

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
May 29, 2013**

54295.....54312

BUFFALO SEWER AUTHORITY

May 29, 2013

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 May 8, 2013 | 54295 |
| 2 | Temporary Investments (Certificates of Deposit and Treasury Bills) | 54296-297 |
| 3 | Reallocation of Funds | 54298 |
| 4 | Authorization for Renewal of Contract for Energy Consulting Services | 54299-300 |
| 5 | Authorization for Purchase of Restock Centrifuge Parts | 54301 |
| 6 | Authorization to Purchase Supplies – Pump Replacement Parts for Blackmer Pump | 54302 |
| 7 | Report on Bids Received - Large Pump and Motor Repair Project | 54303 |
| 8 | Authorization to Purchase Vehicle Under State Contract | 54304 |
| 9 | Report on Bids Received – Purchase of Various Cast Iron Castings | 54305 |
| 10 | Report on Bids Received – Purchase of Various New & Unused Steel Products | 54306-307 |
| 11 | Confirmation of Appointments | 54308-309 |
| 12 | Tuition Assistance | 54310 |
| 13 | Tuition Reimbursement | 54311 |
| 14 | Adjournment | 54312 |

ITEM NO. 2

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

May 17, 2013

| ISSUE DATE | MATURITY DATE | TOTAL DAYS | AMOUNT | BANK | RATE | INTEREST AMOUNT |
|--|------------------|---------------|------------------------|---------------------------|-------|--------------------|
| CAPITAL IMPROVEMENT FUND | | | | | | |
| 15-Apr-02 | Money Market | | \$1.00 | Chase | 0.20% | High Yield |
| 31-Jul-12 | Money Market | | \$500,000.00 | First Niagara | 0.15% | Municipal Premium |
| | | | <u>\$500,001.00</u> | | | |
| CONSTRUCTION FUND | | | | | | |
| 08-Apr-02 | Money Market | | \$1.00 | Chase | 0.20% | High Yield |
| 31-July-12 | Money Market | | \$35,266,290.62 | First Niagara | 0.20% | Municipal Premium |
| | | | <u>\$35,266,291.62</u> | | | |
| LIABILITY AND CASUALTY RESERVE FUND | | | | | | |
| 22-Apr-02 | Money Market | | \$1.01 | Chase | 0.20% | High Yield |
| 31-July-12 | Money Market | | \$1,000,754.60 | First Niagara | 0.20% | Municipal Premium |
| | | | <u>\$1,000,755.61</u> | | | |
| OPERATING FUND | | | | | | |
| 08-Apr-02 | Money Market | | \$1.03 | Chase | 0.20% | High Yield |
| 31-July-12 | Super NOW | | \$2,577,251.81 | First Niagara | 0.20% | Municipal Premium |
| | | | <u>\$2,577,252.84</u> | | | |
| TRUST & AGENCY FUND | | | | | | |
| 06-May-02 | Money Market | | \$1.00 | Chase | 0.20% | High Yield |
| 31-Jul-12 | Money Market | | \$31,545.96 | First Niagara | 0.02% | Municipal Premium |
| | | | <u>\$31,546.96</u> | | | |
| SURPLUS FUND | | | | | | |
| | | | \$238.10 | Wilmington US Treasury | | |
| 27-Mar-13 | 28-Jun-13 | 93 | \$5,999,294.72 | M&T Securities | 0.11% | \$1,705.28 |
| | | | <u>\$5,999,532.82</u> | | | |
| NET REVENUE FUND | | | | | | |
| | | | 466.83 | Wilmington US Treasury | | |
| 04-Mar-13 | 31-May-13 | 88 | \$2,499,388.89 | M&T Securities | 0.10% | \$611.11 |
| 27-Mar-13 | 28-Jun-13 | 93 | \$4,799,635.72 | M&T Securities | 0.11% | \$1,364.28 |
| 29-Apr-13 | 28-Jun-13 | 60 | \$8,799,533.17 | M&T Securities | 0.10% | \$1,466.83 |
| | | | <u>\$16,099,024.61</u> | | | |

| ISSUE DATE | MATURITY DATE | TOTAL DAYS | AMOUNT | BANK | RATE | INTEREST AMOUNT |
|--------------------------|---------------|------------|-----------------------|------------------|-------|-----------------|
| DEBT RESERVE FUND | | | | | | |
| Series F | | | | | | |
| 01-Jun-12 | 31-May-13 | 364 | \$245,000.00 | FDIC Brokered CD | 0.45% | |
| 01-Jun-12 | 05-Jun-13 | 369 | \$245,000.00 | FDIC Brokered CD | 0.30% | |
| 13-Jun-12 | 12-Jun-13 | 364 | \$245,000.00 | FDIC Brokered CD | 0.45% | |
| 14-Jun-12 | 14-Jun-13 | 365 | \$245,000.00 | FDIC Brokered CD | 0.40% | |
| 15-Jun-12 | 14-Jun-13 | 364 | \$132,000.00 | FDIC Brokered CD | 0.35% | |
| 15-May-13 | 15-May-14 | 365 | \$245,000.00 | FDIC Brokered CD | 0.25% | |
| | | | \$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 | 10,626 | \$2,825,593.00 | SLG | 4.35% | |
| Series J | | | | | | |
| 04-Mar-04 | 15-Nov-33 | 10,848 | \$774,061.00 | SLG | 3.82% | |
| Series K | | | | | | |
| 22-Jul-04 | 15-Feb-33 | 10,435 | \$498,654.00 | SLG | 4.63% | |
| Series L | | | | | | |
| 27-Jul-06 | 01-Oct-35 | 10,658 | \$952,666.00 | SLG | 4.52% | |

RECEIVE & FILE

Board Meeting of May 29, 2013

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

| | | | | |
|-----------|-----------------------------|-------------|----------------------------------|------------|
| 5/2/2013 | 00210105 RWWP Supplies | -\$125.00 | 00520105 Maintenance Supplies | \$125.00 |
| 5/2/2013 | 00210105 RWWP Supplies | -\$348.00 | 00530105 Yard Supplies | \$348.00 |
| 5/7/2013 | 00210105 RWWP Supplies | -\$135.00 | 00340105 Thickener Supplies | \$135.00 |
| 5/8/2013 | 00300106 Blower Services | -\$1,500.00 | 00400106 South Services | \$1,500.00 |
| 5/10/2013 | 00210105 RWWP Supplies | -\$220.00 | 00380105 Incinerator Supplies | \$220.00 |
| 5/13/2013 | 00210105 RWWP Supplies | -\$475.00 | 00320105 Chemical Supplies | \$475.00 |
| 5/15/2013 | 00210105 RWWP Supplies | -\$28.94 | 00410105 Hamburg Supplies | \$28.94 |
| 5/16/2013 | 00210105 RWWP Supplies | -\$135.00 | 00380105 Incinerator Supplies | \$135.00 |
| 5/16/2013 | 00210105 RWWP Supplies | -\$1,590.00 | 00380105 Incinerator Supplies | \$1,590.00 |
| 5/16/2013 | 00210105 RWWP Supplies | -\$1,270.00 | 00380105 Incinerator Supplies | \$1,270.00 |
| 5/17/2013 | 00210105 RWWP Supplies | -\$1,768.00 | 00380105 Incinerator Supplies | \$1,768.00 |
| 5/17/2013 | 00210105 RWWP Supplies | -\$575.00 | 00530105 Yard Supplies | \$575.00 |
| 5/17/2013 | 00210105 RWWP Supplies | -\$955.00 | 00380105 Incinerator Supplies | \$955.00 |

General Financial Charges

| | | | | |
|----------|-----------------------------------|-------------|---|------------|
| 5/9/2013 | 00800183 Financial Contingency | -\$1,186.00 | 00110107 Administrative Capital Outlay | \$1,186.00 |
|----------|-----------------------------------|-------------|---|------------|

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Board Meeting of May 29, 2013

ITEM NO. 4

AUTHORIZATION FOR RENEWAL OF CONTRACT FOR ENERGY CONSULTING SERVICES

- WHEREAS: United Energy is a professional consulting organization specializing in energy commodities procurement geared to minimize financial risk and maximize savings; and
- WHEREAS: On April 7, 2010, the Board authorized the General Manager to enter into and execute a Professional Services Agreement with United Energy for Energy Procurement for the period July 1, 2010 through June 30, 2011, at an annual base fee of \$36,000.00, plus a cost of 20% of savings realized (for a cumulative total equal to or less than \$150,000.00) and a cost of 25% of savings realized (for a cumulative total greater than \$150,000.00), with an option to renew for two (2) one-year periods; and
- WHEREAS: On May 11, 2011, the Board authorized the extension of this contract for the period July 1, 2011 to June 30, 2012; and
- WHEREAS: On April 4, 2012, the Board authorized the extension of this contract for the period July 1, 2012 to June 30, 2013; and
- WHEREAS: United Energy has agreed to extend this contract for one (1) additional year under the same terms and conditions as the original contract for fiscal year 2013-2014; and
- WHEREAS: The General Manager and his committee recommend approval of this extension for fiscal year 2013-2014.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with United Energy for Energy Procurement for the period July 1, 2013 through June 30, 2014 at an annual base fee of \$36,000.00, plus a cost of 20% of savings realized (for a cumulative total equal to or less than \$150,000.00) and a cost of 25% of savings realized (for a cumulative total greater than \$150,000.00). Expenses for the cost of these services will be charged to account nos. 00380103-441001 and 00380106-432004.

MOTION TO APPROVE
MADE BY MR. KENNEDY, SR.
2ND BY MR. ROOSEVELT
AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 6

AUTHORIZATION TO PURCHASE SUPPLIES – PUMP REPLACEMENT PARTS FOR BLACKMER PUMP

WHEREAS: On November 7, 2012, the Board of the Buffalo Sewer Authority designated Blackmer Pump Company, the original equipment manufacturer of the Blackmer System One Vortex Centrifugal Pump, and/or their authorized local representative as a sole source; and

WHEREAS: Upon request Corrosion Products and Equipment, Inc., the authorized local representative, submitted a quote in the amount of \$289.00, for the purchase of supplies – pump replacement parts for Blackmer Pump at the Treatment Plant; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff recommend this purchase; and

WHEREAS: This purchase will bring the total monies payable to Corrosion Products and Equipment, Inc., for fiscal year 2012-2013 to \$28,329.00; 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 supplies – pump replacement parts for the Blackmer System One Vortex Centrifugal Pump for primary sludge from Corrosion Products and Equipment, Inc., at a cost not to exceed \$289.00. This purchase will be charged to account no. 00370105-466107.

MOTION TO APPROVE
MADE BY MR. KENNEDY, SR.
2ND BY MS. WILSON-DIVINCENZO
AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 7

REPORT ON BIDS RECEIVED - LARGE PUMP AND MOTOR REPAIR PROJECT

WHEREAS: Formal bids were advertised and solicited for the Large Pump and Motor Repair Project at the Bird Island Wastewater Treatment Facility. The following bids were received and opened on May 20, 2013:

| | |
|--------------------------------|---------------|
| Hohl Industrial Services, Inc. | \$ 566,500.00 |
| Quackenbush, Co., Inc. | \$ 584,000.00 |
| John W. Danforth Company | \$ 948,000.00 |

; and

WHEREAS: The bids were received and the contract will be awarded on the basis of lump sum prices. The bids reflect the true amount of the contract; and

WHEREAS: The Buffalo Sewer Authority's staff reviewed the bids and recommend awarding the contract to the lowest bidder, Hohl Industrial Services, Inc., at a cost not to exceed \$ 566,500.00.

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 Hohl Industrial Services, Inc., at a cost not to exceed \$ 566,500.00. Expenses for this contract will be charged to account no. 02000347-490740.

MOTION TO APPROVE

MADE BY MS. WILSON-DIVINCENZO

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 8

AUTHORIZATION TO PURCHASE VEHICLE UNDER STATE CONTRACT

WHEREAS: In 2006-2007 the Buffalo Sewer Authority implemented a vehicle replacement plan in order to update its current fleet and budget responsibly ; and

WHEREAS: As part of this plan, the Principal Sanitary Engineer and Head Motor Equipment Mechanic request approval to purchase the following replacement vehicle, with additional options, available under State Contract to add to the existing fleet:

| State Contract | Vendor | Vehicle | Cost |
|---|--------------------|------------------------------------|-------------|
| PC65855 Lot 1 Item 3 Group No. 40451 Award No. 22539 | Van Bortel Ford | One (1) 2013 Ford E-350 Cargo Van: | \$19,949.48 |
| | | Various options totaling: | \$ 1,428.70 |
| | | Total Vehicle Cost | \$21,378.18 |

; and

WHEREAS: The Principal Sanitary Engineer and the Head Motor Equipment Mechanic recommend the purchase of the above vehicle at the total cost of \$21,378.18.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the above vehicle and additional options indicated from Van Bortel Ford, at a total cost of \$21,378.18. This purchase will be charged to account no. 00690107-474200.

MOTION TO APPROVE

MADE BY MS. WILSON-DIVINCENZO

2ND BY MR. KENNEDY, SR.

AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 9

REPORT ON BIDS RECEIVED - PURCHASE OF VARIOUS CAST IRON CASTINGS

WHEREAS: Formal bids were advertised and solicited for the purchase of the following various cast iron castings:

- 1.) (100) Standard Manhole Frames and Covers
 - 2.) (30) Dark Receiver Grates: 13" x 18 1/8"
 - 3.) (30) McConnell Grates: 11 1/2" x 23"
- ; and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on May 14, 2013:

| | |
|-----------------------------------|-------------|
| Neenah Foundry Co. | \$36,570.00 |
| EJ USA, Inc. | \$36,700.00 |
| Hohl Machine & Conveyor Co., Inc. | NO BID |
| Melius Welding, Inc. | NO BID |

; and

WHEREAS: The Assistant Superintendent of Sewer Maintenance and staff carefully reviewed the bids received for each item needed and recommend the following awards, to the low bidder for each item:

| Vendor | Items to award | Cost |
|--------------------|----------------|-------------|
| Neenah Foundry Co. | #2 & 3 | \$5,070.00 |
| EJ USA, Inc. | #1 | \$31,300.00 |

; and

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the above listed various cast iron castings from the low bidders for the items listed: Neenah Foundry for item nos. 2 & 3 and EJ USA, Inc., for item no.1 at a total cost of \$36,370.00. These purchases will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY MR. KENNEDY, SR.

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 10

REPORT ON BIDS RECEIVED - PURCHASE OF VARIOUS NEW & UNUSED STEEL PRODUCTS

WHEREAS: Formal bids were advertised and solicited for the purchase of the following various steel products:

- 1.) (15) Receiver bottom sections w/slides
 - 2.) (30) Curb Box – 23” x 8”, 6” Reveal
 - 3.) (100) 2’x2’ Frame
 - 4.) (40) Curb Box 23” x 10”, 8” Reveal McConnell
 - 5.) (50) Catch Basin Hood; 12”
- ; and

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on May 14, 2013:

| | |
|-----------------------------|--|
| Neenah Foundry Co. | \$24,650.00 *did not quote item nos. 1, 4, & 5 |
| EJ USA Inc. | \$54,520.00 |
| Buffalo Metal Forming, Inc. | NO BID RECEIVED |
| Goergen-Mackwirth Co., Inc. | \$69,785.00 |
| Hohl Machine & Conveyor Co. | \$35,341.50 |
| Melius Welding, Inc. | \$32,785.30 |
| Emcom Industries, Inc. | \$29,588.30*did not quote item #1 |

; and

WHEREAS: The Assistant Superintendent of Sewer Maintenance and staff carefully reviewed the bids received for each item needed and recommend the following awards, to the low bidder for each item:

| Vendor | Items to award | Cost |
|-----------------------------|----------------|-------------|
| Hohl Machine & Conveyor Co. | #1 & 3 | \$23,373.50 |
| Melius Welding, Inc. | #4 | \$4,115.20 |
| Emcom Industries, Inc. | #2 & 5 | \$5,849.70 |

; and

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the above listed various steel products from the low bidders for the items listed: Hohl Machine & Conveyor Co. for item nos. 1 & 3, Melius Welding for item no. 4, and Emcom Industries Inc., for item nos. 2 & 5 at a total cost of \$33,338.40. These purchases will be charged to account no. 00660105-466269.

MOTION TO APPROVE

MADE BY MS. WILSON-DIVINCENZO

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 11

CONFIRMATION OF APPOINTMENTS

**WASTEWATER TREATMENT PLANT OPERATOR II
(PROVISIONAL)**
SEWAGE TREATMENT PLANT
\$19.84 PER HOUR
EFFECTIVE: MAY 6, 2013

MARK LEWANDOWSKI
7 COBURG
BUFFALO, NY

SEWER CONSTRUCTION INSPECTOR (PERMANENT)
ENGINEERING DEPARTMENT
\$56,272 PER ANNUM
EFFECTIVE: MAY 6, 2013

ANTHONY GREGORY
7573 EAST QUAKER ST.
ORCHARD PARK, NY

LABORER I (PERMANENT)
SEWAGE TREATMENT PLANT
\$16.72 PER HOUR
EFFECTIVE: MAY 28, 2013

OTIS BARKER, JR.
435 STARIN AVE.
BUFFALO, NY

WHEREAS: The preceding appointments were 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 appointments are hereby confirmed by the Board of the Buffalo Sewer Authority.

MOTION TO APPROVE

MADE BY MS. WILSON-DIVINCENZO

2ND BY MR. KENNEDY, SR.

AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 12

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> |
|------------------------|----------------------|---|------------------------|-----------------------|
| Thomas Caulfield | Walden University | The Language of Leadership – PPPA 8492 | Spring 2013 | \$ 2,635.00 |

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 above application for Tuition Assistance.

MOTION TO APPROVE
MADE BY MR. ROOSEVELT
2ND BY MR. KENNEDY, SR.
AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 13

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> |
|------------------|---------------|-----------------------|-----------------|--------------------------------|
| George Giambrone | N/A | 4A License Renewal | 100% | \$ 160.00 |

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above application for Tuition Reimbursement totaling \$160.00. This Reimbursement will be charged to account no. 00820102-421026.

MOTION TO APPROVE
 MADE BY MS. WILSON-DIVINCENZO
 2ND BY MR. ROOSEVELT
 AYES 4 NOES 0

Board Meeting of May 29, 2013

ITEM NO. 14

ADJOURNMENT OF MEETINGMOTION TO APPROVEMADE BY MR. KENNEDY, SR.2ND BY MS. WILSON-DIVINCENZOAYES 4 NOES 0

Board Meeting of May 29, 2013