

**MINUTES OF THE REGULAR MEETING
OF THE
BUFFALO SEWER AUTHORITY
December 2, 2015**

BUFFALO SEWER AUTHORITY

December 2, 2015

REGULAR MEETING

9:00 A.M.

1038 CITY HALL

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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>Eleanor Petrucci</u>	<u>Secretary</u>
	<u>Oluwole A. McFoy, P.E.</u>	<u>General Manager</u>
	<u>Ronald Brown</u>	<u>Executive Secretary</u>
	<u>Thomas Smith</u>	<u>Secretary to the General Manager</u>
	<u>Julie Barrett-O'Neill</u>	<u>General Counsel</u>
	<u>Scott Steinwald</u>	<u>Intergovernmental Coordinator</u>
	<u>Catherine Knab, P.E.</u>	<u>Principal Sanitary Engineer</u>
	<u>Michael Letina</u>	<u>Treatment Plant Superintendent</u>
	<u>Roberta Gaiek, P.E.</u>	<u>Treatment Plant Administrator</u>
	<u>Thomas Caulfield</u>	<u>Admin. of Capital Improvements & Development</u>
	<u>Rosaleen Nogle, P.E.</u>	<u>Associate Engineer</u>
	<u>James Skrabacz</u>	<u>Principal Chief Stationary Engineer</u>
	<u>Timothy Blake</u>	<u>Sr. Instrument Technician</u>
	<u>Laura Surdej</u>	<u>Erie County Department of Sewerage</u>
Absent:	<u>none</u>	<u></u>

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

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of November 4, 2015

MOTION TO	<u>ADOPT</u>
MADE BY	<u>MS. PETRUCCI</u>
2 ND BY	<u>MR. ROOSEVELT</u>
AYES	<u>4</u> NOES <u>0</u>

Board Meeting of December 2, 2015

ITEM NO. 2

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

As of November 20, 2015

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$9,350,350.23	First Niagara	0.15%	Municipal Premium
			\$13,296.76	Wilmington Fund		
09-Sep-15	08-Dec-15	90	\$24,997,625.00	M&T Securities	0.21%	\$13,125.00
01-Jul-15	30-Dec-15	182	\$2,502,527.21	M&T Securities	0.25%	\$ 3,163.51
22-May-15	12-May-16	356	\$14,191,978.08	M&T Securities	0.21%	\$29,523.97
			<u>\$51,055,777.28</u>			
LIABILITY AND CASUALTY RESERVE FUND						
31-July-12	Money Market		\$1,083,303.76	First Niagara	0.15%	Municipal Premium
OPERATING FUND						
31-Jul-12	Super NOW		\$3,852,424.13	First Niagara	0.10%	Municipal Premium
TRUST & AGENCY FUND						
31-Jul-12	Money Market		\$35,244.30	First Niagara	0.02%	Municipal Premium
SURPLUS FUND						
			\$341.28	Wilmington Fund		
20-Nov-15	23-Feb-16	95	\$10,005,000.00	M&T Securities	0.22%	\$5,808.46
			<u>\$10,005,341.28</u>			
NET REVENUE FUND						
			\$276.19	Wilmington Fund		
08-Sep-15	07-Dec-15	90	\$7,002,299.70	M&T Securities	0.20%	\$3,501.50
30-Sep-15	30-Dec-15	91	\$8,001,239.34	M&T Securities	0.16%	\$3,236.77
26-Oct-15	26-Jan-16	92	\$10,995,270.00	M&T Securities	0.12%	\$3,373.33
20-Nov-15	23-Feb-16	95	\$3,501,000.00	M&T Securities	0.22%	\$2,032.52
			<u>\$29,500,085.23</u>			

DEBT RESERVE FUND**Series J (1004209)**

02-Jul-14	15-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%
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Series K (1004925)

02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%
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Series L (3001357)

				Federated Treasury	
			\$14,471.52	Obligation	
			\$689,547.00	UST State/Local Govt	2.44%
			\$704,018.52		

Series M (1039308)

27-Jun-14	01-May-44	10901	\$595,613.00	US State/Local Govt	2.70%
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Series N (1002070)

15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%
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BSA – DSF PRIN & INT

			\$0.10	Wilmington Fund	
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RECEIVE & FILE

Board Meeting December 2, 2015

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 the Buffalo Sewer Authority's operating budget.

Wastewater Treatment Plant

11/13/2015	00280105 SWWP Equip. Maintenance	-\$7,910.00	00290105 AER Equip. Maintenance	\$7,910.00
11/18/2015	00280105 SWWP Equip. Maintenance	-\$395.00	00290105 AER Equip. Maintenance	\$395.00

General Financial Charges

11/10/2015	00800183 Financial Contingency	-\$482.12	00100104 Board Travel Expenses	\$482.12
11/10/2015	00800183 Financial Contingency	-\$500.00	00200104 Plan Travel Expenses	\$500.00
11/12/2015	00800183 Financial Contingency	-\$653.36	00600106 ENG Service and Equip Rental	\$653.36
11/12/2015	00800183 Financial Contingency	-\$1,400.00	00600106 ENG Maint. Contract	\$1,400.00
11/16/2015	00800183 Financial Contingency	-\$25.00	00100104 Board Travel Expenses	\$25.00

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Board Meeting of December 2, 2015

ITEM NO. 4

APPROVAL OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2015

WHEREAS: The Comprehensive Annual Financial 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 Comprehensive Annual Financial Report for the fiscal year ended June 30, 2015.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MS. PETRUCCI

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 5

CLAIM AGAINST LIABILITY AND CASUALTY RESERVE FUND

WHEREAS: On June 27, 2015, Tammy O'Sullivan of 187 Aldrich Place, Buffalo, N.Y. 14220 filed a Claim with the Buffalo Sewer Authority for damage to her property on June 27, 2015; and

WHEREAS: The City of Buffalo Law Department, Buffalo Sewer Authority General Counsel and General Manager reviewed this Claim and have negotiated a final settlement in the amount of \$6,400.00 in full and complete settlement of this matter.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to make payment to Tammy O'Sullivan, of 187 Aldrich Place, Buffalo, N.Y. 14220 in the final settlement amount of \$6,400.00 in full and complete settlement of this matter. This Claim will be paid out of the Liability and Casualty Reserve Fund.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MS. PETRUCCI

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 6

CLAIM AGAINST LIABILITY AND CASUALTY RESERVE FUND

WHEREAS: On August 25, 2015, David P. Moretta of 4380 Robin Lane, Hamburg, N.Y. 14075, filed a Claim with the Buffalo Sewer Authority for damage to his property on July 7, 2015; and

WHEREAS: The City of Buffalo Law Department, Buffalo Sewer Authority General Counsel and General Manager reviewed this Claim and have negotiated a final settlement in the amount of \$731.54 in full and complete settlement of this matter.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to make payment to David P. Moretta of 4380 Robin Lane, Hamburg, N.Y. 14075 in the final settlement amount of \$731.54 in full and complete settlement of this matter. This Claim will be paid out of the Liability and Casualty Reserve Fund.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 7

TRAVEL AUTHORIZATION - NEW YORK, NEW YORK

WHEREAS: The Buffalo Sewer Authority must be up-to-date on current environmental regulations in order to maintain compliance; and

WHEREAS: The 88th Annual Meeting of the New York Water Environment Association, Inc., (NYWEA) will be held in New York from February 8, 2016 – February 10, 2016, covering an overview of environmental requirements and aging infrastructures; and

WHEREAS: The Chairman of the Board, General Manager, Treatment Plant Superintendent and Treatment Plant Administrator need to remain current with regulations affecting their respective programs; and

WHEREAS: The General Manager recommends attendance at the 88th Annual Meeting of NYWEA.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Chairman of the Board, General Manager, Treatment Plant Superintendent and Treatment Plant Administrator to travel to New York City from February 7 – 10, 2016, to attend the 88th Annual Meeting of the New York Water Environment Association, Inc., at a total cost not to exceed \$10,000.00. Account nos. 00110104-458010, 00110104-458012, 00100104-458010, 00100104-458012, 00200104-458010, 00200104-458012, 00600104-458010, and 00600104-458012 will be utilized for this travel.

MOTION TO _____ APPROVE _____

MADE BY _____ MR. KENNEDY _____

2ND BY _____ MS. PETRUCCI _____

AYES _____ 4 _____ NOES _____ 0 _____

Board Meeting of December 2, 2015

ITEM NO. 8

AUTHORIZATION FOR PURCHASE OF IBM MAXIMO SOFTWARE

- WHEREAS: The Buffalo Sewer Authority collection system's work order and asset management system was first implemented over 15 years ago and is now obsolete; and
- WHEREAS: The Authority wishes to integrate the collection system's work order and asset management system with Real-Time mapping, and geographically based tracking and site locating; and
- WHEREAS: The Authority currently utilizes International Business Machines Corporation (IBM)'s Maximo software for system asset management which was initially implemented by Barton & Loguidice; and
- WHEREAS: The BSA desires to use consistent software across departments; and
- WHEREAS: IBM is the sole source for Maximo software; and
- WHEREAS: A quote was requested and received from IBM for user licenses, installation licenses and support services for one (1) year for IBM Maximo Spatial and Maximo Anywhere, in the amount of \$47,295.00; and
- WHEREAS: The General Manager, Associate Engineer, Computer Systems Coordinator and staff have reviewed the quote and recommend purchasing this software from IBM.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase user licenses, installation licenses and support services for one (1) year from IBM for Maximo Spatial and Maximo Anywhere in the amount of \$47,295.00. This purchase will be charged to account no. 00200106-443420.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 9

**AMENDMENT TO SOLE SOURCE LISTING FOR SELECTED INSTRUMENTATION,
MAINTENANCE, LABORATORY AND OFFICE EQUIPMENT**

WHEREAS: A Sole Source procurement, in accordance with New York State Procurement Guidelines, is one in which an item is only available from one source due to patents, exclusive franchises, etc., and there is no possibility of competition for the item; and

WHEREAS: The Board of the Buffalo Sewer Authority approves and designates a list of original equipment manufacturers as sole source; and

WHEREAS: An amendment is requested to the sole source listing for the following original equipment manufacturer for process equipment due to a company name change:

Dresser Roots company name changed to **Howden Roots LLC**
; and

WHEREAS: The Treatment Plant Superintendent, Principal Chief Stationary Engineer, Purchasing Department and staff have reviewed all supporting documentation and recommend this amendment to the sole source listing.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above amendment to the sole source listing.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 10

AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT FOR EMISSIONS TESTING ON ONE (1) MULTI-HEARTH INCINERATOR AND TWO (2) AUXILIARY BOILERS AT THE BIRD ISLAND WASTEWATER TREATMENT PLANT

WHEREAS: A formal Request For Proposals (RFP) process for Emissions Testing of One (1) Multi-Hearth Incinerator and Two (2) Auxiliary Boilers at the Bird Island Wastewater Treatment Plant was put forth by the Buffalo Sewer Authority; and

WHEREAS: The Buffalo Sewer Authority requires testing of these units to meet new regulatory requirements for air emissions; and

WHEREAS: Emissions Testing Proposals were received and opened on November 12, 2015, from the following firms:

Vendor	Bid
Gammie Air Monitoring, LLC	\$35,500.00
Environmental Source Sampler, Inc. (ESS)	\$77,990.00

; and

WHEREAS: The Treatment Plant Administrator and her committee have reviewed the scope of the proposals and recommend entering into a contract with Gammie Air Monitoring, LLC, at a not to exceed cost of \$35,500.00.

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 Gammie Air Monitoring, LLC, for Professional Services for Emissions Testing of One (1) Multi-Hearth Incinerator and Two (2) Auxiliary Boilers at the Bird Island Wastewater Treatment Plant at a cost not to exceed \$35,500.00. Funds for this contract will be charged to account no. 00380106-432004.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 11

**REPORT ON BIDS RECEIVED - SETTLED WASTE WATER PUMP & MOTOR #6
REHABILITATION PROJECT AT BIRD ISLAND WASTEWATER TREATMENT PLANT**

WHEREAS: Formal bids were advertised and solicited for the Settled Waste Water Pump & Motor #6 Rehabilitation Project at the Bird Island Wastewater Treatment Plant. The following bids were received and opened by the Buffalo Sewer Authority on November 17, 2015:

Vendor	Bid
Hohl Industrial Services	\$326,900.00
Quackenbush Co., Inc.	\$369,121.00

; 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 \$326,900.00.

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., for a total cost not to exceed \$326,900.00. Expenses for this contract will be charged to account no. 02000411-490740.

MOTION TO APPROVE

MADE BY MS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 12

CHANGE ORDER NO. 1 – CONTRACT NO. 8160001

CONTRACTOR:	ORIGINAL CONTRACT COST	\$299,745.00
Nova Site Company, LLC	PREVIOUS CHANGE ORDER	N/A
6 Lena Court	THIS CHANGE ORDER	<u>\$5,445.81</u>
West Seneca, NY 14224	ADJUSTED CONTRACT COST	\$305,190.81

WORK: SPP 97A, 180, 332, 336A Optimizations And Orlando Street Sewer Abandonment

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Removal of concrete from storm overflow sewer

REASON FOR CHANGE OR EXTRA WORK:

Item #1 Nova Site company was contracted by the Buffalo and Erie County Public Library to repair a lateral on Oak Street. A large pile of concrete was identified by inspection located in the vicinity within the storm overflow sewer to be partially blocking flow. Since Nova would already be in the area and needed to set up traffic control on a state road, Nova could also remove the concrete at a discounted price.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$5,445.81

THE TOTAL COST OF THE CHANGE OR EXTRA WORK \$5,445.81

The total INCREASE to the contract as a result of this Change Order is \$5,445.81

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 December 11, 2015.
2. Any additional work to be performed under this contract supplement shall be carried out in compliance with 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. 13

**AUTHORIZATION TO ENTER INTO AN ENGINEERING SERVICES AGREEMENT FOR
CONVERSION OF THE COLLECTION SYSTEM'S WORK ORDER AND ASSET
MANAGEMENT SYSTEM**

- WHEREAS: The Buffalo Sewer Authority collection system's work order and asset management system was first implemented over 15 years ago and is now obsolete; and
- WHEREAS: The Authority wishes to integrate the collection system's work order and asset management system with Real-Time mapping, geographically based tracking and site locating; and
- WHEREAS: The Authority currently utilizes International Business Machines Corporation (IBM)'s Maximo software for system asset management which was initially implemented by Barton & Loguidice; and
- WHEREAS: The BSA desires to use consistent software across departments; and
- WHEREAS: Barton & Loguidice has special expertise in the implementation of Maximo for asset management by utilities; and
- WHEREAS: A Professional Services proposal was submitted by Barton & Loguidice for expansion of the Authority's use of Maximo with implementation of Maximo Spatial and Maximo Anywhere software for the Authority's collection system's work order and asset management system at a total cost not to exceed \$217,953.26; and
- WHEREAS: The General Manager, Associate Engineer, Computer Systems Coordinator and staff have reviewed the proposal and recommend entering into a contract with Barton & Loguidice.

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 Barton & Loguidice for engineering services for the implementation of Maximo Spatial and Maximo Anywhere software for the Buffalo Sewer Authority collection system's work order and asset management system at a total cost not to exceed \$217,953.26. Funds for this contract will be charged to account no. 02000412-490740.

MOTION TO APPROVE
MADE BY MR. KENNEDY
2ND BY MS. PETRUCCI
AYES 4 NOES 0

Board Meeting of December 2, 2015.

ITEM NO. 14

CONFIRMATION OF APPOINTMENTS

MAINTENANCE ASSISTANT (SEWER CLEANING)(PROVISIONAL)
SEWAGE TREATMENT PLANT
\$19.76 PER HOUR
EFFECTIVE: NOVEMBER 9, 2015

PERRY POPE
135 SHIRLEY AVE.
BUFFALO, NY

SEWER CONSTRUCTION INSPECTOR (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$57, 397 PER ANNUM
EFFECTIVE: NOVEMBER 9, 2015

JOHN KERRUISH II
179 FENTON ST.
BUFFALO, NY

EQUIPMENT OPERATOR (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$20.54 PER HOUR
EFFECTIVE: NOVEMBER 9, 2015

EDWARD BYRNE
174 LOCKWOOD 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. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 15

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 employees have applied for Tuition Reimbursement:

<u>EMPLOYEE</u>	<u>SCHOOL</u>	<u>COURSE</u>	<u>TUITION%</u>	<u>REIMBURSEMENT TOTAL</u>
Thomas Caulfield	Walden University	Public Admin. - Dissertation PPPA 9000-8	90%	\$2,763.03
Salvatore Falzone	Buffalo State	Grade 4 Management	100%	\$500.00
Sean Morrison	NYWEA	4A Certification	100%	\$257.00

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above applications for Tuition Reimbursement totaling \$3,520.03. These Reimbursements will be charged to account no. 00820102-421026.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 4 NOES 0

Board Meeting of December 2, 2015

ITEM NO. 16

ADJOURNMENT OF MEETINGMOTION TO APPROVEMADE BY MR. ROOSEVELT2ND BY MS. PETRUCCIAYES 4 NOES 0

Board Meeting of December 2, 2015