

MINUTES OF THE ANNUAL MEETING

OF THE

BUFFALO SEWER AUTHORITY

July 9, 2014

BUFFALO SEWER AUTHORITY

July 9, 2014

ANNUAL MEETING

9:00 A.M.

TREATMENT PLANT

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CALL OF THE ROLL

Present: <u>Herbert L. Bellamy, Jr.</u>	<u>Chairman</u>
<u>John D. Kennedy, Sr.</u>	<u>Vice Chairman</u>
<u>Christopher Roosevelt</u>	<u>Assistant Vice Chairman</u>
<u>David P. Comerford</u>	<u>General Manager</u>
<u>Thomas Smith</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>Rosaleen Nogle, P.E.</u>	<u>Associate Engineer</u>
<u>Roberta Gaiek, P.E.</u>	<u>Treatment Plant Superintendent</u>
<u>Yusef Myrick</u>	<u>Superintendent of Mechanical Maintenance</u>
<u>Thomas Caulfield</u>	<u>Administrator of Capital Improvements & Development</u>
<u>Laura Surdej</u>	<u>Erie County Department of Sewerage</u>
Absent: <u>Eleanor Wilson-Divincenzo</u>	<u>Secretary</u>

The meeting was called to order at 9:00 a.m. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of June 11, 2014

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

Board Meeting of July 9, 2014

ITEM NO. 2

ELECTION OF OFFICERS

There is a collective motion that the officers of the Board of the Buffalo Sewer Authority remain as follows:

CHAIRMAN	HERBERT L. BELLAMY, JR.
VICE CHAIRMAN	JOHN D. KENNEDY, SR.
ASSISTANT VICE CHAIRMAN	CHRISTOPHER ROOSEVELT
SECRETARY	ELEANOR WILSON-DIVINCENZO
ASSISTANT SECRETARY	VACANT

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

Board Meeting of July 9, 2014

ITEM NO. 3

ELECTION OF MEMBERS TO AUDIT COMMITTEE

There is a collective motion that the members of the Audit Committee of the Buffalo Sewer Authority remain as follows:

CHAIRPERSON

JOHN D. KENNEDY, SR.

MEMBER

ELEANOR WILSON-DIVINCENZO

MEMBER

CHRISTOPHER ROOSEVELT

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

Board Meeting of July 9, 2014

ITEM NO. 4

ELECTION OF MEMBERS TO GOVERNANCE COMMITTEE

There is a collective motion that the members of the Governance Committee of the Buffalo Sewer Authority be elected as follows:

CHAIRPERSON	CHRISTOPHER ROOSEVELT
MEMBER	ELEANOR WILSON-DIVINCENZO
MEMBER	JOHN D. KENNEDY, SR.

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

Board Meeting of July 9, 2014

ITEM NO. 5

TRAVEL AUTHORIZATION - PITTSBURGH, PA

WHEREAS: The Buffalo Sewer Authority utilizes an instrumentation and control system that was installed in 1999 at the Bird Island Wastewater Treatment Plant (WWTP) to monitor its daily operations; and

WHEREAS: On December 7, 2011, the Board of the Buffalo Sewer Authority authorized the General Manger to enter into a Professional Services contract with Emerson Process Management to provide and install a new Distributed Control System (DCS) at the Bird Island WWTP; and

WHEREAS: Throughout the DCS installation process, it will be necessary for Buffalo Sewer Authority staff to travel to the Emerson Process Management (Emerson) Training Facility in Pittsburgh, PA; and

WHEREAS: It is also necessary that Buffalo Sewer Authority employees witness Factory Acceptance Tests (FATs) in Pittsburgh, PA; and

WHEREAS: Training classes are offered at various times throughout the year and specific training classes will be attended as per personnel expertise and three separate FATs will be performed; and

WHEREAS: The Treatment Plant Administrator recommends that specified Buffalo Sewer Authority staff travel to Pittsburgh, PA, for the necessary training and FATs; and

WHEREAS: The cost for the training classes is included in the contract with Emerson. However, additional monies not to exceed \$36,000.00 will be needed for travel expenses and accommodations for the 2014-15 fiscal year.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes Buffalo Sewer Authority staff to attend specific Distributed Control System training classes and Factory Acceptance Tests at the Emerson Process Management Training Center. Account no. 00200104-458010 will be utilized for this travel during the 2014-15 fiscal year in an amount not to exceed \$36,000.00.

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

Board Meeting of July 9, 2014

ITEM NO. 6

CONTRACT APPROVAL - AUDIT AND ACCOUNTING SERVICES

WHEREAS: The use of independent Certified Public Accountants is necessary in order that the Buffalo Sewer Authority submit financial statements in accordance with generally accepted auditing standards, prepares a Comprehensive Annual Financial Report for submission to the New York State Comptroller, and develops accurate cost allocation schedules of operation at the Bird Island Wastewater Treatment Plant; and

WHEREAS: Drescher & Malecki, LLP, Certified Public Accountants, has proposed to extend their service contract with the Buffalo Sewer Authority for accounting and auditing services for a one-year period, beginning July 1, 2014, for a fee not to exceed \$45,500.00, and to prepare a cost allocation schedule for a maximum of \$5,000.00. The cost for these services remains the same as last fiscal year's contract; and

WHEREAS: The Audit Committee of the Board of Directors of the Buffalo Sewer Authority recommends renewing this contract for the fiscal year beginning July 1, 2014.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves and authorizes the Chairman of the Audit Committee to enter into an agreement with Drescher & Malecki, LLP, Certified Public Accountants, to perform the required auditing of the Buffalo Sewer Authority's affairs for a cost not to exceed \$45,500.00, and to develop the cost allocation schedule for a cost not to exceed \$5,000.00, for the period July 1, 2014 through June 30, 2015. Account no. 00110106-432001 will be charged for the financial audit and account no. 00550106-432001 will be charged for the cost allocation schedule.

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

Board Meeting of July 9, 2014

ITEM NO. 7

EXTENSION OF CONTRACT FOR IN-PLANT STEAM SYSTEM REPAIR SERVICES

WHEREAS: On April 3, 2013, the Board of the Buffalo Sewer Authority awarded a contract to Mollenberg-Betz, Inc., for in-plant steam system repair services at the Bird Island Wastewater Treatment Plant through June 30, 2014. This contract provides for two (2) one-year renewals; and

WHEREAS: Mollenberg-Betz, Inc., has agreed to extend the contract for one (1) additional year with a provision to allow for adjustments to labor rates due to their union contract; and

WHEREAS: The Treatment Plant Superintendent, Administrator of Capital Improvements and Development, and staff recommend this extension, up to a maximum amount of \$150,000.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to extend the contract with Mollenberg-Betz, Inc., for in-plant steam system repair services at the Bird Island Wastewater Treatment Plant for a one-year period beginning July 1, 2014, up to a maximum amount of \$150,000.00. Expenses for this contract will be charged to account no. 02000342-490740.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of July 9, 2014

ITEM NO. 8

EXTENSION OF CONTRACT FOR IN-PLANT MECHANICAL MAINTENANCE SERVICES

WHEREAS: On April 3, 2013, the Board of the Buffalo Sewer Authority awarded a contract to Mollenberg-Betz, Inc., for in-plant mechanical maintenance services at the Bird Island Wastewater Treatment Plant through June 30, 2014. This contract provides for two (2) one-year renewals; and

WHEREAS: Mollenberg-Betz, Inc., has agreed to extend the contract for one (1) additional year with a provision to allow for adjustments to labor rates due to their union contract; and

WHEREAS: The Treatment Plant Superintendent, Administrator of Capital Improvements and Development, and staff recommend this extension, up to a maximum amount of \$500,000.00

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to extend the contract with Mollenberg-Betz, Inc., for in-plant mechanical maintenance services at the Bird Island Wastewater Treatment Plant for a one-year period beginning July 1, 2014, up to a maximum amount of \$500,000.00. Expenses for this contract will be charged to account no. 02000342-490740.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of July 9, 2014

ITEM NO. 9

EXTENSION OF CONTRACT FOR IN-PLANT ELECTRICAL MAINTENANCE SERVICES

WHEREAS: On April 3, 2013, the Board of the Buffalo Sewer Authority awarded a contract to O’Connell Electric Company for in-plant electrical maintenance services at the Bird Island Wastewater Treatment Plant through June 30, 2014. This contract provides for two (2) one-year renewals; and

WHEREAS: O’Connell Electric Company, has agreed to extend the contract time for one (1) additional year ; and with a provision to allow for adjustments to labor rates due to their union contract; and

WHEREAS: The Treatment Plant Superintendent, Administrator of Capital Improvements and Development, and staff recommend this extension, up to a maximum amount of \$250,000.00

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to extend the contract with O’Connell Electric Company for in-plant electrical maintenance services at the Bird Island Wastewater Treatment Plant for a one-year period beginning July 1, 2014, up to a maximum amount of \$250,000.00. Expenses for this contract will be charged to account no. 02000342-490740.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of July 9, 2014

ITEM NO. 10

EXTENSION OF CONTRACT FOR PURCHASE OF BOILER FEEDWATER CHEMICALS AND SERVICE

WHEREAS: On July 18, 2012, the Board of the Buffalo Sewer Authority awarded a contract to Buffalo Industrial Chemicals, Inc., for the purchase of boiler feedwater chemicals and service at the Bird Island Wastewater Treatment Plant for a one-year period, July 1, 2012 to June 30, 2013, with an option to renew for three (3) one-year periods at a total cost not to exceed \$20,718.50; and

WHEREAS: On April 3, 2013, the Board authorized the extension of this contract for the period July 1, 2013 to June 30, 2014; and

WHEREAS: Buffalo Industrial Chemicals, Inc., has agreed to extend this contract for one (1) additional year under the same terms and conditions for fiscal year 2014-2015; and

WHEREAS: The Treatment Plant Superintendent, Principal Chief Stationary Engineer, and staff recommend this extension at a total cost not to exceed \$20,718.50.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with Buffalo Industrial Chemicals, Inc., for the purchase of boiler feedwater chemicals and service at the Bird Island Wastewater Treatment Plant for a one-year period, July 1, 2014 to June 30, 2015, at a total cost not to exceed \$20,718.50. Expenses for this contract will be charged to account no. 00380105-467044.

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

Board Meeting of July 9, 2014

ITEM NO. 11

AUTHORIZATION FOR PURCHASE OF REPLACEMENT PARTS FOR RAKE TEETH

WHEREAS: On November 7, 2012, the Board of the Buffalo Sewer Authority designated Infilco Degremont, Inc., as sole source for Infilco Degremont supplies, parts, and repair for Infilco Degremont Climber Screens designed specifically for Buffalo Sewer Authority's treatment and application; and

WHEREAS: The Superintendent of Mechanical Maintenance has determined a need for restock parts for rake teeth; and

WHEREAS: Upon request G.P. Jager and Associates, Inc., the authorized local representative, submitted a quote in the amount of \$25,121.07 for the needed restock parts; and

WHEREAS: The Treatment Plant Superintendent, Superintendent of Mechanical Maintenance, and staff reviewed the quote received and recommend this purchase; 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 restock parts for rake teeth from G.P. Jager and Associates, Inc., at a total cost of \$25,121.07. This purchase will be charged to account no. 00220105-466107.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of July 9, 2014

ITEM NO. 12

AUTHORIZATION TO PURCHASE COMMODITIES UTILIZING CITY OF BUFFALO CONTRACT PRICING FOR FISCAL YEAR 2014-2015

WHEREAS: Board approval is required on purchases made over \$20,000.00; and

WHEREAS: The Sewer Maintenance Department purchases the following commodities available through City of Buffalo Contract pricing:

Product	Vendor	City of Buffalo Contract	Amount	Account No.
Stone & Slag	New Enterprise Stone & Lime Co. DBA: Buffalo Crushed Stone	Formal #7551 (through 6/30/15)	\$45,000.00	00660105-466269
Ready Mix Concrete	New Enterprise Stone & Lime Co. DBA: Redi-Mix Concrete	Formal #7638 (through 6/30/15)	\$45,000.00	00660105-466269

; and

WHEREAS: The Treatment Plant Superintendent, Director of Sewer Maintenance, and staff recommend the utilization of City of Buffalo Contract pricing for these purchases.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to utilize City of Buffalo Contract pricing to purchase the above commodities for fiscal year 2014-2015 at a cost not to exceed the amounts listed and further authorizes any subsequent extension or changes to City of Buffalo contracts for the fiscal year through June 30, 2015.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of July 9, 2014

ITEM NO. 13

AUTHORIZATION TO PURCHASE VARIOUS COMMODITIES UTILIZING NEW YORK STATE CONTRACT PRICING FOR FISCAL YEAR 2014-2015

WHEREAS: Board approval is required on purchases made over \$20,000.00; and

WHEREAS: The Sewer Maintenance Division purchases the following commodities available through New York State Contract pricing:

Product	NYS Contract	Current Vendor	Amount	Account No.
Gasoline	PC66189 Group: 05600	NOCO Energy Corp. Award: 22683 (through 9/18/14)	\$105,000.00	00520105-462600 (\$40,000.00) 00690105-462600 (\$65,000.00)
Diesel Fuel	PC66162 Group: 05602	NOCO Energy Corp. Award: 22684 (through 8/15/15)	\$85,000.00	00520105-462600 (\$25,000.00) 00690105-462600 (\$60,000.00)
Automotive Tires	PC64867 Group: 30600	Goodyear Wholesale Tire Center Award: 21716 (through 10/31/14)	\$25,000.00	00690105-465001

; and

WHEREAS: The Director of Sewer Maintenance and staff recommend the utilization of New York State Contract pricing for these purchases.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to utilize New York State Contract pricing to purchase the above commodities for the fiscal year 2014-2015 at a cost not to exceed the amounts listed, and further authorizes any subsequent extensions of the above New York State Contract awards or new awards for the commodities listed for the fiscal year through June 30, 2015.

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

Board Meeting of July 9, 2014

ITEM NO. 14

CHANGE ORDER NO. 1 – CONTRACT NO. 81400011

CONTRACTOR:	ORIGINAL CONTRACT COST	\$70,000.00
Watts Architecture & Engineering	PREVIOUS CHANGE ORDER	0
95 Perry Street, Suite #300	THIS CHANGE ORDER	<u>\$11,000.00</u>
Buffalo, New York 14203	ADJUSTED CONTRACT COST	\$81,000.00

WORK: Green Infrastructure Betterment as part of Genesee Street Gateway Project

WHEREAS: The Board of the Buffalo Sewer Authority (BSA) at their meeting on March 19, 2014, authorized an agreement with Watts Architecture & Engineering, for professional engineering services associated with the Green Infrastructure Betterment as part of Genesee Street Gateway Project at a cost not to exceed \$70,000.00; and

WHEREAS: The City of Buffalo has expanded the project site to include additional pedestrian areas, affording supplemental opportunities for the installation of green infrastructure; and

WHEREAS: Upon request, Watts Architecture & Engineering, has submitted an engineering proposal to provide additional green infrastructure design for the project at a total not to exceed cost of \$11,000.00; and

WHEREAS: The Principal Sanitary Engineer and staff have reviewed the engineering proposal and recommend approval of the additional engineering work at a total cost not to exceed \$11,000.00.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 1 to Contract No. 81400011 in the amount of \$11,000.00, making the adjusted contract cost \$81,000.00. Expenses for this Contract will be funded from account no. 02000364-432004.

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

Board Meeting of July 9, 2014

ITEM NO. 15

CHANGE ORDER NO. 1 – NIAGARA ST. STREETScape IMPROVEMENT PROJECT

CONTRACTOR:	ORIGINAL CONTRACT COST	\$108,664.58
Bergmann Associates	PREVIOUS CHANGE ORDER	0
40 La Riviere Drive, Suite #150	THIS CHANGE ORDER	<u>\$63,993.08</u>
Buffalo, New York 14202	ADJUSTED CONTRACT COST	\$172,657.66

WORK: Green Infrastructure Betterment as part of Niagara Street Phase 1 Streetscape Improvements

WHEREAS: The Board of the Buffalo Sewer Authority (BSA) at their meetings on April 2, 2014 and May 28, 2014, authorized the General Manager to enter into an agreement with the City of Buffalo and Bergmann Associates for professional engineering services associated with the Green Infrastructure Betterment as part of Niagara Street Phase 1 Streetscape Improvements at a cost not to exceed \$108,664.58; and

WHEREAS: Upon request, Bergmann Associates in conjunction with Joy Kuebler, LA, has submitted an engineering proposal to provide construction administration and green infrastructure inspection for the project at a total not to exceed cost of \$63,993.08; and

WHEREAS: The Principal Sanitary Engineer and staff have reviewed the engineering proposal and recommend approval of the professional services work at a total cost not to exceed \$63,993.08.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves Change Order No. 1 in the amount of \$63,993.08, making the adjusted contract cost \$172,657.66. Expenses for this Contract will be funded from account no. 02000365-432004.

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

Board Meeting of July 9, 2014

ITEM NO. 16

AUTHORIZATION FOR GREEN INFRASTRUCTURE BETTERMENT AS PART OF THE NIAGARA STREET PHASE 1 STREETScape IMPROVEMENTS

WHEREAS: The City of Buffalo Department of Public Works, Parks, and Streets has awarded a contract to Nova Site Company, LLC, as the responsible low bidder, for infrastructure improvements as part of the Niagara Street Phase 1 Streetscape Improvements; and

WHEREAS: Nova Site Company, LLC, has submitted a betterment bid for Green Infrastructure Improvements in the amount of \$110,163.05; and

WHEREAS: The Buffalo Sewer Authority has allocated money in their construction fund for this Green Infrastructure Betterment; and

WHEREAS: The City of Buffalo Department of Public Works, Parks, and Streets and the General Manager, Principal Sanitary Engineer, and staff of the Buffalo Sewer Authority recommend awarding this contract to Nova Site Company, LLC, at a cost not to exceed \$110,163.05.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the awarding of the contract for Green Infrastructure Betterment for Niagara Street Phase 1 Streetscape Improvements to Nova Site Company, LLC, for a not to exceed amount of \$110,163.05. Expenses for this contract will be charged to account no. 02000365-490740.

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

Board Meeting of July 9, 2014

ITEM NO. 17

ADJOURNMENT OF MEETINGMOTION TO APPROVEMADE BY MR. ROOSEVELT2ND BY MR. KENNEDYAYES 3 NOES 0

Board Meeting of July 9, 2014