

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
February 11, 2004**

4987149894

BUFFALO SEWER AUTHORITY

February 11, 2004

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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			ITEM NO. 2			
FORMATIVE: TEMPORARY INVESTMENTS (CERTIFICATES OF DEPOSIT AND TREASURY BILLS)						
January 31, 2004						
ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CAPITAL IMPROVEMENT FUND						
#####	MONEY MARKE		\$ 444,171.99	CHASE	1.31%	Co.High Yield
CONSTRUCTION FUND						
#####	MONEY MARKE		\$ 13,758,803.18	CHASE	1.31%	Co.High Yield
LIABILITY AND CASUALTY RESERVE FUND						
#####	MONEY MARKE		\$ 1,140,258.37	CHASE	1.31%	Co.High Yield
OPERATING FUND						
#####	MONEY MARKE		\$ 2,039,765.54	CHASE	1.31%	Co.High Yield
TRUST & AGENCY FUND						
#####	MONEY MARKE		\$ 22,985.87	CHASE	1.31%	Co.High Yield
SURPLUS FUND						
#####	06-Feb-04	7	\$ 3,719,876.84	M&T	0.94%	\$679.91
NET REVENUE FUND						
#####	25-Feb-04	56	\$ 4,650,826.04	M&T Securities	0.97%	\$7,026.90
#####	26-Apr-04	126	\$ 1,428,830.43	M&T Securities	1.03%	\$5,169.57
#####	01-Jul-04	210	\$ 7,620,435.32	M&T Securities	1.13%	\$50,564.68
			\$ 13,700,091.79			
DEBT RESERVE FUND						
#####	30-Jun-04	366	\$ 1,179,697.42	S.TREAS.NOTI	#####	\$16,631.87
			(1,157,000.00 par)			(12/31/03)
				SERIES I		
#####	15-Aug-08	1788	\$ 7,350,000.00	M&T Securitie	3.25%	\$119,437.50
				SERIES H		
#####	15-Apr-32		\$ 2,825,593.00	SLG	#####	
			\$ 11,355,290.42			
CONSTRUCTION FUND						
				SERIES H		
#####	05-Feb-04	36	\$ 651,557.33	M&T	0.96%	\$625.50
#####	05-Feb-04	21	\$ 701,000.00	M&T	0.98%	\$400.74
#####	12-Feb-04	35	\$ 2,826,304.59	M&T Securities	0.98%	\$2,695.41
#####	19-Feb-04	35	\$ 1,200,000.00	M&T	0.98%	\$1,143.33
#####	26-Feb-04	35	\$ 1,926,000.00	M&T	0.98%	\$1,835.05
#####	04-Mar-04	35	\$ 2,004,000.00	M&T Securities	#####	\$1,891.77
			\$ 9,308,861.92			
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ITEM NO. 3

INFORMATIVE: REPORT ON THE CONDITION OF THE CAPITAL IMPROVEMENT FUND

Balance July 1, 2003		\$	500,573.36	
(Temporary Investments & Cash)				
Interest on Investments			3,266.81	
Transfers from Operating Fund				
Transfers to Operating Fund			(3,304.81)	
				500,535.36
Less: Expenditures			-	
Encumbrances			65,525.00	65,525.00
Unallocated Funds as of December 31, 2003				\$ 435,010.36
Expenditures:				
Total Expenditures				-
Encumbrances:				
Sump pumps for SW W & Mega sub-basement sanitary			65,525.00	
Total Encumbrances				65,525.00
ENCUMBRANCES AND EXPENDITURES FOR 7/1/03 - 12/31/03				\$ 65,525.00

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ITEM NO. 4

INFORMATIVE: REPORT ON THE CONDITION OF THE LIABILITY AND CASUALTY RESERVE FUND

The Resolution that created the Liability and Casual 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, 2003	\$1,241,982.45
Interest Earnings	\$7,876.08
Less: Claims Paid	<u>\$108,170.00</u>
Fund Balance as of December 31, 2003	<u>\$1,141,688.53</u>

During the period of July 1, 2003 – December 31, 2003, the B.S.A. settled 11 claims. Seven claims were denied. Four claims resulted in cash payments from the B.S.A. totaling \$108,170.00.

<u>Total Active Claims Pending</u>	
Bodily Injury	24
Property Damage	48
Auto B.I. & P.D	9
Other Liability	<u>3</u>
	84

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ITEM NO. 6

ADJUSTMENT OF SEWER RENT

WHEREAS: In accordance with the Resolution adopted on December 15, 1982, requests for sewer rent cancellations, adjustments, or refunds in excess of \$400.00 must be submitted to the Board for its consideration and action; and

WHEREAS: To Thi Vu, owner of the premise located at 824 Eagle Street, Buffalo, New York, requests an adjustment of sewer rent based on water use for the July 2003 billing period in the amount of \$687.10 in sewer arrears; and

WHEREAS: Upon receiving her July 2003 water bill, which was more than 300 percent higher than her average bill, To Thi Vu contacted Jones Home Improvements to inspect the premises. Upon their inspection, it was determined that a water leak caused the excessively high water bill; and

WHEREAS: A review of this account by Buffalo Sewer Authority staff recommends the requested adjustment of sewer rent arrears.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes and directs the General Manager to reduce the sewer rent based on water use in the amount of \$687.10 in sewer arrears for the premise located at 824 Eagle Street, Buffalo, New York, for the July 2003 billing period.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of February 11, 2004

ITEM NO. 7

AMEND BOARD RESOLUTION ITEM NO. 5 OF BOARD MEETING NOVEMBER 12, 2003

WHEREAS: The Board of the Buffalo Sewer Authority authorized the General Manager to make payment to State Farm Insurance Companies in the amount of \$3,411.77 for a Claim filed by Edward J. Kolodziej; and

WHEREAS: State Farm Insurance Companies contacted the Buffalo Sewer Authority on November 11, 2003, and notified us that they neglected to include in their original request the following: their insured's deductible of \$500.00, a \$140.00 car rental reimbursement to the insured, and out of pocket expenses of \$18.20 that their insured paid toward car rental which exceeded the amount covered under their policy. The corrected amount requested by State Farm Insurance Companies is \$4,169.97; and

WHEREAS: This Resolution should be amended to read that the total cost of damages is \$4,169.97; and

WHEREAS: The General Manager recommends acceptance of this amendment.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby amends Item No. 5 of the Board Meeting of November 12, 2003, and increases the total cost of damages from \$3,411.77 to \$4,169.97. This Claim will be paid out of the Liability and Casualty Reserve Fund.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 11, 2004

ITEM NO. 8

AUTHORIZATION FOR SERVICES FROM SIEMENS BUILDING TECHNOLOGIES, INC.

WHEREAS: On July 23, 2003, the Board of the Buffalo Sewer Authority designated Siemens Building Technologies, Inc., the original equipment manufacturer, as a sole source for parts, supplies, service, and repair of pneumatic control systems at the Treatment Plant; and

WHEREAS: Board approval is required for services over \$20,000.00; and

WHEREAS: Preventative maintenance and repair work required on the pneumatic control systems at the Treatment Plant for fiscal year 2003-2004 will be in excess of \$20,000.00; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff recommend authorization for preventative maintenance and repair work required on the pneumatic control systems at the Treatment Plant for fiscal year 2003-2004 from Siemens Building Technologies, Inc., at a cost not to exceed \$35,000.00.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes preventative maintenance and repair work required on the pneumatic control systems at the Treatment Plant for fiscal year 2003-2004 from Siemens Building Technologies, Inc., at a cost not to exceed \$35,000.00. Funds are available in various plant maintenance accounts.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELTT

AYES 3 NOES 0

Board Meeting of February 11, 2004

ITEM NO. 9

AUTHORIZATION FOR SERVICES FROM INGERSOLL-RAND

WHEREAS: On July 23, 2003, the Board of the Buffalo Sewer Authority designated Ingersoll-Rand, the parent company for Dresser-Rand, the original equipment manufacturer for digester gas compressors, as a sole source for parts and service on the digester gas compressors at the Treatment Plant; and

WHEREAS: Board approval is required for services over \$20,000.00; and

WHEREAS: Preventative maintenance and repair work required on the digester gas compressors at the Treatment Plant for fiscal year 2003-2004 will be in excess of \$20,000.00; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff recommend authorization for preventative maintenance and repair work required on the digester gas compressors at the Treatment Plant for fiscal year 2003-2004 from Ingersoll-Rand at a cost not to exceed \$35,000.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes preventative maintenance and repair work required on the digester gas compressors at the Treatment Plant for fiscal year 2003-2004 from Ingersoll-Rand at a cost not to exceed \$35,000.00. Funds are available in account no. 00520106-443301.

MOTION TO _____ APPROVE _____

MADE BY _____ MR. ROOSEVELT _____

2ND BY _____ MR. KENNEDY _____

AYES _____ 3 _____ NOES _____ 0 _____

Board Meeting of February 11, 2004

ITEM NO. 10

AUTHORIZATION TO PURCHASE REPLACEMENT PARTS FOR TELESCOPIC VALVES

WHEREAS: On July 23, 2003, the Board of the Buffalo Sewer Authority designated North Coast Instruments, the authorized Limatorque Corporation local representative, as a single source for replacement parts, supplies, and service for Limatorque Corporation equipment; and

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

WHEREAS: There are sixteen final clarifiers located at the Treatment Plant. The telescopic valves on these clarifiers control the valve operation; and

WHEREAS: North Coast Instruments has submitted quotes in the total amount of \$12,565.00 for replacement parts for five of the telescopic valves needed at this time; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff recommend the purchase of these replacement parts for five of the telescopic valves from North Coast Instruments at a total cost of \$12,565.00, plus any incurred freight charges.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase necessary replacement parts for five of the telescopic valves from North Coast Instruments at a total cost of \$12,565.00, plus any incurred freight charges. Funds are available in account nos. 00290105-466107 and 00520105-466107.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 11, 2004

ITEM NO. 11

AUTHORIZATION TO RENT ODOR CONTROL UNIT

- WHEREAS: Digesters No. 3 and No. 4 have been out of service for the last two years due to major rehabilitation. The remaining four digesters are being overfed, causing them to be unable to maintain adequate temperatures. As a result of this overfeeding, there have been numerous odor problems and complaints at the Treatment Plant; and
- WHEREAS: In April 2003, the Buffalo Sewer Authority staff investigated various odor control technologies and requested proposals from various odor control companies. The Buffalo Sewer Authority also investigated the option of purchasing an odor control unit which would require monthly maintenance and upkeep of the water softening system; and
- WHEREAS: After review, the Treatment Plant Superintendent and staff recommended it was more cost effective to rent a high-pressure hydraulic system from Sheridan Soft Water Services Company, Inc., to help control the odor problems for the summer months, from May through September 2003. The Board of the Buffalo Sewer Authority authorized this rental on May 28, 2003. This system proved to be effective; the digesters returned to proper temperature range over the summer and odors were minimized; and
- WHEREAS: The recent cold weather and overfeeding of the digesters have again resulted in the inability of the digesters to maintain adequate temperatures, creating severe hydrogen sulfide odors; and
- WHEREAS: Sheridan Soft Water Services Company, Inc., was contacted and recommended installing one odor control system with 20 nozzles per digester on digesters No. 2 and No. 6 at a cost of \$750.00 per month for each digester, including maintenance and a chemical storage shed with heat to protect the odor control product, fogging system, and water softener. The cost of the recommended chemical, OCC-2000, from Sheridan Soft Water Services Company, Inc., is \$935.00 per 55-gallon drum. Sheridan Soft Water Services Company, Inc., is the only vendor that will substitute an additional chemical at no extra charge if the recommended chemical does not sufficiently control the odors; they are also the only vendor that agreed to be responsible for all maintenance. The cost of installation for both systems is \$2,100.00, with no additional take down fee; and

WHEREAS:

The Treatment Plant Superintendent and staff recommend renting an odor control system from Sheridan Soft Water Services Company, Inc., including installation, maintenance, and a chemical storage shed with heat to protect the odor control product, fogging system, and water softener, and substitution of an additional chemical at no extra charge if the recommended chemical, OCC-2000, does not sufficiently control the odors, at a cost not to exceed \$45,000.00 through June 30, 2004, the remainder of this fiscal year.

NOW THEREFORE
BE IT RESOLVED:

The Board of the Buffalo Sewer Authority hereby authorizes the General Manager to rent an odor control system from Sheridan Soft Water Services Company, Inc., including installation, maintenance, and a chemical storage shed with heat to protect the odor control product, fogging system, and water softener, and substitution of an additional chemical at no extra charge if the recommended chemical, OCC-2000, does not sufficiently control the odors, at a cost not to exceed \$45,000.00 through June 30, 2004, the remainder of this fiscal year. Funds are available in account no. 00200106-444255.

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

Board Meeting of February 11, 2004

49886

<u>VENDOR</u>	PRODUCT/SERVICE
<u>Frank Langley Co. (authorized ITT Industries rep. in WNY for Bell & Gossett)</u>	Parts and supplies for Bell & Gossett products

49888

<u>VENDOR</u>	PRODUCT/SERVICE
<u>J. L. Moore (only authorized sales rep. for upstate NY)</u>	Hydro Gate Sluice Gate products for Screen Building
<u>Vaughn Co., Inc. (OEM)</u>	Parts and supplies for Vaughn chopper pumps for Digester Control

ITEM NO. 16

AMENDMENT OF SOLE SOURCE LISTING

WHEREAS: On July 23, 2003, the Board of the Buffalo Sewer Authority designated Beaumont Birch Industrial Division of Allen-Sherman Hoff (OEM – owner of proprietary drawings), as a sole source for incinerator ash handling systems parts, supplies, and service; and

WHEREAS: On January 15, 2004, Beaumont Birch notified the Buffalo Sewer Authority that Diamond Power Operating Company, Inc., a subsidiary of Diamond Power International, Inc., acquired certain assets of Beaumont Birch Co., Inc.; and

WHEREAS: It is necessary to amend the sole source listing to reflect the above change.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority amends the sole source listing of July 23, 2003, with the replacement of Diamond Power International, Inc., as the vendor for incinerator ash handling systems parts, supplies, and service.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 11, 2004

ITEM NO. 17

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 position to the Job Classification Plan:

One (1) Junior Accountant 00110121 411001

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of February 11, 2004

ITEM NO. 18

CONFIRMATION OF APPOINTMENT

**MOTOR EQUIPMENT MECHANIC (CONTINGENT PERMANENT)
 CHANGE OF STATUS ONLY
 SEWAGE TREATMENT PLANT
 \$20.15 PER HOUR
 EFFECTIVE: JANUARY 26, 2004**

ROBERT PACE
 411 BAYNES
 BUFFALO, NY

WHEREAS: The preceding appointment was 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 appointment is hereby confirmed by the Board of the Buffalo Sewer Authority.

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

Board Meeting of February 11, 2004

ITEM NO. 19

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 employees have applied for Tuition Assistance:

<u>EMPLOYEE</u>	<u>SCHOOL</u>	<u>COURSE</u>	<u>SEMESTER</u>	<u>TUITION</u>
Charles Riley	Erie Community College	Business Law I	Spring 2004	\$339.00
Charles Riley	Erie Community College	Quantitative Business Methods	Spring 2004	\$339.00
James Eagan	SUNY at Buffalo	Soil Mechanics	Spring 2004	\$491.31

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 ROOSEVELT
 2ND BY MR. KENNEDY
 AYES 3 NOES 0

Board Meeting of February 11, 2004

ITEM NO. 20

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/COURSE</u>	<u>TUITION%</u>	<u>REIMBURSEMENT TOTAL</u>
Charles Riley	Erie Community College <i>Computerized Accounting</i>	90%	\$489.15

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above application for Tuition Reimbursement totaling \$489.15. This Reimbursement will be charged to Account No. 00800108-480214.

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

Board Meeting of February 11, 2004

ITEM NO. 21

ADJOURNMENT OF MEETING

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of February 11, 2004