

MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
October 5, 2011

53669.....53690

BUFFALO SEWER AUTHORITY

October 5, 2011

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 September 7, 2011	53669
2	Temporary Investments (Certificates of Deposit and Treasury Bills)	53670-71
3	Reallocation of Funds	53672
4	Buffalo Sewer Authority Employee Handbook	53673
5	Authorization to Enter Into Agreement with CRA Infrastructure & Engineering, Inc., For Engineering Report on System Condition	53674
6	Authorization to Purchase ITT Water and Wastewater Replacement Pump for Amherst Quarry	53675
7	Change Order No. 3 – Contract No. 84500014	53676-77
8	Change Order No. 1 – Contract No. 85100002	53678-79
9	Report on Bids Received – Multiple Hearth Sludge Incinerator Rehabilitation Incinerator No. 3	53680
10	Authorization to Enter into Service Contract for Sewer Line Chemical Root Control Under Erie County Maintenance Bid #2110664-004	53681
11	Preliminary Utility Work Agreement – New York State Department of Transportation	53682
12	Change Order No. 1 – Contract No. 85100006	53683-84
13	Change Order No. 2 – Contract No. 85000020	53685-86
14	Amendment to Schedule of Job Classification Plan	53687
15	Confirmation of Appointments	53688
16	Tuition Reimbursement	53689
17	Adjournment of Meeting	53690

CALL OF THE ROLL

Present:	<u>Herbert L. Bellamy, Jr.</u>	<u>Chairman</u>
	<u>Christopher Roosevelt</u>	<u>Assistant Vice Chairman</u>
	<u>Eleanor Wilson-DiVincenzo</u>	<u>Secretary</u>
	<u>John E. Kennedy, Jr.</u>	<u>Assistant Secretary</u>
	<u>David Comerford</u>	<u>General Manager</u>
	<u>Oluwole McFoy</u>	<u>Secretary to the General Manager</u>
	<u>Ronald Brown</u>	<u>Executive Secretary</u>
	<u>Scott Steinwald</u>	<u>Intergovernmental Coordinator</u>
	<u>James Eagan, P.E.</u>	<u>Sr. Sanitary Engineering Supervisor</u>
	<u>James Keller</u>	<u>Treatment Plant Superintendent</u>
	<u>Roberta Gaiek, P.E.</u>	<u>Treatment Plant Administrator</u>
	<u>Thomas Caulfield</u>	<u>Administrator of Capital</u>
	<u>Yusef Myrick</u>	<u>Improvements & Development</u>
	<u>Darryl McPherson</u>	<u>Superintendent of Mechanical</u>
	<u>Laura Surdej</u>	<u>Maintenance</u>
	<u>Aaron Besecher</u>	<u>City Auditor</u>
		<u>Erie County Dept. of Sewerage</u>
		<u>Buffalo News</u>
Absent:	<u>John D. Kennedy, Sr.</u>	<u>Vice Chairman</u>

The meeting was called to order at 9:13 AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of September 7, 2011

MOTION TO	<u>ADOPT</u>
MADE BY	<u>MS. WILSON-DIVINCENZO</u>
2 ND BY	<u>MR. KENNEDY, JR.</u>
AYES	<u>4</u> NOES <u>0</u>

Board Meeting of October 5, 2011

ITEM NO. 2

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

September 26, 2011

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CAPITAL IMPROVEMENT FUND						
15-Apr-02	Money Market		\$500,000.00	Chase	0.35%	High Yield
CONSTRUCTION FUND						
08-Apr-02	Money Market		\$43,473,018.46	Chase	0.35%	High Yield
LIABILITY AND CASUALTY RESERVE FUND						
22-Apr-02	Money Market		\$995,466.80	Chase	0.35%	High Yield
OPERATING FUND						
08-Apr-02	Money Market		\$4,543,264.74	Chase	0.35%	High Yield
TRUST & AGENCY FUND						
06-May-02	Money Market		\$35,314.51	Chase	0.35%	High Yield
SURPLUS FUND						
			\$107.32	MTB Funds		
30-Jun-11	28-Sept-11	90	\$6,049,730.50	M&T Securities	0.15%	\$2,269.50
			<u>\$6,049,837.82</u>			
NET REVENUE FUND						
			\$571.30	MTB Funds		
25-Aug-11	28-Sep-11	34	\$2,999,688.33	M&T Securities	0.11%	\$311.67
25-Aug-11	26-Oct-11	62	\$2,999,328.33	M&T Securities	0.13%	\$671.67
25-Aug-11	30-Nov-11	97	\$6,000,412.04	M&T Securities	0.16%	\$2,587.96
			<u>\$12,000,000.00</u>			

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
DEBT RESERVE FUND						
Series F						
03-Jun-11	03-May-12	335	\$245,000.00	FDIC Brokered CD	0.45%	
01-Jun-11	01-June-12	366	\$245,000.00	FDIC Brokered CD	0.60%	
03-Jun-11	01-Jun-12	364	\$245,000.00	FDIC Brokered CD	0.45%	
13-Jun-11	13-Jun-12	366	\$245,000.00	FDIC Brokered CD	0.35%	
15-Jun-11	13-Jun-12	364	\$245,000.00	FDIC Brokered CD	0.30%	
15-Jun-11	15-Jun-12	366	\$132,000.00	FDIC Brokered CD	0.30%	
			\$1,357,000.00			
Series I						
01-Aug-08	06-Sep-13	1862	\$8,240,877.50	FHLB	4.00%	
Series H						
13-Mar-03	15-Apr-32		\$2,825,593.00	SLG	4.35%	
Series J						
04-Mar-04	15-Nov-33		\$774,061.00	SLG	3.82%	
Series K						
22-Jul-04	15-Feb-33		\$498,654.00	SLG	4.63%	
Series L						
27-Jul-06	01-Oct-35		\$952,666.00	SLG	4.52%	

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Board Meeting of October 5, 2011

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 Buffalo Sewer Authority's operating budget.

Wastewater Treatment Plant

9/7/2011	00360105 Dewatering Supplies	-\$221.50	00290105 Aeration Supplies	\$221.50
9/12/2011	00520105 Maintenance Supplies	-\$248.40	00250105 Secondary Supplies	\$248.40
9/12/2011	00360105 Dewatering Supplies	-\$235.97	00520105 Maintenance Supplies	\$235.97

Sewer Maintenance

9/14/2011	00670105 Sewer Cleaning Supplies	-\$1,000.00	00660105 Sewer Repair Supplies	\$1,000.00
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General Financial Charges

9/12/2011	00800183 Financial Contingency	-\$3,475.00	00110107 Administrative Capital Outlay	\$3,475.00
9/14/2011	00800183 Financial Contingency	-\$346,130.00	00200107 Plan Capital Outlay	\$346,130.00
9/14/2011	00800183 Financial Contingency	-\$59,663.25	00200107 Plan Capital Outlay	\$59,663.25

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Board Meeting of October 5, 2011

ITEM NO. 4

BUFFALO SEWER AUTHORITY EMPLOYEE HANDBOOK

WHEREAS: The General Manager and committee recommend the attached Buffalo Sewer Authority Employee Handbook to the Board of the Buffalo Sewer Authority for review and approval.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby adopts the attached Buffalo Sewer Authority Employee Handbook.

MOTION TO APPROVE

MADE BY MR. KENNEDY, JR.

2ND BY MS. WILSON-DIVINCENZO

AYES 4 NOES 0

Board Meeting of October 5, 2011

ITEM NO. 5

AUTHORIZATION TO ENTER INTO AGREEMENT WITH CRA INFRASTRUCTURE & ENGINEERING, INC., FOR ENGINEERING REPORT ON SYSTEM CONDITION

WHEREAS: The Buffalo Sewer Authority's Sewer System Revenue Bonds, Series H requires, in part, that the Authority retain a consultant engineer to report on the overall condition of the facilities of the Authority; and

WHEREAS: The required report will assess system operations, the Capital Improvement Program, adequacy of capital investment, and governance; and

WHEREAS: Upon request, CRA Infrastructure & Engineering, Inc., provided a quote in the amount of \$8,700.00 to prepare this Engineering Report on System Condition; and

WHEREAS: The General Manager, Executive Secretary, and staff have reviewed this quote and recommend accepting the proposal from CRA Infrastructure & Engineering, Inc., for this service.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into and execute an agreement with CRA Infrastructure & Engineering, Inc., to prepare the Engineering Report on System Condition as outlined in their proposal dated August 15, 2011, for a total cost not to exceed \$8,700.00. These services will be charged to account no. 00110106-432004.

MOTION TO APPROVE

MADE BY MS. WILSON-DIVINCENZO

2ND BY MR. KENNEDY, JR.

AYES 4 NOES 0

Board Meeting of October 5, 2011

ITEM NO. 6

AUTHORIZATION TO PURCHASE ITT WATER AND WASTEWATER REPLACEMENT PUMP FOR AMHERST QUARRY

WHEREAS: On June 16, 2010, the Board of the Buffalo Sewer Authority designated ITT Water and Wastewater USA, the original equipment manufacturer, and/or their authorized local representative, as a sole source for ITT Flygt brand pumps located at the Treatment Plant; and

WHEREAS: The Superintendent of Mechanical Maintenance requested and received a quote in the amount of \$21,810.00 from ITT Water & Wastewater USA for the repair of the submersible ITT pump for the Amherst Quarry and also requested and received a quote in the amount of \$29,491.00 for a replacement of the existing ITT pump with needed hex screws; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff reviewed the quotes received and recommend the purchase of a new replacement ITT pump and hex screws at a total cost of \$29,491.00; and

WHEREAS: Monies payable to date to ITT Water and Wastewater USA in fiscal year 2011-2012 are \$3,478.00. This purchase will bring the total monies payable for purchases to \$32,969.00; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff further recommend approval for total monies payable to ITT Water and Wastewater USA not to exceed \$45,000.00 for fiscal year 2011-2012; 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 replacement ITT submersible pump and hex screws for the Amherst Quarry from ITT Water and Wastewater USA in the amount of \$29,491.00. This purchase will be charged to account no. 00420105-466107. The Board further authorizes total monies payable to ITT Water and Wastewater USA for fiscal year 2011-2012 not to exceed \$45,000.00.

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

Board Meeting of October 5, 2011

ITEM NO. 7

CHANGE ORDER NO. 3 – CONTRACT NO. 84500014

CONTRACTOR:	ORIGINAL CONTRACT COST	\$150,800.00
CRA Infrastructure & Engineering, Inc.	PREVIOUS CHANGE ORDERS	204,660.00
285 Delaware Avenue – Suite 500	THIS CHANGE ORDER	<u>11,000.00</u>
Buffalo, New York 14202	ADJUSTED CONTRACT COST	\$366,460.00

WORK: Engineering Agreement for design and inspection of repairs to the South Buffalo Pump Station

WHEREAS: The South Buffalo Pump Station, constructed in 1938, is instrumental to the Buffalo Sewer Authority (BSA) collection system as it is the primary means of conveying wastewater from the southern portions of the City to the Wastewater Treatment Plant (WWTP); and

WHEREAS: In order to help prevent sewer system surcharging and backup in the services area, CRA Infrastructure & Engineering, Inc., was hired to for design and inspection of a rehab for this station in 2005. This rehab included a rebuild on all pumps and motors at the facility; and

WHEREAS: Frequent on/off cycling of the pumps has been observed since the rehab; and the excessive cycling can cause premature wear of equipment and lead to reduced life and efficiency; and

WHEREAS: CRA was awarded a change order for installation of new Variable Frequency Drives (VFD)s on the pumps to help vary pump speed and reduce pump cycling; and

WHEREAS: The scope of the new VFD project has grown to include a new backwater gate for the facility, a docking station for a portable generator, and additional controls for communication with the WWTP that was not within the approved scope of work; and

WHEREAS: The following tasks have been identified as being necessary to complete the work:

Task No. 1	Backwater Gate for Siphon Inlet Chamber
Task No. 2	Docking Station for a Portable Generator
Task No. 3	Variable Frequency Drive (VFD) Research
Task No. 4	Hardwired Remote Telemetry Signals
Task No. 5	Additional Construction Administration and Start-up Services

WHEREAS: CRA Infrastructure & Engineering, Inc., has agreed to complete these tasks at a cost not to exceed \$11,000.00; and

WHEREAS: The Treatment Plant Administrator reviewed the proposal and recommends approval of Change Order No. 3 to Contract No. 84500014.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 3 to Contract No. 84500014 in the amount of \$11,000.00, making the adjusted contract cost \$366,460.00. Expenses for this Contract will be funded from account no. 02000221-432004.

MOTION TO APPROVE

MADE BY MR. KENNEDY, JR.

2ND BY MS. WILSON-DIVINCENZO

AYES 4 NOES 0

Board Meeting of October 5, 2011

ITEM NO. 8

CHANGE ORDER NO. 1 – CONTRACT NO. 85100002

CONTRACTOR:	ORIGINAL CONTRACT COST	\$200,000.00
Quackenbush Co., Inc.	PREVIOUS CHANGE ORDER	0
495 Kennedy Rd.	THIS CHANGE ORDER	<u>64,114.76</u>
Buffalo, New York 14227	ADJUSTED CONTRACT COST	\$264,114.76

WORK: Wastewater Treatment Plant Mechanical Services

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Increase the contract price to accommodate additional work performed by Quackenbush Co., Inc., during the fiscal year.

REASON FOR CHANGE OR EXTRA WORK:

Item #1 The work tasks allotted to the contractor exceeded the original contract amount for a total increase of \$ 64,114.76. These authorized tasks were performed at various locations throughout the Wastewater Treatment Plant during the term of the contract.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$64,114.76

THE TOTAL COST OF THE CHANGE OR EXTRA WORK \$ 64,114.76

The total INCREASE to the contract as a result of this Change Order is \$64,114.76

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.

ITEM NO. 12

CHANGE ORDER NO. 1 – CONTRACT NO. 85100006

CONTRACTOR:	ORIGINAL CONTRACT COST	\$ 97,750.00
Malcolm Pirnie, Inc.	PREVIOUS CHANGE ORDER	0
50 Fountain Plaza Suite 600	THIS CHANGE ORDER	<u>30,000.00</u>
Buffalo, New York 14207	ADJUSTED CONTRACT COST	\$127,750.00

WORK: Evaluate the effectiveness of rain barrels in removing storm water from the combined Sewer System.

DESCRIPTION OF CHANGE OR EXTRA WORK:

- Item #1 Public Education and Outreach to the Hamlin Park Study Area and Old First Ward
- Item #2 Rain Barrels/Diverters
- Item #3 Installation & Monitoring of Flows

REASON FOR CHANGE OR EXTRA WORK:

- Item #1
 - Malcolm Pirnie will oversee public education and outreach by organizing, preparing, and attending two (2) community outreach meetings with the Hamlin Park Taxpayer Association
 - Buffalo Niagara Riverkeeper will perform the following:
 - Door to door education and outreach in the Hamlin Park Study area
 - Follow up with the taxpayers in the Old First Ward who did not respond during the initial program
 - Recruit and train door-to-door canvassers
 - Project coordination and communication and assist with community outreach meetings
 - Convey a list of participating homeowners to the BSA
- Item #2 Buffalo Niagara Riverkeeper will provide the rain barrels and diverters at cost.
- Item #3 Malcolm Pirnie will coordinate flow monitoring conducted by TecSmith. Malcolm Pirnie will use the flow monitoring to collect data within the study areas (Hamlin Park and Old First Ward) as well as review and evaluate the data to assess the performance of the pilot program.

ITEM NO. 13

CHANGE ORDER NO. 2 – CONTRACT NO. 85000020

CONTRACTOR:	ORIGINAL CONTRACT COST	\$300,00.00
URS Corporation	PREVIOUS CHANGE ORDER	10,000.00
77 Goodell Street	THIS CHANGE ORDER	15,000.00
Buffalo, New York 14203	ADJUSTED CONTRACT COST	\$325,000.00

WORK: CSO Outfall No. 060 Sewer Separation Project

DESCRIPTION OF CHANGE OR EXTRA WORK:

Revise existing project documents to include replacement of the existing water mains on both Clarendon Place and Claremont Avenue between Bird Avenue and Forest Avenue.

REASON FOR CHANGE OR EXTRA WORK:

As part of this project Clarendon Place and Claremont Avenue are slated to receive a new full width pervious pavement. The existing water mains on both streets are reputed to be approximately 100 years old. As the street will be excavated for the new pavement and storm sewers; this is the most economical time to replace the aged water mains. All costs associated with the replacement of the water mains will be born by the Buffalo Water Authority. This work was not included in the original scope of services; therefore URS Corporation requests a change order in the amount not to exceed \$15,000.00.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$15,000.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK \$15,000.00

The total INCREASE to the contract as a result of this Change Order is \$15,000.00

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 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.

ITEM NO. 16

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>
Thomas Caulfield	Walden University	<i>Finance and Budget for the Public Sector</i>	90%	\$ 2,260.13

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above application for Tuition Reimbursement totaling \$ 2,260.13. This Reimbursement will be charged to account no. 00800108-480214.

MOTION TO APPROVE

MADE BY MS. WILSON-DIVINCENZO

2ND BY MR. KENNEDY, JR.

AYES 4 NOES 0

Board Meeting of October 5, 2011

ITEM NO. 17

ADJOURNMENT OF MEETINGMOTION TO APPROVE MADE BY MS. WILSON-DIVINCENZO 2ND BY MR. KENNEDY, JR. AYES 4 NOES 0

Board Meeting of October 5, 2011