

**MINUTES OF THE REGULAR MEETING  
OF THE  
BUFFALO SEWER AUTHORITY  
March 10, 2021**

57469..... 57501

# BUFFALO SEWER AUTHORITY

March 10, 2021

**REGULAR MEETING**                      **9:00 A.M.**                      **VIA TELECONFERENCE**  
**+ 1 929-229-5044 United States, New York City**  
**Phone Conference ID: 339 481 89#**

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**CALL OF THE ROLL**

Present:	<u>Herbert L. Bellamy, Jr.</u>	<u>Chairman</u>
	<u>Christopher Roosevelt</u>	<u>Vice Chairman</u>
	<u>Eleanor Petrucci</u>	<u>Assistant Vice Chairman</u>
	<u>Oluwole A. McFoy, P.E.</u>	<u>General Manager</u>
	<u>Ronald Brown</u>	<u>Executive Secretary</u>
	<u>Thomas Smith</u>	<u>Secretary to the General Manager</u>
	<u>Allison Lack</u>	<u>General Counsel (BSA)</u>
	<u>Gelea James</u>	<u>Director of Employee Relations</u>
	<u>LaToya Cunningham</u>	<u>Special Assistant</u>
	<u>Roberta Gaiek, P.E.</u>	<u>Treatment Plant Administrator</u>
	<u>Alexander Emmerson</u>	<u>Acting Treatment Plant Superintendent</u>
	<u>Paul Harris</u>	<u>Superintendent of Mechanical Maintenance</u>
	<u>Sydney Collins</u>	<u>Community Engagement VISTA</u>
	<u>Barbara Miller-Williams</u>	<u>Comptroller, City of Buffalo</u>
	<u>Delano Dowell</u>	<u>Special Assistant to the Comptroller</u>
	<u>Laura Surdej</u>	<u>Erie County Dept. of Sewerage</u>
Absent:	<u>none</u>	

The meeting was called to order at 9:06 AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of February 18, 2021

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

Board Meeting of March 10, 2021

## ITEM NO. 2

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

As of February 28, 2021

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
<b>CONSTRUCTION/CAPITAL IMPROVEMENT FUND</b>						
31-Jul-12	Money Market		\$200,426.01	Key	0.01%	Public NOW
01-Nov-19	Money Market		\$8,449,142.93	Bank on Buffalo	0.15%	
28-Sept-20	29-Mar-21	183	\$8,008,448.26	Key Banc Capital	0.38%	\$15,386.18
30-Sep-20	30-Mar-21	182	\$5,837,584.80	Key Banc Capital	0.31%	\$9,099.17
03-Nov-20	03-May-21	181	\$10,117,773.60	Key Banc Capital	0.41%	\$20,861.26
20-Nov-20	20-May-21	181	\$6,397,934.21	Key Banc Capital	0.35%	\$11,262.22
13-Jan-21	14-Apr-21	90	\$4,399,310.65	M&T Securities	0.12%	\$1,334.67
18-Feb-21	01-Jun-21	103	\$1,799,287.49	Key Banc Capital	0.12%	\$618.00
			<u>\$45,209,907.95</u>			
<b>LIABILITY AND CASUALTY RESERVE FUND</b>						
31-Jul-12	Money Market		\$100,957.76	Key	0.01%	Public NOW
11-Dec-19	Money Market		\$916,473.37	Bank on Buffalo	0.15%	
			<u>\$1,017,431.13</u>			
<b>OPERATING FUND</b>						
31-Jul-12	Super NOW		\$3,269,308.55	Key	0.01%	Public NOW
<b>TRUST &amp; AGENCY FUND</b>						
31-Jul-12	Super NOW		\$6,689.95	Key	0.01%	Public NOW
<b>SURPLUS FUND</b>						
			\$234.86	Wilmington US Treasury		
14-Dec-20	14-Jun-21	182	\$10,004,367.41	Key Banc Capital	0.21%	\$10,632.59
			\$4,498.40	Accrued Income		
			<u>\$10,009,100.67</u>			
<b>NET REVENUE FUND</b>						
			\$0.00	Wilmington US Treasury		
30-Sep-20	30-Mar-21	182	\$5,999,634.31	Key Banc Capital	0.31%	\$9,365.69
03-Nov-20	03-May-21	181	\$4,996,678.63	Key Banc Capital	0.41%	\$10,321.37
30-Nov-20	26-Apr-21	147	\$2,798,285.00	Key Banc Capital	0.15%	\$1,715.00
08-Dec-20	26-May-21	169	\$1,998,497.78	Key Banc Capital	0.16%	\$1,502.22
27-Jan-21	25-May-21	118	\$1,799,351.00	Key Banc Capital	0.11%	\$649.00
26-Feb-21	28-Jun-21	122	\$4,995,000.00	Key Banc Capital	0.20%	\$5,000.00
			\$16,658.24	Accrued Income		
			<u>\$22,604,104.96</u>			

**DEBT RESERVE FUND**

				<b>Series J</b>	
02-Jul-14	13-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
			\$4,078.58	Accrued Income	
			<u>\$519,957.58</u>		
				<b>Series K</b>	
02-Jul-14	15-Feb-33	5803	\$361,415.00	UST State/Local Govt	2.70%
			\$377.39	Accrued Income	
			<u>\$361,792.39</u>		
				<b>Series L</b>	
12-Nov-15	01-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%
			\$6,979.58	Accrued Income	
			<u>\$696,526.58</u>		
				<b>Series M</b>	
27-Jun-14	01-May-44	10901	\$595,613.00	UST State/Local Govt	2.70%
			\$5,330.90	Accrued Income	
			<u>\$600,943.90</u>		
				<b>Series N</b>	
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
			\$19,738.99	Accrued Income	
			<u>\$2,186,895.99</u>		
				<b>EFC 2021</b>	
28-Jan-21			\$317,474.00	Total Cash Balance	
				<b>DSF PRIN &amp;INT</b>	
			\$0.01	Wilmington Fund	

**RECEIVE & FILE**

Board Meeting of March 10, 2021

## 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***

2/10/2021	00300105 BLOW Equipment Maintenance	\$2,000.00	00420106 Amherst Repairs to Equipment	-\$2,000.00
2/19/2021	00520105 MAIN Equipment Maintenance	\$20,000.00	00370105 Centrifuge Equipment Maintenance	-\$20,000.00
2/19/2021	00520105 MAIN Equipment Maintenance	\$60,000.00	00440105 KELS Equipment Maintenance	-\$60,000.00
2/19/2021	00330105 FINA Equipment Maintenance	\$30,000.00	00210105 RWWP Equipment Maintenance	-\$30,000.00
2/19/2021	00330105 FINA Equipment Maintenance	\$40,000.00	00240105 PSED Equipment Maintenance	-\$40,000.00
2/19/2021	00330105 FINA Equipment Maintenance	\$15,000.00	00270105 GAS Equipment Maintenance	-\$15,000.00
2/19/2021	00330105 FINA Equipment Maintenance	\$50,000.00	00290105 AER Equipment Maintenance	-\$50,000.00

***Sewer Maintenance***

2/5/2021	00660105 SWRR ROAD and HIGHWAY	\$10,000.00	00660107 SWRR Operating Equipment	-\$10,000.00
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***General Financial Charges***

2/12/2021	00800183 FIN Contingency	\$400.00	00600106 ENG Advertising	-\$400.00
01/21/2021	00800183 FIN Contingency	\$865.00	00110106 ADMIN Non-Professional	-\$865.00
01/28/2021	00800183 FIN Contingency	\$165.00	00600106 ENG Advertising	-\$165.00

**RECEIVE & FILE**

Board Meeting of March 10, 2021

## ITEM NO. 4

**PRELIMINARY OUTLINE OF OPERATING BUDGET FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2021**

A proposed Operating Budget, with full details, for the fiscal year beginning July 1, 2021, will be presented for formal consideration by your Honorable Body at the next scheduled meeting on April 7, 2021. This proposed budget will be in an amount not to exceed \$58,500,000 which is a \$1,250,000 decrease from the current budget of \$59,750,000.

At this time, an outline of the proposed budget is submitted for your tentative approval. Once approved, we will proceed in the preparation of a formal budget document complete with comparison charts and exhibits. Attached to this outline are the following exhibits:

A Revenue Estimate and comparison for the years 2018-2019 to 2021-2022 Proposed;

A comparison of Appropriation by Division for the years 2018-2019 to 2021-2022 Proposed;

Capital Budget Projects for 2021-2022.

Sewer rents based on assessed valuation will not be increased to fund this proposed budget. The final rate for sewer rent will be dependent upon the final City assessed valuation. Sewer rents based upon water usage will not be increased. The estimate of sewer rents based on water use and the final budget appropriation estimates will be detailed at the scheduled meeting of April 7, 2021.

WHEREAS: The preliminary budget presented herein reflects a balanced plan to fund the necessary operations of the Buffalo Sewer Authority for the fiscal year beginning July 1, 2021.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to proceed in preparing a detailed budget not to exceed \$58,500,000 to be submitted to this Body at the meeting of April 7, 2021.

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

Board Meeting of March 10, 2021

**BUFFALO SEWER AUTHORITY  
REVENUE ESTIMATE  
2021-2022 PRELIMINARY BUDGET**

Revenue	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget
Assessment Sewer Rents	\$12,178,851	\$12,157,349	\$12,092,600	\$12,092,600
Water Use Sewer Rents	27,081,589	25,477,782	27,000,000	26,237,400
Outside City-Sewer Connection	10,367,269	8,576,622	12,500,000	14,000,000
Industrial Waste	3,699,578	4,039,805	3,781,000	3,830,000
Interest Income	3,314,327	2,902,399	3,015,000	1,090,000
Miscellaneous	1,259,938	1,781,986	1,361,400	1,250,000
<b>Total Revenues</b>	<b><u>\$57,901,552</u></b>	<b><u>\$54,935,943</u></b>	<b><u>\$59,750,000</u></b>	<b><u>\$58,500,000</u></b>

**BUFFALO SEWER AUTHORITY  
APPROPRIATIONS BY DIVISION  
2021-2022 PRELIMINARY BUDGET**

Division	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2021-2022 Budget
General Offices	\$1,729,238	\$1,944,811	\$2,146,022	\$2,135,267
Wastewater Treatment Facility	18,743,263	19,781,028	25,568,735	22,962,710
Industrial Waste	543,915	651,492	786,509	745,485
Engineering	1,014,803	1,134,576	1,709,094	1,305,159
Sewer Maintenance	3,787,045	3,778,964	6,680,596	6,488,473
Miscellaneous Financial Chgs	4,089,897	4,026,708	6,409,690	5,734,690
Fringe Benefits	9,318,973	9,850,818	10,805,685	10,611,832
Debt Service & Reserve	3,464,476	3,440,332	5,643,669	8,516,384
<b>Total Appropriations</b>	<b><u>\$42,691,610</u></b>	<b><u>\$44,608,729</u></b>	<b><u>\$59,750,000</u></b>	<b><u>\$58,500,000</u></b>

**BUFFALO SEWER AUTHORITY  
CAPITAL PROJECTS  
2021 - 2022 PRELIMINARY BUDGET**

<b><u>PROJECT TITLE:</u></b>	<b>ESTIMATED COST</b>
<b><u>TREATMENT PLANT:</u></b>	
PRIMARY/SECONDARY TREATMENT REHABILITATION	\$44,000,000
RWW 2 PUMP AND MOTOR REHABILITATION	1,200,000
GATE 15 THROUGH 20 INSPECTION AND REPAIR	1,000,000
DIGESTER 6 REHABILITATION	2,700,000
PAVING 2 – LANDSCAPE	<u>500,000</u>
<b>TREATMENT PLANT TOTAL</b>	<b>\$49,400,000</b>
<b><u>COLLECTION SYSTEM:</u></b>	
HERTEL NORTHWEST IN-LINE STORAGE (NORTH SD)	\$4,096,000
SOUTH BAILEY IN-LINE STORAGE (SCAJAQUADA SD)	1,904,000
FILLMORE NORTH IN-LINE STORAGE (SOUTH CENTRAL SD)	2,016,000
NIAGARA STREET PHASE 4A: SCAJAQUADA EXPRESSWAY TO HERTEL AVE.	2,227,500
GREEN INFRASTRUCTURE PHASE 2 -107 ACRES	12,000,000
CSO 013 SATELLITE STORAGE, CONVEYANCE, FM AND PS	2,497,505
010, 008/010, 061, 004 UNDERFLOW CAPACITY UPSIZING	604,986
<b>COLLECTION SYSTEM TOTAL</b>	<b>\$25,345,991</b>
<b><u>GRAND TOTAL</u></b>	<b><u>\$74,745,991</u></b>

ITEM NO. 5

**AUTHORIZATION FOR CHANGE ORDER TO BLANKET PURCHASE ORDER NO. 22100205 FOR LEGAL SERVICES**

WHEREAS: On July 29, 2019, the Board of the Buffalo Sewer Authority authorized the General Manager to retain Barclay Damon, LLP, for legal services on an as-needed basis in an amount not to exceed \$95,000.00 for the period July 1, 2020 - June 30, 2021; and

WHEREAS: Blanket Purchase Order No. 22100205 was established for these legal services; and

WHEREAS: Due to the necessity for increased legal services related to the Buffalo Sewer Authority's ongoing bond matters relating to the EIB (Environmental Impact Bond), it is necessary to increase the maximum amount allowed for legal services by \$30,000.00.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes a change order in the amount of \$30,000.00 to Blanket Purchase Order No. 22100205, thereby increasing the total amount not to exceed \$125,000.00, for legal services provided by Barclay Damon, LLP through June 30, 2021. This change order will be charged to account no. 00550106-432003.

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

Board Meeting of March 10, 2021

ITEM NO. 6

**EXTENSION OF THE CONTRACT FOR SECURITY GUARD SERVICES**

WHEREAS: On May 27, 2020, the Board of the Buffalo Sewer Authority awarded a contract to Don's Security Services, for security guard services at the Bird Island Treatment Facility at a total cost not to exceed \$382,812.00 for the period July 1, 2020 to June 30, 2021 with an option to renew for four (4) one-year periods; and

WHEREAS: On July 1, 2020, the NYS Department of Labor's prevailing wage rate increased by \$1.73/hr. and .07% for supplemental benefits, resulting in the billable rate increasing from \$21.85/hr. to \$23.65/hr.; and

WHEREAS: On September 30, 2020 the Board authorized a change order in the amount of \$31,536.00 to the blanket purchase order in order to increase the previously authorized amount from \$382,812.00 to a total not to exceed \$414,348.00 for fiscal year 2020-2021; and

WHEREAS: Don's Security Services has agreed to extend this contract for one (1) additional year under the same terms and conditions for fiscal year 2021-2022; and

WHEREAS: The Acting Treatment Plant Superintendent and staff recommend this extension at a total cost not to exceed \$414,348.00.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with Don's Security Service for the security guard services for the period July 1, 2021 to June 30, 2022, at a total cost not to exceed \$414,348.00. Expenses for this contract will be charged to account no. 00200106-434000.

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

Board Meeting of March 10, 2021



ITEM NO. 8

**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 with an option to renew for four (4) one-year periods; and

WHEREAS: On April 10, 2019, the Board authorized the extension of this contract for the period July 1, 2019 to June 30, 2020; and

WHEREAS: On March 4, 2020, the Board authorized the extension of this contract for the period July 1, 2020 to June 30, 2021; and

WHEREAS: UniFirst Corporation has agreed to extend this contract for one (1) additional year under the same terms and conditions for fiscal year 2021-2022; and

WHEREAS: The Acting 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 uniform services for the period July 1, 2021 to June 30, 2022, 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

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

AYES 3 NOES 0

Board Meeting of March 10, 2021

## ITEM NO. 9

**EXTENSION OF THE CONTRACT FOR REMOVAL & DISPOSAL OF AERATION SYSTEM GRIT**

WHEREAS: On May 8, 2019, the Board of the Buffalo Sewer Authority awarded a contract to Geiter Done of WNY, Inc., to provide the removal and disposal of aeration system grit 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 \$29,875.00; and

WHEREAS: On March 4, 2020, the Board authorized the extension of this contract for the period July 1, 2020 to June 30, 2021; and

WHEREAS: Geiter Done of WNY, Inc., has agreed to extend this contract for one (1) additional year under the same terms and conditions for fiscal year 2021-2022; and

WHEREAS: The Acting Treatment Plant Superintendent and staff recommend this extension at a total cost not to exceed \$29,875.00.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with Geiter Done of WNY, Inc., for removal and disposal of aeration system grit for the period July 1, 2021 to June 30, 2022, at a total cost not to exceed \$29,875.00. Expenses for this contract will be charged to account no. 00380106-442100.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

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

AYES 3 NOES 0

Board Meeting of March 10, 2021