

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
March 19, 2003**

BUFFALO SEWER AUTHORITY

March 19, 2003

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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

March 11, 2003

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CAPITAL IMPROVEMENT FUND						
15-Apr-02	MONEY MARKET		\$ 515,354.00	CHASE	1.70%	Erie Co.High Yield
CONSTRUCTION FUND						
08-Apr-02	MONEY MARKET		\$ 9,553,227.30	CHASE	1.70%	Erie Co.High Yield
SERIES 2001 BOND ANTICIPATION NOTES						
08-Apr-02	MONEY MARKET		\$ 636,879.11	CHASE	1.70%	Erie Co.High Yield
LIABILITY AND CASUALTY RESERVE FUND						
22-Apr-02	MONEY MARKET		\$ 1,240,789.65	CHASE	1.70%	Erie Co.High Yield
OPERATING FUND						
08-Apr-02	MONEY MARKET		\$ 3,600,000.00	CHASE	1.70%	Erie Co.High Yield
SURPLUS FUND						
13-Jan-03	30-Jun-03	168	\$2,845,386.00	CHASE	1.25%	\$16,598.09
NET REVENUE FUND						
25-Feb-03	25-Mar-03	28	\$500,000.00	CHASE	1.30%	\$505.56
31-Dec-02	30-Jun-03	181	\$10,112,500.00	CHASE	1.25%	\$63,554.25
			\$10,612,500.00			
DEBT RESERVE FUND						
SERIES F						
01-Jan-03	30-Jun-03	180	\$1,203,823.48	U.S.TREAS.NOTES	5.375%	
			(1,179,000.00 units)			
SERIES G						
14-Jul-93	13-Jul-03		\$7,622,950.00	CITIBANK	5.54%	
			\$8,826,773.48			

RECEIVE & FILE

ITEM NO. 3

APPROVAL OF THE ANNUAL REPORT COVERING FISCAL YEAR ENDED JUNE 30, 2002

WHEREAS: The Annual Report of the Buffalo Sewer Authority has been made available to your Honorable Body; and

WHEREAS: It is the custom of the Board to adopt this report.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves and adopts the Annual Report for the fiscal year ended June 30, 2002.

MOTION TO APPROVE

MADE BY MR. NAPLES

2ND BY MSGR. GABALSKI

AYES 5 NOES 0

Board Meeting of March 19, 2003

ITEM NO. 4

PRELIMINARY OUTLINE OF OPERATING BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2003

A proposed Operating Budget, with full details, for the fiscal year beginning July 1, 2003 will be presented for formal consideration by your Honorable Body at the next scheduled meeting on April 16, 2003. This proposed budget will be in an amount not to exceed \$50,556,561, which is a \$3,133,459 increase over the current budget of \$47,423,102.

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 comparison of Appropriation by Division for the years 2000-01 to 2003-04 Proposed;

A revenue estimate and comparison for the years 2000-01 to 2003-04 Proposed;

Capital Budget Projects for 2003-2004.

Sewer rents based on assessed valuation will be increased to fund this proposed budget. The final rate for sewer rent will be dependent upon the final City assessed valuation. The estimate of sewer rents based on water use and the final budget appropriation estimates will be detailed at the scheduled meeting of April 16, 2003.

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, 2003.

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 \$50,556,561 to be submitted to this Body at the meeting of April 16, 2003.

MOTION TO	<u>APPROVE</u>		
MADE BY	<u>MR. RICHARDSON</u>		
2 ND BY	<u>MSGR. GABALSKI</u>		
AYES	<u>5</u>	NOES	<u>0</u>

Board Meeting of March 19, 2003

**BUFFALO SEWER AUTHORITY
REVENUE ESTIMATE
2003-04 PRELIMINARY BUDGET**

<u>Revenue</u>	<u>2000-01 Actual</u>	<u>2001-2002 Actual</u>	<u>2002-03 Budget</u>	<u>2003-04 Budget</u>
Assessment Sewer Rents	\$10,006,151	\$10,037,974	\$9,973,850	\$11,766,350
Water Use Sewer Rents	21,940,470	27,322,135	25,924,252	26,412,609
Outside City-Sewer Connect	6,397,820	7,709,600	7,500,750	8,112,892
Industrial Waste	1,721,415	1,271,714	1,442,900	1,435,000
Interest Income	2,684,321	2,173,458	2,011,000	1,749,000
Miscellaneous	677,562	762,769	570,350	1,080,710
Total Revenues	\$43,427,739	\$49,277,650	\$47,423,102	\$50,556,561

**BUFFALO SEWER AUTHORITY
APPROPRIATIONS BY DIVISION
2003-04 PRELIMINARY BUDGET**

<u>Division</u>	<u>2000-01 Actual</u>	<u>2001-02 Actual</u>	<u>2002-03 Budget</u>	<u>2003-04 Budget</u>
General Offices	\$1,040,413	\$1,195,892	\$1,365,752	\$1,375,891
Wastewater Treatment Facilities	18,597,693	18,588,753	19,581,003	21,101,061
Industrial Waste	493,952	481,068	530,178	544,674
Engineering	682,112	645,453	691,460	736,230
Sewer Maintenance	2,633,990	2,825,719	3,117,190	2,944,106
Miscellaneous Financial Chgs	3,349,087	3,774,330	5,229,690	4,859,690
Fringe Benefits	3,917,472	3,924,183	4,608,019	6,081,240
Debt Service & Reserve Account	10,573,604	10,818,123	12,299,810	12,913,669
GRAND TOTAL	\$41,288,323	\$42,253,521	\$47,423,102	\$50,556,561

BUFFALO SEWER AUTHORITY			
CAPITAL PROJECTS			
2003-04 PRELIMINARY BUDGET			
			ESTIMATED
<u>PROJECT TITLE:</u>			<u>COST</u>
<u>TREATMENT PLANT:</u>			
INCINERATOR REHABILITATION			\$ 250,000
SECONDARY CLARIFIER SLUDGE WITHDRAWAL SYSTEM IMPROVEMENTS			400,000
SOUTH BUFFALO BACKUP TRANSFORMER			250,000
CENTRIFUGE INSTALLATION (INCLUDE NUCLEAR SCALES)			1,000,000
SCADA UPGRADES FOR 2 INCINERATORS			250,000
BOILER RETUBE #3 AUXILIARY			150,000
FINE BUBBLER DIFFUSER CLEANING			200,000
REHAB OF (1) RWW & (1) SWW PUMP & MOTOR			100,000
<u>COLLECTION SYSTEM:</u>			
MISCELLANEOUS SEWER RELINING			300,000
SEWER CLEANING			200,000
SYSTEM WIDE RECEIVER RENOVATIONS			300,000
UNANTICIPATED SEWER REPLACEMENTS			200,000
<u>GRAND TOTAL</u>			<u>\$3,600,000</u>

ITEM NO. 5

AUTHORIZATION TO PURCHASE FOUR (4) NEW TOW-BRO MECHANISM RETROFITS FOR FINAL CLARIFIERS NO. 3A, 4A, 4B & 6B

WHEREAS: On September 11, 2002, the Board of the Buffalo Sewer Authority designated U. S. Filter/Envirex as a sole source for replacement parts, supplies, and service for the grit collectors, sludge thickeners, and final clarifier withdrawal equipment; and

WHEREAS: Board approval is required on purchases made over \$10,000.00; and

WHEREAS: Final Clarifiers No. 3A, No. 4A, No. 4B, and No. 6B are approximately twenty-five years old and are worn beyond repair. This equipment is essential to plant operations; and

WHEREAS: U. S. Filter has submitted a quote in the amount of \$334,688.00 for four (4) new Tow-Bro mechanism retrofits for these final clarifiers; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff recommend the purchase of this equipment from U. S. Filter/Envirex at a total cost of \$334,688.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase four (4) new Tow-Bro mechanism retrofits for final clarifiers No. 3A, No. 4A, No. 4B, and No. 6B from U. S. Filter/Envirex at a total cost of \$334,688.00. This purchase will be charged to account no. 02000212-474080.

MOTION TO APPROVE

MADE BY MR. NAPLES

2ND BY MR. KENNEDY

AYES 5 NOES 0

Board Meeting of March 19, 2003

ITEM NO. 6

AUTHORIZATION TO PURCHASE REPAIR PARTS FOR NO. 1 CHILLER

WHEREAS: On September 11, 2002, the Board of the Buffalo Sewer Authority designated Gerster Trane, the leading manufacturer of steam absorption chillers, as a single source for York brand chiller parts and service. The steam absorption chillers are responsible for producing the cooling water supply necessary to cool the entire Treatment Plant during the spring and summer; and

WHEREAS: Board approval is required on purchases made over \$10,000.00; and

WHEREAS: Chiller No. 1 is in need of repair in order to provide reliable cooling for the plant control rooms and equipment areas. Gerster Trane submitted a quote in the amount of \$12,700.00 for the parts necessary for this repair; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff recommend the purchase of these repair parts from Gerster Trane at a total cost of \$12,700.00.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the repair parts from Gerster Trane at a total cost of \$12,700.00. Funds are available in account no. 00520105-466107.

MOTION TO	<u>APPROVE</u>
MADE BY	<u>MR. NAPLES</u>
2 ND BY	<u>MR. RICHARDSON</u>
AYES	<u>5</u> NOES <u>0</u>

Board Meeting of March 19, 2003

ITEM NO. 8

TRAVEL EXPENSES AUTHORIZATION - UTICA, NEW YORK

WHEREAS: The Buffalo Sewer Authority Laboratory must be up to date on current approved laboratory methods; and

WHEREAS: The New York Association of Approved Environmental Laboratories (NYAAEL) held a seminar and quarterly meeting in Utica, New York, on March 17-18, 2003, covering an overview of laboratory approved methods; and

WHEREAS: The Treatment Plant Superintendent and General Manager authorized Gary Aures, Associate Chemist, to attend this seminar and quarterly meeting as he has done so in past years; and

WHEREAS: The Board was polled on Friday, March 14, 2003, and approved this expense. It is now necessary to receive formal Board authorization for the travel expenses incurred.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the travel expenses of Gary Aures, Associate Chemist, while in Utica, New York, from March 17-18, 2003, to attend this seminar and quarterly meeting at a cost not to exceed \$250.00. Funds are available in account no. 00510104-458010.

MOTION TO WITHDRAWN

MADE BY MR. NAPLES

2ND BY MR. RICHARDSON

AYES 5 NOES 0

Board Meeting of March 19, 2003

ITEM NO. 10

REPORT ON BIDS RECEIVED - STORM SEWER CONSTRUCTION IN TONAWANDA STREET BETWEEN CROWLEY STREET AND ROESCH AVENUE

WHEREAS: Formal bids were advertised and solicited for the Storm Sewer Construction in Tonawanda Street between Crowley Street and Roesch Avenue. The following bids were received and opened by the Buffalo Sewer Authority on February 10, 2003:

<u>Contractor</u>	<u>Base Bid</u>
S. St. George Contracting	\$596,950.00
Hartford Paving	\$625,047.20
Visone Construction	\$626,700.00
C. Destro Development	\$693,865.00
Mar-Wal Construction	\$767,310.00
Kandey Co., Inc.	\$783,450.00
Sicar Development	\$789,610.00
C & C Contractors	\$810,200.00
Buffalo Creek, Inc.	\$889,730.00
;and	

WHEREAS: These proposals were received, and the contract will be awarded on the basis of unit and lump sum prices; and

WHEREAS: The low bid by S. St. George Contracting does not reflect the true amount of the contract but rather is subject to some variance. These variances are due to the actual amount of the quantities used as they appear in the estimate column multiplied by the unit price as bid; and

WHEREAS: The Principal Sanitary Engineer of the Buffalo Sewer Authority and his staff have reviewed the bids and recommend accepting the low bid and awarding the contract to S. St. George Contracting.

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 S. St. George Contracting for the Storm Sewer Construction in Tonawanda Street between Crowley Street and Roesch Avenue, at a cost not to exceed \$596,950.00. Expenses for this contract will be charged to account no. 02000201-490715.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MSGR. GABALSKI

AYES 5 NOES 0

ITEM NO. 11

AMENDMENT NO. 2 TO AGREEMENT WITH MALCOLM PIRNIE, INC., - CONTRACT NO. 83900014

WHEREAS: On February 9, 2000, the Board of the Buffalo Sewer Authority authorized the General Manager to enter into a contract with Malcolm Pirnie, Inc., to provide Engineering Services for the development of Combined Sewer Overflow Long Term Abatement Plan at a cost of \$2,738,674.00; and

WHEREAS: On March 21, 2001, the Board of the Buffalo Sewer Authority authorized the General Manager to enter into and execute Amendment No. 1 with Malcolm Pirnie, Inc., at a cost of \$945,000.00; and

WHEREAS: Stage 3 of the project which includes a financial capability assessment and development of a comprehensive, system-wide Long Term Control Program needs to be undertaken; and

WHEREAS: The additional cost for Engineering Services associated with Stage 3 of the project is \$779,343.00, which will be done in five (5) phases containing 14 separate tasks; and

WHEREAS: The additional cost totaling \$779,343.00 has been reviewed by The Principal Sanitary Engineer of the Buffalo Sewer Authority and his staff and is recommended for acceptance.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into and execute Amendment No. 2 to contract no. 83900014 with Malcolm Pirnie, Inc., for additional Engineering Services at an added charge of \$779,343.00, making the total cost of the contract \$4,463,017.00. The cost of the contract will be charged to account no. 02000160-432004.

MOTION TO	<u>APPROVE</u>		
MADE BY	<u>MSGR. GABALSKI</u>		
2 ND BY	<u>MR. RICHARDSON</u>		
AYES	<u>5</u>	NOES	<u>0</u>

Board Meeting of March 19, 2003

ITEM NO. 13

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 deletion of the following positions from the Job Classification Plan:

- | | |
|--|------------------------|
| One (1) Senior Account Clerk-Typist | 00110121 411001 |
| One (1) Wastewater Treatment Plant
 Operator I | 00290161 411001 |
| One (1) Wastewater Treatment Plant
 Operator I | 00360161 411001 |
| One (1) Laboratory Assistant | 00510161 411001 |
| One (1) Electrician | 00520171 411001 |
| One (1) Senior Account Clerk-Typist | 00600121 411001 |
| One (1) Account Clerk-Typist | 00600121 411001 |
| Two (2) Maintenance Assistant (S.C.) | 00670161 411001 |
| Two (2) Laborer I | 00670161 411001 |

MOTION TO APPROVE

MADE BY MR. RICHARDSON

2ND BY MR. NAPLES

AYES 5 NOES 0

Board Meeting of March 19, 2003

ITEM NO. 14

CONFIRMATION OF APPOINTMENTS

**WASTEWATER TREATMENT PLANT OPERATOR II (WITH
LICENSE) (PERMANENT)
CHANGE OF STATUS ONLY
SEWAGE TREATMENT PLANT
\$17.31 PER HOUR
EFFECTIVE: FEBRUARY 24, 2003**

WILLIAM COWELL
14 NORTH PARKER AVE.
BUFFALO, NY

**WASTEWATER TREATMENT PLANT OPERATOR II
(PERMANENT)
CHANGE OF STATUS ONLY
SEWAGE TREATMENT PLANT
\$17.14 PER HOUR
EFFECTIVE: FEBRUARY 24, 2003**

MICHAEL COSGROVE
226 METCALFE
BUFFALO, NY

**WASTEWATER TREATMENT PLANT OPERATOR II
(PERMANENT)
CHANGE OF STATUS ONLY
SEWAGE TREATMENT PLANT
\$17.14 PER HOUR
EFFECTIVE: FEBRUARY 24, 2003**

THEODORE PANER
3588 NORTH BUFFALO RD.
ORCHARD PARK, NY

ITEM NO. 15

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>
Charles Riley	Erie Community College	Introduction to Accounting	Spring 2003	\$315.00

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 application for Tuition Assistance as detailed above.

MOTION TO APPROVE

MADE BY MR. RICHARDSON

2ND BY MR. NAPLES

AYES 5 NOES 0

Board Meeting of March 19, 2003

ITEM NO. 16

ADJOURNMENT OF MEETING

MOTION TO _____ APPROVE _____

MADE BY _____ MR. RICHARDSON _____

2ND BY _____ MR. KENNEDY _____

AYES _____ 5 _____ NOES _____ 0 _____

Board Meeting of March 19, 2003