

DRAFT MINUTES FOR APPROVAL

MINUTES OF THE ANNUAL MEETING

OF THE

BUFFALO SEWER AUTHORITY

September 25, 2024

BUFFALO SEWER AUTHORITY

REGULAR MEETING

September 25, 2024

9:00 A.M.

**Bird Island Treatment Facility, 90 West Ferry St.
Teleconference +1 917- 933-2166, ID #334 244 17#**

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CALL OF THE ROLL

Present: Herbert Bellamy, Jr.	Chairman of Board
Christopher Roosevelt	Vice Chairman of the Board
Eleanor Petrucci	Secretary of the Board
Oluwole McFoy, P.E.	General Manager
Gelea Y. James	Director of Employee Relations
LaToya Cunningham	Special Assistant
Charles Riley	Executive Secretary
Adam Sassone	Secretary to General Manager
Alexander Emmerson	Treatment Plant Superintendent
Paul Harris	Superintendent of Mechanical Maintenance
Rosaleen Nogle, P.E.	Principal Sanitary Engineer
Joel Renzoni	Director of Sewer Maintenance
Desiree Briggs	Account Clerk Typist
Scott Steinwald	Intergovernmental Coordinator
Edmund Aplerh-Doku, P.E.	TY-Lin
Nadia Mugisha, P.E.	Arcadis
Jaime Davidson, P.E.	JM Davidson
Walter Walker	TY-Lin
Delano Dowell	City of Buffalo Deputy Comptroller
Laura Surdej	Erie County Department of Sewerage
Charlie Specht	WGRZ-TV
Charles Moore	WGRZ-TV

The meeting was called to order at 9:08AM. A quorum was present.

ITEM NO. 1

Motion to Adopt the Minutes of the Meeting of July 31, 2024

MOTION TO _____ ADOPT _____

MADE BY _____ MRS. PETRUCCI _____

2ND BY _____ MR. ROOSEVELT _____

AYES _____ 3 _____ NOES _____ 0 _____

Board Meeting of September 25, 2024

ITEM NO. 2

APPROVAL OF CONSENT AGENDA

CONTENTS

- A. Informative: Temporary Investments
- B. Informative: Reallocation of Funds
- C. Informative: Report On the Condition of The Liability and Casualty Reserve Fund
- D. Payment From Judgment and Claims
- E. Travel Authorization - Philadelphia, PA
- F. Travel Authorization - Albany, NY
- G. Travel Authorization – Greenville, SC
- H. Travel Authorization – Aurora, CO
- I. Travel Authorization – Chattanooga, TN
- J. Travel Authorization - Tucson, AZ
- K. Travel Authorization – Dallas, TX
- L. Tuition Reimbursement
- M. Request For Leave of Absence
- N. Confirmation Of Appointments
- O. Amendment To Schedule of Job Classification Plan

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

2-A

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

As of July 31st, 2024

ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
CONSTRUCTION/CAPITAL IMPROVEMENT FUND						
31-Jul-12	MONEY MARKET		\$2,524,432.60	Key	0.01%	Public NOW
23-May-24	1-Aug-24	70	\$3,334,804.65	Key Banc Capital	5.22%	\$34,195.35
7-Jun-24	15-Aug-24	69	\$4,999,377.96	Key Banc Capital	5.23%	\$50,622.04
2-Jul-24	27-Aug-24	56	\$2,999,351.04	Key Banc Capital	5.24%	\$24,648.96
15-Jul-24	12-Sep-24	59	\$11,500,131.73	M&T Securities	5.20%	\$98,868.27
18-Jul-24	26-Sep-24	70	\$999,846.69	Key Banc Capital	5.17%	\$10,153.31
			\$26,357,944.67			
LIABILITY AND CASUALTY RESERVE FUND						
31-Jul-12	MONEY MARKET		\$104,280.34	Key	0.01%	Public NOW
18-Jul-24	17-Oct-24	91	\$761,891.52	Key Banc Capital	5.18%	\$10,108.48
			\$866,171.86			
OPERATING FUND						
31-Jul-12	Super NOW		\$4,528,248.40	Key	0.01%	Public NOW
TRUST & AGENCY FUND						
31-Jul-12	Super NOW		\$20,190.06	Key	0.01%	Public NOW
SURPLUS FUND						
30-May-24	21-Nov-24	175	\$753.02	Wilmington U.S. Treasury	4.79%	
			\$10,004,118.72	Key Banc Capital	5.15%	\$256,881.28
			\$10,004,871.74			
NET REVENUE FUND						
27-Jun-24	29-Aug-24	63	\$222,918.14	Wilmington U.S. Treasury		
			\$7,500,002.04	M&T Securities	5.21%	\$68,997.96
30-Jul-24	26-Sep-24	58	\$12,998,162.97	Key Banc Capital	5.20%	\$109,837.03
			\$20,721,083.15			

BSA 2021 EIB FUND

			\$321,787.97	Cash	0.00%	
23-May-24	14-Nov-24	175	\$32,616,488.40	Key Banc Capital	5.15%	\$837,511.60
20-Jun-24	12-Dec-24	175	\$9,984,839.11	Key Banc Capital	5.13%	\$255,160.89
5-Jul-24	19-Dec-24	167	\$10,101,710.82	Key Banc Capital	5.09%	\$244,289.18
			\$53,024,826.30			

DEBT RESERVE FUND

				Series J		
02-Jul-14	13-Nov-33	7076	\$515,879.00	UST State/Local Govt	2.70%	
				Series K		
02-Jul-14	15-Feb-33	6803	\$361,415.00	UST State/Local Govt	2.70%	
				Series L		
12-Nov-15	1-Oct-35	7263	\$689,547.00	UST State/Local Govt	2.44%	
				Series M		
27-Jun-14	1-May-44	10901	\$595,613.00	UST State/Local Govt	2.70%	
				Series N		
15-Nov-12	15-Apr-32	7091	\$2,167,157.00	UST State/Local Govt	2.42%	
				EFC 2021		
			\$9,312.20	Wilmington U.S. Treasury	4.79%	
29-Feb-24	22-Aug-24	175	\$332,562.62	Key Banc Capital	5.09%	\$8,437.38
			\$341,874.82			
				DSF PRIN &INT		
			\$0.01	Wilmington Fund		

DSF 2021 EIB

			\$301,419.05	Wilmington Fund	4.79%	
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RECEIVE & FILE

Board Meeting of September 25, 2024

2-B

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

06/30/2024	0200106 EDU, LIC & Training	-\$2,280.00	00380106 INCIN Eng & TECH	\$2,280.00
07/25/2024	00520106 INCIN Maintenance Contract	-\$6,000.00	00380106 PLAN Eng & TECH	\$6,000.00
08/05/2024	00510105 LAB Laboratory Supplies	-\$2,300.00	00510106 LAB Maintenance Contract	\$2,300.00
08/05/2024	00510105 LAB Equipment Maintenance	-\$2,750.00	00510106 LAB Maintenance Contract	\$2,750.00
08/05/2024	00330105 PLAN Maintenance Contract	-\$4,250.00	00510106 LAB Maintenance Contract	\$4,250.00
08/05/2024	00300103 SOUTH Electric Light	-\$350.00	00450103 KELF Electric Light	\$350.00
08/15/2024	00200105 PLAN Clothing and Safety	-\$130.10	00550105 IWS Spill Hazard	\$130.10

Financial Contingency

08/09/2024	00800183 Financial Contingency	-\$3,683.32	00820102 ADMIN Miscellaneous	\$3,683.32
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Board Meeting of September 25, 2024

2-C

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

The Resolution that created the Liability and Casualty 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, 2023	\$1,008,974.92
Interest Earnings	\$50,312.82
Claims Paid	\$200,845.78
Transfer from Operating Fund	<u>\$150,000.00</u>
Fund Balance as of June 30, 2024	\$1,008,441.96

The Resolution that created the Liability and Casualty Reserve Fund provides that:

“When the amount of the Liability and Casualty Reserve Fund reaches the sum of \$1,000,000.00, no further additions shall be made thereto until the Fund has been reduced below \$1,000,000.00”.

During the period of July 1, 2023 – June 30, 2024 the Authority settled six claims, resulting in cash payments from the Buffalo Sewer Authority in the amount of \$200,845.78. No claims were denied in this time period.

Total Active Claims Pending as of June 30th, 2024

Bodily Injury	9
Property Damage	4
Motor Vehicle	0
Auto B.I. & P.D	7
Other Liability	2
Total	<u>22</u>

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Board Meeting of September 25, 2024

2-D

PAYMENT FROM JUDGMENT AND CLAIMS

WHEREAS: Board approval is required for charges made against the Buffalo Sewer Authority's current budget for services and/or materials received during a prior fiscal year; and

WHEREAS: The following services were received during a prior fiscal year charge to the 2023-2024 budget account no. 00800108-480214:

VENDOR	INVOICE	AMOUNT
Polydyne, Inc.	1842222	\$62,390.00
Modern Disposal	11176092	\$601.66
Modern Disposal	11242016	\$1,239.43
Modern Disposal	11402760	\$929.83
Modern Disposal	11176090	\$11,508.33
Modern Disposal	11402758	\$16,492.59
New Wave Energy	2093	\$626.77
Mollenberg-Betz Inc.	70057	\$5,270.36
Krackeler Scientific, Inc.	3438550	\$787.70

; and

WHEREAS: The Executive Secretary and staff recommend the above payment from the Judgment and Claims account.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above payments from the Judgment and Claims account no. 00800108-480214.

2-E

TRAVEL AUTHORIZATION - PHILADELPHIA, PA

WHEREAS: The Buffalo Sewer Authority is actively working with PowerCorpsPHL and Buffalo Center for Health Equity to expand its integrated Water Equity Stewardship Program to foster workforce development and meet the growing needs of Buffalo Sewer; and

WHEREAS: As part of workforce development, Buffalo Sewer seeks to address environmental and equity needs as key requirements within the structure of the Water Equity Stewardship Program to develop local talent from low-income and underserved communities by providing training and complete wrap around services to successfully meet the Buffalo Sewer's maintenance management; and

WHEREAS: Philadelphia Water department has agreed to host the Buffalo team October 16 – 17, 2024 to facilitate building the solid peer-to-peer relationships with Buffalo Sewer for connecting on water sector best practices and to strengthen overall maintenance and operations department optimization and effectiveness, the General Manager has identified the need for the Superintendent of Mechanical Maintenance, Director of Employee Relations, Treatment Plant Superintendent, Director of Sewer Maintenance, Forester (BSA), and Human Resources Clerk, to participate in a series of coordinating meetings, including a tours with PowerCorpsPHL and Philadelphia Water Department to be held in Philadelphia, PA, October 16 – October 17, 2024.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Superintendent of Mechanical Maintenance, Director of Employee Relations, Treatment Plant Superintendent, Director of Sewer Maintenance, Forester (BSA), and Human Resources Clerk, to travel to Philadelphia, PA from October 15- 17, 2024, to attend the PowerCorpsPHL coordination meetings and tours, at a total cost not to exceed \$12,600.00 and will be charged to account no. 00200104-458010.

2-F

TRAVEL AUTHORIZATION - ALBANY, NY

WHEREAS: The New York Water Environment Association (NYWEA) is hosting a Women of Water Leadership Exchange in Albany, NY on October 24, 2024; and

WHEREAS: The Women of Water Leadership Exchange will offer sessions on overcoming imposter syndrome, mastering difficult conversations, engaging in meaningful mentorship, and other topics related to strengthening leadership skills; and

WHEREAS: The Industrial Waste Administrator, Legal Investigator, Senior Engineer, GIS Specialist II, and GIS Specialist I are subject matter experts and leaders within Buffalo Sewer in roles and capacities in which women have been traditionally underrepresented; and

WHEREAS: The General Manager recommends that the Industrial Waste Administrator, Legal Investigator, Senior Engineer, GIS Specialist II, and GIS Specialist I attend the Women of Water Leadership Exchange.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Industrial Waste Administrator, Legal Investigator, Senior Engineer, GIS Specialist II and GIS Specialist I to travel to Albany, NY from October 23- 24, 2024, to attend the NYWEA Women of Water Leadership Exchange at a total cost not to exceed \$3,500.00. Account nos. 00200104-458010, 00200104-458012, 00600104-458010, and 00600104-458012 will be utilized for this travel.

2-G

TRAVEL AUTHORIZATION - GREENVILLE. SC

WHEREAS: The Buffalo Sewer Authority has several professional engineering titles that have gone unfilled for years due to the lack of qualified candidates; and

WHEREAS: The National Council of Examiners for Engineering and Surveying (NCEES) develops and administers the professional engineering licensure and pre-licensing exams throughout the United States and Internationally; and

WHEREAS: The Principal Sanitary Engineer has been selected by NCEES to serve as New York State's representative to and chairperson on the Committee on Examinations for Professional Engineers and represent the Committee on the Exam Audit (Audit) Committee; and

WHEREAS: The Audit Committees will hold an in-person meeting on October 25-26, 2024, in Greenville, SC; and

WHEREAS: The Principal Sanitary Engineer's participation in this process will ensure that the experience and knowledge that Buffalo Sewer Authority provides and requires of professional engineers are reflected in the licensing exam; and

WHEREAS: NCEES will provide air travel, lodging, board, and a \$370.00 stipend to cover incidentals and ground transport for all participants for this meeting; and

WHEREAS: The General Manager recommends that the Principal Sanitary Engineer attend the Audit Committee Meeting.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Principal Sanitary Engineer to travel to Greenville, SC on October 24-26, 2024, to participate in the Audit Committee Meeting and to accept the \$370.00 stipend from NCEES for incidentals and ground transportation costs. No expenses will be charged to the Buffalo Sewer Authority for this travel.

2-H

TRAVEL AUTHORIZATION – AURORA, CO

WHEREAS: The Society of Human Resources Management (SHRM) Annual Inclusion 2024 Conference and SHRM-CP and SHRM-SCP Certification Preparation course will be held November 2, 2024-November 7, 2024, in Aurora, CO

WHEREAS: The Director of Employee Relations will participate in this event to help prepare to earn the SHRM-CP or SHRM-SCP certification. To gain knowledge on how to develop a robust inclusion, equity and diversity program. Enhance skills regarding best practices, actionable tools, and implement breakthrough strategies that will propel our workplace culture to one that puts inclusion first.

WHEREAS: The General Manager recommends attendance to The Society of Human Resources Management (SHRM) Annual Inclusion 2024 Conference and SHRM-CP and SHRM-SCP Certification Preparation course for the Director of Employee Relations

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorized travel from November 1 - 7, 2024, for the Director of Employee Relations to travel to Aurora, CO to attend the SHRM Annual Inclusion 2024 Conference and SHRM-CP and SHRM-SCP Certification Preparation course at the total cost not to exceed \$5,8000. Funds are available in account nos. 00120104-458010 and 00120104-458012

TRAVEL AUTHORIZATION – CHATTANOOGA, TN

WHEREAS: The Vibration Institute is offering a CAT III Machinery Vibration Analysis Training and Exam to include Principles of Vibration, Data Acquisition Procedures, Signal Processing; Time Waveform Analysis, Frequency and Phase Analysis, Orbit Analysis and Shaft Centerline Position, Machine Testing, Balancing of Rotating Machinery, Condition Monitoring & Evaluation of Machine Components, and Potential Fault Frequencies in Chattanooga, TN from November 3, - 9, 2024; and

WHEREAS: The Superintendent of Mechanical Maintenance and staff have determined a need for a Senior Instrument Technician, to attend the training and exam; and

WHEREAS: The Machinery Vibration Analysis Training (MVA) prepares attendees to perform vibration analysis on industrial machinery using multi-channel measurements, according to established and recognized procedures; and

WHEREAS: The training will further support and strengthen the Authority's comprehensive Predictive Maintenance program which enables the ability to monitor, record and analyze vibration characteristics of rotating equipment throughout the Treatment Plant and Outlying Stations. The Predictive Maintenance program significantly enhances troubleshooting capabilities and allows Authority personnel to predict machinery component failure before it occurs, which translates to significant cost savings by directly increasing machinery life and avoiding unnecessary emergency shutdowns. Thereby, increasing overall reliability and availability of equipment; and

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes travel from November 2 - 10, 2024, for Senior Instrument Technician, to attend The Vibration Institute's CAT III – Machinery Vibration Analysis Training Course and Exam in Chattanooga, TN at the total cost not to exceed \$3,200.00 and will be charged to account no. 00200104-458010.

2-J

TRAVEL AUTHORIZATION - TUCSON, AZ

WHEREAS: The Buffalo Sewer Authority serves as a member agency for the National Association of Clean Water Agencies (NACWA), an organization dedicated to engagement and advocacy in the water sector on behalf of municipal organizations; and

WHEREAS: The NACWA Fall Strategic Leadership, Board of Directors Meeting, and National Clean Water Law & Enforcement Seminar will be held in Tucson. from November 11 – 14, 2024, covering major national concerns relating to the water sector practices and issues; and

WHEREAS: The General Manager serves on the Board of Directors and as Past President; and

WHEREAS: The Chairman of the Board recommends attendance for the Board Chairman, General Manager and General Counsel to attend the NACWA Fall Strategic Leadership, Board of Directors Meeting, and National Clean Water Law & Enforcement Seminar.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Board Chairman, General Manager and General Counsel to travel to Tucson, Arizona from November 10 – 15, 2024, to attend the NACWA Fall Strategic Leadership and Board of Directors Meeting and, National Clean Water Law & Enforcement Seminar at a total cost not to exceed \$8,500.00. Account nos. 00100104-458010, 00100104-458012, 00110104-458010 and 00110104-458012 will be utilized for this travel.

2-K

TRAVEL AUTHORIZATION - DALLAS, TX

WHEREAS: The Buffalo Sewer Authority has several professional engineering titles that have gone unfilled for years due to the lack of qualified candidates; and

WHEREAS: The National Council of Examiners for Engineering and Surveying (NCEES) develops and administers the professional engineering licensure and pre-licensing exams throughout the United States and Internationally; and

WHEREAS: The Principal Sanitary Engineer has been selected by NCEES to serve as New York State's representative to and chairperson on the Committee on Examinations for Professional Engineers and represent the Committee on Examination Policy and Procedures (EPP) Committee; and

WHEREAS: The EPP Committee will hold an in-person meetings on January 17-18, 2025, in Dallas, TX; and

WHEREAS: The Principal Sanitary Engineer's participation in this process will ensure that the experience and knowledge that Buffalo Sewer Authority provides and requires of professional engineers are reflected in the licensing exam; and

WHEREAS: NCEES will provide air travel, lodging, board, and a \$410.00 stipend to cover incidentals and ground transport for all participants for this meeting; and

WHEREAS: The General Manager recommends that the Principal Sanitary Engineer attend the EPP Committee Meeting.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the Principal Sanitary Engineer to travel to Dallas, TX on January 16-19, 2025, to participate in the EPP Committee Meeting for Professional Engineers meeting and to accept the \$410.00 stipends from NCEES for incidentals and ground transportation costs. No expenses will be charged to the Buffalo Sewer Authority for this travel.

2-L

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>
Daniel O'Sullivan	University At Buffalo	STEM Communications	90%	\$796.50

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby approves the above applications for Tuition Reimbursement totaling \$796.50. These Reimbursements will be charged to account no. 00200106-421026.

2-M

REQUEST FOR LEAVE OF ABSENCE

WHEREAS: The Buffalo Sewer Authority has received a request from Scott Steinwald, a permanent Preventative Maintenance Coordinator, for an unpaid leave of absence. Mr. Steinwald has accepted the position of Intergovernmental Coordinator with the Buffalo Sewer Authority beginning August 29, 2024, and has requested an unpaid leave of absence for the duration of his position as Intergovernmental Coordinator; and

WHEREAS: The General Manager has reviewed this request and recommends approval of Mr. Steinwald's request for an unpaid leave of absence for the duration of his position as Intergovernmental Coordinator with the Buffalo Sewer Authority.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby grants Scott Steinwald, an unpaid leave of absence beginning August 29, 2024, for the duration of his position as Intergovernmental Coordinator with the Buffalo Sewer Authority.

2-N

CONFIRMATION OF APPOINTMENTS

CLERK (PROVISIONAL)
TREATMENT PLANT ADMINISTRATION
\$45,216 PER ANNUM
EFFECTIVE: AUGUST 26, 2024

CATHERINE AMOIA
49 TREEHAVEN RD.
BUFFALO, NY 14215

SR. FIRST CLASS STATIONARY ENGINEER (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$31.04 PER HOUR
EFFECTIVE: AUGUST 7, 2024

KAMERON BROWN
55 SUSSEX ST.
BUFFALO, NY 14215

SR. FIRST CLASS STATIONARY ENGINEER (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$27.0 PER HOUR
EFFECTIVE: AUGUST 7, 2024

SEAN GOODSPEED
145 SHENANDOAH RD.
BUFFALO, NY 14220

SR. INSTRUMENT TECHNICIAN (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$83, 718 PER ANNUM
EFFECTIVE: AUGUST 7, 2024

ISAIHAIH WHITE
39 PROCTOR UPPER
BUFFALO, NY 14215

SR. INSTRUMENT TECHNICIAN (PROVISIONAL)
SEWAGE TREATMENT PLANT
\$83, 718 PER ANNUM
EFFECTIVE: AUGUST 7, 2024

KEVIN COLEMAN
23 ATHOL ST.
BUFFALO, NY 14220

LABORER I (SEASONAL)
SEWAGE TREATMENT PLANT
\$140 PER DAY
EFFECTIVE: AUGUST 26, 2024

JOHN CARDINALE
76 TENNYSON AVE.
BUFFALO, NY 14216

INTERGOVERNMENTAL COORDINATOR (EXEMPT)
CITY HALL ADMINISTRATION
\$84, 539 ANNUM
EFFECTIVE: AUGUST 29, 2024

SCOTT STEINWALD
15 WELLINGTON RD.
BUFFALO, NY 14216

WHEREAS: The preceding appointments were made by the General Manger 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

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 positions to the Job Classification Plan:

- | | |
|------------------------------------|-----------------|
| One (1) Laborer Supervisor | 00700131 411001 |
| One (1) Equipment Operator | 00700161 411001 |
| One (1) Clerk | 00650121 411001 |
| Four (4) Sewer Construction Worker | 00660171 411001 |

ITEM NO. 3

CLAIM AGAINST LIABILITY AND CASUALTY RESERVE FUND

WHEREAS: Shateer Douglas sued Buffalo Sewer Authority, City of Buffalo and a Buffalo Sewer Authority employee, who was operating a Super Produce Camel Vactor, for property damage and personal injury arising out of an alleged motor vehicle accident occurring on or about October 7, 2022 on Elmwood Avenue.

WHEREAS: The City of Buffalo Corporation Counsel’s Office handled the litigation, negotiated the settlement and has reviewed this matter with the General Counsel and agrees that the final settlement amount of \$10,000.00 is in the best interest of the parties.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to make payment plaintiff Shateer Douglas and his attorney, Craig Small, in the final settlement amount of \$10,000.00 for 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 MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of September 25,2024

ITEM NO. 4

AUTHORIZATION FOR PURCHASE OF NEW ACCESS CONTROL SOFTWARE, DOORS AND EQUIPMENT UNDER NEW YORK CONTRACT

WHEREAS: After a statewide competitive bid, Minuteman Security was awarded a New York State contract for Intelligent Facility & Security Systems and Solutions; and

WHEREAS: The Buffalo Sewer Authority currently uses Minuteman Security for the installation and service of access control software, doors, and equipment under this contract; and

WHEREAS: Minuteman Security submitted a quote in the amount of \$53,009.56 for the purchase and installation of new access control software, and seven (7) access control doors located at the Megastructure, Maintenance Building, Sewer Maintenance Building and City Hall Offices; and

WHEREAS: Board approval is required for services over \$35,000.00.

WHEREAS: Due to time constraints, members of the Board were individually polled on August 16, 2024, and authorized acceptance of this proposal; and

WHEREAS: It is now necessary to formally ratify that authorization.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase new access control software, and access control doors and equipment for the Megastructure, Maintenance Building, Sewer Maintenance and City Hall Offices at a cost not to exceed \$53,009.56 from Minuteman Security. Account no. 00200106-443421 will be charged for this purchase.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of September 25, 2024

ITEM NO. 5

EXTENSION OF CONTRACT FOR UNIFORMS, COVERALLS, AND LABCOATS

WHEREAS: On May 3, 2023, the Board of the Buffalo Sewer Authority awarded a contract to UniFirst Corporation for uniforms and/or uniform services at the Bird Island Treatment Facility for the period July 1, 2023 to June 30, 2024 with an option to renew four (4) one-year periods, at an annual cost not to exceed \$70,888.48; and

WHEREAS: UniFirst Corporation has agreed to extend this contract for one (1) year under the same terms and conditions for fiscal year 2024-2025; and

WHEREAS: The Treatment Plant Superintendent and staff recommend this extension at a total cost not to exceed \$70,888.48.

WHEREAS: Board approval is required for services over \$35,000.00.

WHEREAS: Due to time constraints, members of the Board were individually polled on August 16, 2024, and authorized acceptance of this proposal; and

WHEREAS: It is now necessary to formally ratify that authorization.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to renew the contract with UniFirst Corporation for uniforms and/or uniform services for the period July 1, 2024 to June 30, 2025, at a total cost not to exceed \$70,888.48. Expenses for this contract will be charged to account nos. 00200106-442330, 00520106-442330 and 00650106-442330

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of September 25, 2024

ITEM NO. 7

AUTHORIZATION TO PURCHASE A VEHICLE UNDER THE ONONDAGA BID 106-19 2024

WHEREAS: The Director of Sewer Maintenance and Head Motor Equipment Mechanic, request approval to purchase the following vehicle, with additional options, available under Onondaga County Contract to add to the existing fleet for Sewer Maintenance:

County Contract	Vendor	Vehicle	Cost
Bid No. 2024 Award No. 7974	Van Bortel Ford	One (1) 2024 Ford F-550 XL Super Cab 4x4 203 WB 84 CA With various options as listed on quote#35950:	\$58,257.90
		11-Ft Reading Service Body w/Enclosed 72" sides Model # CLASSIC 11. Steel A60 Galvanneal steel construction. Roll up rear door (1) Full length shelf on each side centered above compartment top. (2) LED dome lights installed on the roof of the cargo areas and wire to a switch Master locking system. 2-1/2" receiver trailer hitch, safety D-rings and trailer plug (4) LED amber flashers at rear of body in compartments (two on each side) (2) LED amber flashers in front of service body facing forward (2) LED Amber Beacon lights one mounted on front of body and the other in rear of body.	\$36,627.50
		Delivery Charge:	\$ 110.00
		Total Vehicle Cost:	\$94,995.40

WHEREAS: The Director of Sewer Maintenance and Head Motor Equipment Mechanic recommend the purchase of the above vehicle at the total cost of \$94,995.40

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority authorizes the General Manager to purchase the above vehicle and additional options indicated from Van Bortel Ford, at a total cost of \$94,995.40. This purchase will be charged to account no. 00690107-474200.

MOTION TO APPROVE

MADE BY MR. ROOSEVELT

2ND BY MRS. PETRUCCI

AYES 3 NOES 0

Board Meeting of September 25, 2024

ITEM NO. 8

BLANKET ORDER APPROVAL FOR FIELD ENGINEERING SERVICES TO SUPPORT THE EMERSON OVATION DISTRUBUTED CONTROL SYSTEM

WHEREAS: The Buffalo Sewer Authority’s Distributed Control System, (DCS) is an Ovation System provided by Emerson Process Control; and

WHEREAS: Emerson Process Control is on the Sole Source list for Ovation field service as well as ovation parts and components; and

WHEREAS: It is necessary to have Emerson Process Control perform field engineering services in place to assist in system troubleshooting, cybersecurity and general system maintenance. In addition, the blanket order will encompass emergency onsite services as well as call-in assistance with Ovation issues; and

WHEREAS: The Buffalo Sewer Authority initiated a blanket order with Emerson in the amount not to exceed \$35,000.00 on July 9, 2024. It is necessary to increase this amount by \$150,000.00 for continued support of the Ovation Distribution Control System; and

WHEREAS: The Acting Treatment Plant Administrator, Treatment Plant Superintendent and staff recommend approval to retain Emerson Blanket Order, for field engineering services on an as-needed basis for the 2024-2025 fiscal year.

NOW THEREFORE
BE IT RESOLVED:

That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to retain Emerson Process Control, for field engineering services on an as-needed basis in an amount not to exceed \$185,000.00 for the period October 1, 2024 through June 30, 2025. Expenses for these services will be charged to account no. 00200106-432004.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of September 25, 2024

ITEM NO. 10

AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES WITH ERIE COMMUNITY COLLEGE TO PROVIDE MILLWRIGHT TRAINING

WHEREAS: The Superintendent of Mechanical Maintenance, the General Manager and staff have identified the need to develop a comprehensive skill enhancement training program for our Millwrights to enhance the Buffalo Sewer Authority’s ability to adequately and cost effectively maintain assets; and

WHEREAS: Erie Community College has proposed a customized welding training program for the Buffalo Sewer Authority Millwrights that would provide advanced knowledge to perform corrective and preventative maintenance to the equipment at the facility with a higher level of general millwright skills, an in-depth knowledge of industry best practices, and a greater sense of quality and innovation; and

WHEREAS: Based upon proposal review, the Superintendent of Mechanical Maintenance and staff recommend retaining Erie Community College to perform the training for the Buffalo Sewer Authority Millwrights for the fiscal year of 2024-2025.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into an agreement for professional services with Erie Community College to provide training for the Buffalo Sewer Authority Millwrights at a total cost not to exceed \$91,000.00. These services will be charged to account no. 00520106-421026.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of September 25, 2024

ITEM NO. 11

AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES WITH ERIE COMMUNITY COLLEGE TO PROVIDE INSTRUMENT TECHNICIAN TRAINING

WHEREAS: The Superintendent of Mechanical Maintenance, the General Manager and staff have identified the need to develop a comprehensive skill enhancement training program for our Instrument Technicians to enhance the Buffalo Sewer Authorities ability to adequately and cost effectively maintain the assets; and

WHEREAS: Erie Community College has proposed customized training programs for the Buffalo Sewer Authority Instrument Technicians that would provide advanced knowledge to perform corrective and preventative maintenance to the equipment at the facility with a higher level of general instrument tech skills, an in-depth knowledge of industry best practices, and a greater sense of quality and innovation; and

WHEREAS: Based upon proposal review, the Superintendent of Mechanical Maintenance and staff recommend retaining Erie Community College to perform the training for the Buffalo Sewer Authority Instrument Technicians for the 2024-2025 fiscal year.

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to enter into an agreement for professional services with Erie Community College to provide training for the Buffalo Sewer Authority Instrument Technicians at a total cost not to exceed \$75,000.00. These services will be charged to account no. 00520106-421026.

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of September 25, 2024.

ITEM NO. 12

CHANGE ORDER NO. 2 – CONTRACT NO. 82000021 ERDMAN ANTHONY TERM AGREEMENT

CONSULTANT:	ORIGINAL CONTRACT COST	\$250,000.00
Erdman Anthony and Associates, Inc.	PREVIOUS CHANGE ORDERS	\$235,000.00
145 Culver Road, Suite 200	THIS CHANGE ORDER	<u>\$26,000.00</u>
Rochester, NY 14620	ADJUSTED CONTRACT COST	\$511,000.00

VENDOR NO. 10444	ACCOUNT NO.	02000510-432004
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WORK: Three (3) Year Professional Engineering Services Term Agreement

DESCRIPTION OF CHANGE OR EXTRA WORK:

Item #1 Additional design and coordination services for the Fruit Belt sewer project

REASON FOR CHANGE OR EXTRA WORK:

Item #1 Erdman Anthony is providing design services for sewer lining and repair work in the Fruit Belt neighborhood, due to unforeseen coordination issues this design has taken more effort than originally anticipated.

COST OF CHANGE OR EXTRA WORK:

Item #1 \$26,000.00

THE TOTAL COST OF THE CHANGE OR EXTRA WORK: \$26,000.00

WHEREAS: In Item No. 10, on April 1, 2020, the Board of the Buffalo Sewer Authority awarded six (6) term engineering contracts for work on an as needed and as directed basis for capital improvement projects for up to three (3) years for \$250,000.00 each; and

WHEREAS: On August 4, 2020, Erdman Anthony and Associates, Inc. entered into a contract with the Buffalo Sewer Authority in accordance with the previously stated conditions; and

WHEREAS: On March 1, 2023, the Board of the Buffalo Sewer Authority approved Change Order No. 1 to this contract to provide design, outreach, and bidding services for the Fruit Belt sewer rehabilitation project; and

WHEREAS: The Principal Sanitary Engineer has reviewed the proposed "Buffalo Sewer Authority Term Agreement Contract No. 82000021 Fruit Belt Sewers-Request for extra work- Revision 1" and the Change Order No. 2 and recommend their approval.

SUPPLEMENTAL ITEM: 12-1

FUND BALANCE DESIGNATION

WHEREAS: The Buffalo Sewer Authority has adopted a Fund Balance Policy in an effort to ensure financial security through the maintenance of a healthy reserve fund.

WHEREAS: In accordance with this policy, each year the Buffalo Sewer Authority must designate the purpose of fund balance.

WHEREAS: The General Manager recommends the following designation of fund balance for the fiscal year ending June 30, 2024

NOW THEREFORE
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby approves the following designation of fund balance for the fiscal year ending June 30, 2024.

Fund Balances:	
Non-Spendable	\$242,607
Committed:	
Encumbrances	6,500,676
Loss Contingencies	4,000,000
Capital Projects	20,507,711
Unassigned	<u>10,000,000</u>
Total Fund Balances	\$41,250,994

MOTION TO APPROVE

MADE BY MRS. PETRUCCI

2ND BY MR. ROOSEVELT

AYES 3 NOES 0

Board Meeting of September 25, 2024

