

MINUTES OF THE REGULAR MEETING

OF THE

BUFFALO SEWER AUTHORITY

June 14, 2017

BUFFALO SEWER AUTHORITY

June 14, 2017

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 24, 2017	56025
2	Informative: Temporary Investments	56026-27
3	Informative: Reallocation of Funds	56028-29
4	Revision to Buffalo Sewer Authority Policy - Capital Asset Guide	56030
5	Revision to Buffalo Sewer Authority Policy - Purchasing Guidelines	56031
6	Revision to Buffalo Sewer Authority Policy - Fund Balance	56032
7	Revision to Buffalo Sewer Authority Policy - Investment Guidelines	56033
8	Contract Approval - Audit and Accounting Services	56034
9	Travel Authorization - Alexandria, Virginia	56035
10	Travel Authorization - Pittsburgh, Pennsylvania	56036-37
11	Authorization for Purchase of Moyno Restock Parts	56038-39
12	Authorization for Services of GEA Mechanical Equipment	56040
13	Authorization for Purchase of Siemens Clarifier Parts	56041
14	Authorization for Purchase of Pista Grit Restock Concentrators	56042
15	Authorization for Purchase of AUMA Actuators for Aeration Equipment	56043

16	Authorization for Purchase of Gorman Rupp Restock Parts	56044
17	Authorization for Purchase of Restock Infilco Degremont Climber Screen Parts	56045
18	Authorization of Change Order to Blanket Order No. 21700194 for Redi-Mix Concrete	56046
19	Authorization for Change Order to Blanket Order No. 21700006 for Disposal of Construction Debris	56047
20	Authorization to Purchase Various Commodities Utilizing New York State Contract Pricing for Fiscal Year 2017-2018	56048
21	Authorization to Purchase Commodities Utilizing City of Buffalo Contract Pricing for Fiscal Year 2017-2018	56049
22	Change Order No. 1 – Contract No. 81600005	56050-51
23	Change Order No. 2 - Contract No. 81700007	56052-53
24	Authorization for the Sanitary Sewer Construction as Part of the Colvin Estates Phase II Project	56054
25	Request for Extension of Personal Leave of Absence	56055
26	Amendment to Schedule of Job Classification Plan	56056
27	Confirmation of Appointments	56057-58
28	Adjournment of Meeting	56059
Attachment A	Capital Asset Guide	
Attachment B	Purchasing Guidelines	
Attachment C	Fund Balance	
Attachment D	Investment Guidelines	

ITEM NO. 2

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

As of May 31, 2017

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	Money Market		\$14,392,624.98	Key	0.15%	Municipal NOW
03-Mar-17	07-June-17	96	\$19,060,330.18	Key Banc Capital	1.26%	\$ 64,055.04
19-Jan-17	16-Oct-17	270	\$ 9,556,617.51	M&T Securities	1.35%	\$ 97,230.37
15-Nov-16	13-Nov-17	363	\$13,868,996.00	JP Morgan Securities	1.62%	\$228,060.00
			<u>\$56,878,568.67</u>			
LIABILITY AND CASUALTY RESERVE FUND						
31-July-12	Money Market		<u>\$1,097,354.15</u>	Key	0.15%	Municipal NOW
OPERATING FUND						
31-Jul-12	Super NOW		<u>\$ 3,249,695.19</u>	Key	0.15%	Municipal NOW
TRUST & AGENCY FUND						
31-Jul-12	Money Market		<u>\$ 30,205.07</u>	Key	0.02%	Municipal NOW
SURPLUS FUND (185181898)						
			\$204.79	Wilmington Fund		
29-Dec-16	30-Jun-17	183	\$10,063,748.88	Key Banc Capital	1.40%	\$ 71,671.95
			<u>\$10,063,953.67</u>			
NET REVENUE FUND (185316114)						
			\$164.61	Wilmington Fund		
02-May-17	30-June-17	59	\$4,067,069.60	Key Banc Capital	.95%	\$ 6,336.76
30-May-17	31-Jul-17	62	\$2,217,401.98	Key Banc Capital	1.03%	\$ 3,939.81
			<u>\$ 6,284,636.19</u>			

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

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

Series K (1004925)

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

Series L (3001357)

12-Nov-15	01-Oct-35	7263	\$ 689,547.00	UST State/Local Govt	2.44%
-----------	-----------	------	---------------	----------------------	-------

Series M (1039308)

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

Series N (1002070)

15-Nov-12	15-Apr-32	7091	\$ 2,167,157.00	UST State/Local Govt	2.42%
-----------	-----------	------	-----------------	----------------------	-------

RECEIVE & FILE

Board Meeting of June 14, 2017

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.

Sewer Maintenance Division

5/16/2017	00650106 SWRM Maintenance Contract	-\$15,000.00	00690106 Auto Service and Equip Rent	\$15,000.00
5/18/2017	00690105 Auto Gasoline and Lubricants	-\$4,800.00	00670105 SWRC Equip Maintenance	\$4,800.00
5/23/2017	00660105 SWRR Road & Highway Main	-\$3,500.00	00670105 SWRC Equip Maintenance	\$3,500.00

Wastewater Treatment Plant

5/12/2017	00280105 SWWP Equip Maintenance	-\$9,375.00	00100103 AER Equip Maintenance	\$9,375.00
5/12/2017	00280105 SWWP Equip Maintenance	-\$1,860.00	00530105 Main Equip Maintenance	\$1,860.00
5/23/2017	00220105 SCRE Equip Maintenance	-\$5,000.00	00200105 Plan Clothing Safety	\$5,000.00
5/23/2017	00280105 SWWP Equip Maintenance	-\$11,021.00	00290105 AER Equip Maintenance	\$11,021.00
5/23/2017	00280105 SWWP Equip Maintenance	-\$4,724.00	00420105 AMHE Equipment Maintenance	\$4,724.00
5/23/2017	00280105 SWWP Equip Maintenance	-\$2,131.00	00420105 AMHE Equipment Maintenance	\$2,131.00
5/23/2017	00280105 SWWP Equip Maintenance	-\$1,290.18	00520105 Main Equip Maintenance	\$1,290.18
5/24/2017	00280105 SWWP Equip Maintenance	-\$1,720.04	00520105 Main Equip Maintenance	\$1,720.04
5/24/2017	00280105 SWWP Equip Maintenance	-\$3,400.00	00520105 Main Equip Maintenance	\$3,400.00
5/25/2017	00280105 SWWP Equip Maintenance	-\$40,325.00	00290105 AER Equip Maintenance	\$40,325.00
5/25/2017	00220105 SCRE Equip Maintenance	-\$13,000.00	00290105 AER Equip Maintenance	\$13,000.00
5/25/2017	00220105 SCRE Equip Maintenance	-\$1,400.00	00520105 Main Building Materials	\$1,400.00
5/30/2017	00360105 DEWA Equip Maintenance	-\$6,000.00	00520105 Main Equip Maintenance	\$6,000.00
5/30/2017	00360105 DEWA Equip Maintenance	-\$200.00	00200105 Plan Clothing & Safety	\$200.00
5/30/2017	00360105 DEWA Equip Maintenance	-\$1,000.00	00380105 INCIN Equip Maintenance	\$1,000.00
5/30/2017	00300106 Blow Repairs to Equipment	-\$3,000.00	00290105 AER Equip Maintenance	\$3,000.00
5/30/2017	00300106 Blow Repairs to Equipment	-\$35.00	00400105 SOUTH Building Materials	\$35.00
5/30/2017	00300106 Blow Repairs to Equipment	-\$3,965.00	00380105 INCIN Equip Maintenance	\$3,965.00
5/30/2017	00300105 Blow Equip Maintenance	-\$7,000.00	00380105 INCIN Equip Maintenance	\$7,000.00

5/31/2017	00300105 Blow Equip Maintenance	-\$75.00	00420105 AMHE Building Materials	\$75.00
5/31/2017	00300105 Blow Equip Maintenance	-\$190.00	00200105 Plan Clothing Safety	\$190.00
5/31/2017	00300105 Blow Equip Maintenance	-\$1,850.00	00380105 INCIN Equip Maintenance	\$1,850.00

General Financial Charges

5/16/2017	00800183 Financial Contingency	-\$1,315.00	00110107 Admin Office Equipment	\$1,315.00
5/17/2017	00800183 Financial Contingency	-\$250.00	00110105 Admin Postage	\$250.00
5/17/2017	00800183 Financial Contingency	-\$200.00	00110105 Admin Office Supplies	\$200.00
5/31/2017	00800183 Financial Contingency	-\$506.60	00110107 Admin Office Equipment	\$506.60

RECEIVE & FILE

Board Meeting of June 14, 2017

ITEM NO. 6

REVISION TO BUFFALO SEWER AUTHORITY POLICY - FUND BALANCE
(ATTACHMENT C)

WHEREAS: The Buffalo Sewer Authority has developed a Fund Balance Policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance and use of resources for financial stabilization purposes. The Authority's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising sewer rents and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The Authority also seeks to maintain the highest possible credit ratings which are dependent, in part, on the Authority's maintenance of a healthy fund balance; and

WHEREAS: The guidelines shall be annually reviewed and approved by the Board of the Buffalo Sewer Authority.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby adopts the following "Fund Balance Policy" (Attachment C), which establishes the basis of maintaining a healthy reserve fund.

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

Board Meeting of June 14, 2017

ITEM NO. 8

CONTRACT APPROVAL - AUDIT AND ACCOUNTING SERVICES

WHEREAS: The use of independent Certified Public Accountants is necessary in order that the Buffalo Sewer Authority submits 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, 2017, for a fee not to exceed \$45,500.00, and to prepare a cost allocation schedule for a fee not to exceed \$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, 2017.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby 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, 2017 through June 30, 2018. Account no. 00110106-432001 will be charged for the financial audit. 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 June 14, 2017

ITEM NO. 10

TRAVEL AUTHORIZATION - PITTSBURGH, PENNSYLVANIA

- 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 Manager 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, Authority staff have traveled to the Emerson Process Management (Emerson) Training Facility in Pittsburgh, Pennsylvania, for on-site Training and Factory Acceptance Testing (FAT); and
- WHEREAS: This project is near completion and it is necessary that Buffalo Sewer Authority employees continue with training and Factory Acceptance Tests (FATs) as needed in Pittsburgh, Pennsylvania; and
- WHEREAS: Training classes are offered at various times throughout the year and specific training classes will be attended as per personnel expertise and separate FATs will be performed as needed. The cost for the training classes and the cost for travel expenses will be a not to exceed amount of \$30,000.00; and
- WHEREAS: The Treatment Plant Administrator recommends that specified Buffalo Sewer Authority staff travel to Pittsburgh, Pennsylvania, for the necessary training and FATs.

ITEM NO. 11

AUTHORIZATION FOR PURCHASE OF MOYNO RESTOCK PARTS

- WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Moyno, Inc., the original equipment manufacturer, and/or their authorized local service representative, as a sole source for replacement parts, supplies and services for Moyno brand pumps and parts installed at the Bird Island Wastewater Treatment Plant; and
- WHEREAS: The division formally known as Moyno Inc., has legally changed names to National Oilwell Varco (NOV) Process and Flow Technologies U.S., Inc. Shrier-Martin Process Equipment, Inc., and is the authorized representative and distributor for the Moyno product line; and
- WHEREAS: The Principal Chief Stationary Engineer has determined a need for restock Moyno brand parts; and
- WHEREAS: Upon request NOV Process and Control Technologies c/o Shrier Martin Process Equipment, Inc., the local representative, submitted a quote in the amount of \$10,753.81 for the restock Moyno brand parts; and
- WHEREAS: The Treatment Plant Superintendent, Treatment Plant Administrator, Principal Chief Stationary Engineer and staff reviewed the quote received and recommend this purchase; and
- WHEREAS: Monies payable to date to NOV Process and Control Technologies c/o Shrier Martin Process Equipment, Inc., for parts and supplies in fiscal year 2016-2017 are \$32,839.16. This purchase will bring the total monies payable for purchase to \$43,592.97; and
- WHEREAS: Board approval is required on purchases over \$20,000.00.

ITEM NO. 13

AUTHORIZATION FOR PURCHASE OF SIEMENS CLARIFIER PARTS

WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Siemens Industry, the original equipment manufacturer, and/or their authorized local service representative, as a sole source for replacement parts, supplies and services for Milltronics brand ultrasonic level analyzers & instrumentation equipment installed at the Bird Island Wastewater Treatment Plant; and

WHEREAS: The Principal Chief Stationary Engineer has determined a need to restock Siemens Industry clarifier parts; and

WHEREAS: Upon request G.P. Jager and Associates Incorporated, the authorized local representative, submitted a quote in the amount of \$53,325.00 for the restock clarifier parts; and

WHEREAS: The Treatment Plant Superintendent, Treatment Plant Administrator, Principal Chief Stationary Engineer and staff reviewed the quote received and recommend this purchase; and

WHEREAS: Monies payable to date to G.P. Jager and Associates Incorporated, for Siemens Industry replacement parts and supplies in fiscal year 2016-2017 are \$4,000.00. This purchase will bring the total monies payable for purchase to \$57,325.00; 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 the needed Siemens Industry clarifier parts in the amount of \$53,325.00. This purchase will be charged to account no. 00290105-466107. The Board further authorizes total monies payable to G.P. Jager and Associates Incorporated for fiscal year 2016-2017 not to exceed \$57,325.00.

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

Board Meeting of June 14, 2017

ITEM NO. 17

**AUTHORIZATION FOR PURCHASE OF RESTOCK INFILCO DEGREMONT CLIMBER
SCREEN PARTS**

WHEREAS: On July 29, 2015, the Board of the Buffalo Sewer Authority designated Infilco Degremont Incorporated, the original equipment manufacturer, and/or their authorized local service representative, as a sole source for replacement parts, supplies and services for Infilco climber screens & Helico presses which are a trademark of Ondeo Edgemont, Inc. (former name) installed at the Bird Island Wastewater Treatment Plant; and

WHEREAS: The Principal Chief Stationary Engineer has determined a need for restock climber screen parts; and

WHEREAS: Upon request G.P. Jager and Associates Inc., the authorized local representative, submitted a quote in the amount of \$26,850.84 for the restock climber screens; and

WHEREAS: The Treatment Plant Superintendent, Treatment Plant Administrator, Principal Chief Stationary Engineer 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 Infilco Degremont climber screen parts from G.P. Jager and Associates Inc., at a total cost of \$26,850.84. This purchase will be charged to account no. 00220105-466107.

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 June 14, 2017

ITEM NO. 19

AUTHORIZATION FOR CHANGE ORDER TO BLANKET ORDER NO. 21700006 FOR DISPOSAL OF CONSTRUCTION DEBRIS

WHEREAS: On March 2, 2016, the Board of the Buffalo Sewer Authority authorized the General Manager to enter into a contract with Waste Management of NY LLC, for the removal and disposal of miscellaneous construction debris at a unit cost of \$58.00 per ton, up to a maximum amount of \$116,000.00 for the period July 1, 2016 through June 30, 2017; and

WHEREAS: Blanket Order No. 21700006 was established for these services; and

WHEREAS: Due to an unexpected increase in emergency repair jobs, it is necessary to increase the maximum amount allowed for these services by \$25,000.00, making the total cost not to exceed \$141,000.00 for fiscal year 2016-2017; and

WHEREAS: The Assistant Principal Engineer and staff recommend this increase.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes a change order in the amount of \$25,000.00 to Blanket Order No. 21700006 for the removal and disposal of miscellaneous construction debris provided by Waste Management of NY LLC, for a total cost not to exceed \$141,000.00, through June 30, 2017. Expenses for this contract will be charged to account no. 00690106-442100.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of June 14, 2017

ITEM NO. 22

CHANGE ORDER NO. 1 – CONTRACT NO. 81600005

CONTRACTOR:	ORIGINAL CONTRACT COST	\$472,214.46
GHD	PREVIOUS CHANGE ORDER	N/A
285 Delaware Ave, Suite 500	THIS CHANGE ORDER	<u>\$ 56,000.00</u>
Buffalo, NY 14202	ADJUSTED CONTRACT COST	\$528,214.46

WORK: Smith Street Drain CSO No. 026 RTC Project – Engineering Services

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Additional Construction Phase Services

Item #2 Control Integration Services

REASON FOR CHANGE OR EXTRA WORK:

Item #1 Additional construction phase services required due to an extension of time in the construction schedule due to additional work, long lead times for materials and weather delays.

Item #2 Control integration services were not included in the original authorization due to an unknown scope. Scope has now been identified to allow for programming to provide control functions of the RTC along with field start-up and commissioning.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$18,000.00

Item #2 \$38,000.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$ 56,000.00

The total INCREASE to the contract as a result of this Change Order is \$ 56,000.00

ITEM NO. 23

CHANGE ORDER NO. 2 – CONTRACT NO. 81700007

CONSULTANT:	ORIGINAL CONTRACT COST	\$ 304,900.00
Wendel WD Architecture, Engineering, Surveying and Landscape Arch., P.C.	PREVIOUS CHANGE ORDER	\$ 79,000.00
375 Essjay Road, Suite 200	THIS CHANGE ORDER	<u>\$ 635,600.00</u>
Williamsville, New York 14221	ADJUSTED CONTRACT COST	\$1,019,500.00

PROJECT: Pratt Willert Green Infrastructure Design & Construction Services

DESCRIPTION OF CHANGE OR EXTRA WORK:

- Item #1 Construction Administration
- Item #2 Construction Observation
- Item #3 Community Involvement
- Item #4 Additional design to incorporate Jesse Clipper Square historic design, ADA ramp requirements, detail to construct around Verizon duct bank
- Item #5 Field Office
- Item #6 CCTV inspection of sewer under Jesse Clipper Square

REASON FOR CHANGE OR EXTRA WORK:

- Item #1 The consultant will perform construction administration and engineering services during the course of the construction project.
- Item #2 The consultant will provide on-site construction observation services during the course of the construction project.
- Item #3 The BSA will work with the consultant to implement student sessions at the JFK Recreation Center and Pratt Willert Community Center in conjunction with the Community Action Organization.
- Item #4 Following the bid of the project, additional design work was identified as needing to be incorporated into the project.
- Item #5 Wendel will lease a space for a field office in the vicinity of the project area to be utilized by BSA staff, consultant engineers, and construction observers during the project.

ITEM NO. 24

AUTHORIZATION FOR THE SANITARY SEWER CONSTRUCTION AS PART OF THE COLVIN ESTATES PHASE II PROJECT

WHEREAS: The City of Buffalo, the Department of Public Works, Parks and Streets has awarded a contract to Destro & Brothers Concrete Co., Inc., as the responsible low bidder for infrastructure improvement in the Colvin Estates Phase II Project; and

WHEREAS: Destro & Brothers Concrete Co., Inc., has submitted as a betterment, an alternate bid for sanitary sewer installation in the amount of \$127,800.00; and

WHEREAS: The Buffalo Sewer Authority has allocated money in their construction fund for the sanitary sewer construction for this project; and

WHEREAS: The City of Buffalo Department of Public Works, Parks and Streets, the General Manager, and the Principal Sanitary Engineer recommend awarding this contract to Destro & Brothers Concrete Co., Inc., at a cost not to exceed \$127,800.00.

NOW THEREFORE

BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the awarding of the contract for sanitary sewer construction for the Colvin Estates Phase II Project to Destro & Brothers Concrete Co., Inc. Expenses for the contract will be charged to account no. 02000467-490740.

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of June 14, 2017

ITEM NO. 25

REQUEST FOR EXTENSION OF PERSONAL LEAVE OF ABSENCE

WHEREAS: Denine Jackson, a permanent Laboratory Assistant, was granted an unpaid personal leave of absence for the period December 2, 2016 through June 2, 2017, to pursue an employment opportunity with the NYSDEC; and

WHEREAS: Denine Jackson has requested a six (6) month extension of her unpaid personal leave of absence to continue the NYSDEC employment opportunity; and

WHEREAS: The General Manager has reviewed this request and recommends approval.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby grants Denine Jackson an extension of her unpaid personal leave of absence without pay beginning June 2, 2017, and extending until December 2, 2017.

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 June 14, 2017

ITEM NO. 26

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) Jr. Sanitary Engineer 00600161 411001

MOTION TO APPROVE

MADE BY MR. KENNEDY

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of June 14, 2017

ITEM NO. 27

CONFIRMATION OF APPOINTMENTS

MILLWRIGHT HELPER (PERMANENT)
SEWAGE TREATMENT PLANT
\$22.52 PER HOUR
EFFECTIVE: MAY 15, 2017

MARCUS HARRIS
56 B STREET
BUFFALO, NY

LABORER I (SEASONAL)
SEWAGE TREATMENT PLANT
\$110.00 PER DAY
EFFECTIVE: MAY 22, 2017

NICHOLAS W. BUYERS
62 ROSEMARY AVENUE
BUFFALO, NY

LABORER I (SEASONAL)
SEWAGE TREATMENT PLANT
\$110.00 PER DAY
EFFECTIVE: MAY 30, 2017

RICKY L. VIRGIL II
89 WEISS STREET
BUFFALO, NY

LABORER I (SEASONAL)
SEWAGE TREATMENT PLANT
\$110.00 PER DAY
EFFECTIVE: MAY 30, 2017

BRIAN BEALE
567 DELAWARE AVE. APT. 15
BUFFALO, NY

ITEM NO. 28

ADJOURNMENT OF MEETING

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MR. KENNEDY

AYES 3 NOES 0

Board Meeting of June 14, 2017