 Plan Insurance	-\$66,263.35
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**RECEIVE & FILE**

Board Meeting of December 2, 2020

## ITEM NO. 4

**PAYMENT FROM JUDGMENT AND CLAIMS**

WHEREAS: Board Approval is required for charges made against the Buffalo Sewer Authority's current budget for services and/or materials received during a prior fiscal year; and

WHEREAS: The following commodity was received during a prior fiscal year and charged to the 2020-2021 budget account no. 00800108-480214:

VENDOR	INVOICE	AMOUNT
CPE	15400	\$498.20

; and

WHEREAS: The Executive Secretary and staff recommend the above payment from the Judgment and Claims account.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the above payment from the Judgment and Claims account.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2<sup>ND</sup> BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of December 2, 2020

## ITEM NO. 5

**SCHEDULE OF BOARD MEETINGS FOR CALENDAR YEAR 2021**

WHEREAS: It is proposed that the new Board Meeting schedule for the calendar year 2021 be approved as follows:

January 13, 2021	July 1 (Annual Meeting) & 28, 2021
February 17, 2021	September 29, 2021
March 10, 2021	October 20, 2021
April 7, 2021	November 17, 2021
May 5 & 26, 2021	December 15, 2021
June 23, 2021	

All meetings are scheduled for Wednesdays at 9:00 AM except the Annual Meeting scheduled for Thursday, July 1, 2021, at 9:00 AM. The location of the meetings will be announced.

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 2021.

MOTION TO \_\_\_\_\_ APPROVE \_\_\_\_\_

MADE BY \_\_\_\_\_ MS. PETRUCCI \_\_\_\_\_

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

AYES \_\_\_\_\_ 3 \_\_\_\_\_ NOES \_\_\_\_\_ 0 \_\_\_\_\_

Board Meeting of December 2, 2020

## ITEM NO. 6

**AUTHORIZATION TO ENTER INTO LEASE AGREEMENTS FOR COPY MACHINES**

WHEREAS: The Buffalo Sewer Authority issued a request for proposals for the leasing of copy machines to be used throughout its offices at City Hall and the Bird Island Treatment Facility; and

WHEREAS: Respondents provided specific equipment with lease term options of 36, 48, and 60 months; and

WHEREAS: Proposals were opened by the Purchasing office on October 27, 2020 at 11:00 AM and results for 60-month leases are as follows:

Vendor, Mfg. & Model		Term Lease Price per Unit (per month)	Term Cost (per 60 months)	No. of Copiers	Term Cost x # of Copiers
Toshiba	eStudio 3518A	\$55.00	\$3,300.00	4	\$13,200.00
	eStudio 3015AC	\$79.00	\$4,740.00	4	\$18,960.00
	eStudio5516AC	\$125.00	\$7,500.00	3	\$22,500.00
	eStudio 7516A	\$148.00	\$8,880.00	2	\$17,760.00
			<b>Total Cost for 60 Months</b>		<b>\$72,420.00*</b>
Vendor, Mfg. & Model		Term Lease Price per Unit (per month)	Term Cost (per 60 months)	No. of Copiers	Term Cost x # of Copiers
Parisi Copiers	Ricoh MP3555ASP	\$56.88	\$3,412.80	4	\$13,651.20
	Ricoh IM C3000	\$74.00	\$4,400.00	4	\$17,760.00
	Ricoh IM C6000	\$122.03	\$7,321.80	3	\$21,965.40
	Ricoh IM C8000	\$176.74	\$10,604.40	2	\$21,208.80
			<b>Total Cost for 60 Months</b>		<b>\$74,585.40*</b>
Vendor, Mfg. & Model		Term Lease Price per Unit (per month)	Term Cost (per 60 months)	No. of Copiers	Term Cost x # of Copiers
United Business Systems	Canon DX 4735i	\$93.24	\$5,594.40	4	\$22,377.60
	Canon DX 3730i	\$90.18	\$5,410.80	4	\$21,643.20
	Canon C5750i	\$157.86	\$9,471.60	3	\$28,414.80
	Canon DX C770	\$284.12	\$17,047.20	2	\$34,094.40
			<b>Total Cost for 60 Months</b>		<b>\$106,530.00*</b>
Vendor, Mfg. & Model		Term Lease Price per Unit (per month)	Term Cost (per 60 months)	No. of Copiers	Term Cost x # of Copiers
Copier Fax Bus. Tech	Konica/Minolta bizhub 360i	\$88.50	\$5,310.00	4	\$21,240.00
	Konica/Minolta bizhub C300i	\$98.65	\$5,919.00	4	\$23,676.00
	Konica/Minolta bizhub C550i	\$200.86	\$12,051.60	3	\$36,154.80
	Konica/Minolta Bizhub C750i	\$318.46	\$19,107.60	2	\$38,215.20
			<b>Total Cost for 60 Months</b>		<b>\$119,286.00*</b>

\*pricing above does not include additional costs related to usage charges per copy

Vendor, Mfg. & Model	
ComDoc	No Quote
Arc Digital Imaging	No Quote
Lexmark	No Quote
Buffalo Copier	No Quote

; and

WHEREAS: Toshiba, the apparent low bidder took exception to specifications contained in the Authority's RFP, which made their bid proposal no-responsive to certain BSA contract requirements; and

WHEREAS: After due diligence, the Executive Secretary and staff have determined that the Ricoh copiers, offered by Parisi Copiers, the second lowest bidder are a better value with regard to the following:

- Industry recognition with Buyers Lab (BLI), currently a subsidiary of KeyPoint Intelligence (similar to Consumer Reports), the 50-year experts in document imaging, equipment and solutions, and a global document imaging industry resource for unbiased and reliable information, test data and competitive selling tools.
- Quality of product as measured by interviews with current users
- Manufacturing cycle of Ricoh products are more recent than the Toshiba models

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into an agreement to lease the Ricoh Copiers as indicated above with Brian Parisi Copier Systems, the second lowest bidder, for a 60-month period. Various accounts will be utilized for the lease of these machines throughout the Buffalo Sewer Authority.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

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

AYES 3 NOES 0

Board Meeting of December 2, 2020

## ITEM NO. 7

**AUTHORIZATION FOR CHANGE ORDER TO PURCHASE ORDER NO. 22100366**

- WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Comairco Equipment, Inc., as a sole source for C-8 series compressors; and
- WHEREAS: Upon request, Comairco Equipment, Inc., provided a quote to replace the oil cooler and thermal valve on the #3 Cameron TA2000 compressor in the amount of \$5,759.00; and
- WHEREAS: Purchase Order No. 22100366 in the amount of \$5,759.00 was established for this repair; and
- WHEREAS: Due to additional maintenance a complete repair of the #3 Cameron TA2000 compressor is required; and,
- WHEREAS: Comairco Equipment, Inc., provided a quote in the amount of \$49,799.00 for the complete repair, making it necessary to increase Purchase Order No. 22100366 from \$5,759.00 to \$55,558.00; and
- WHEREAS: The Treatment Plant Superintendent and staff recommend the complete repair of the #3 Cameron TA2000 compressor.

NOW THEREFORE  
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes a change order in the amount of \$49,799.00 to Purchase Order No. 22100366, increasing the total amount to \$55,558.00 for the aggregate year. Expenses for this change order shall be charged to account no. 00380106-443301.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2<sup>ND</sup> BY MS. PETRUCCI

AYES 3 NOES 0

Board Meeting of December 2, 2020

## ITEM NO. 8

**CHANGE ORDER NO. 1 – CONTRACT NO. 82000010**

CONTRACTOR:	ORIGINAL CONTRACT COST	\$1,979,400.00
Destro & Brothers Concrete Co., Inc.	PREVIOUS CHANGE ORDER	n/a
411 Ludington Street	THIS CHANGE ORDER	(\$357,516.24)
Buffalo, NY 14206	ADJUSTED CONTRACT COST	\$1,621,883.76

PROJECT: Sewer Replacements & Spot Repairs - Various Locations Project

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**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 (\$357,516.24)

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: (\$357,516.24)

The Total DECREASE to the Contract as a result of this Change Order is \$357,516.24

**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



ITEM NO. 9  
CONTRACT NO. 82000010

**CERTIFICATE OF ACCEPTANCE AND OCCUPANCY**

PROJECT: Sewer Replacements & Spot Repairs - Various Locations Project

BID: \$1,979,400.00

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

WHEREAS: The General Manager and staff have certified that the Contractor completed the work in accordance with the plans and specification on October 1, 2020; and

WHEREAS In Item No. 8, on December 2, 2020 the contract value was decreased by \$357,516.24.

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 October 1, 2020;
- c. The maintenance period commences on October 1, 2020;
- d. The final cost of the Contract is \$1,621,883.76.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

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

AYES 3 NOES 0

Board Meeting of December 2, 2020