

# **BUFFALO SEWER AUTHORITY**

## **REGULAR MEETING**

**November 6, 2024**

**9:00 A.M.**

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**Bird Island Treatment Facility, 90 West Ferry St.  
Teleconference +1 917- 933-2166, ID #302 599 166#**

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ITEM NO. 2

**APPROVAL OF CONSENT AGENDA**

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- B. Informative: Reallocation of Funds
- C. Payment From Judgment and Claims
- D. Confirmation Of Appointments
- E. Amendment To Schedule of Job Classification Plan
- F. Amendment To Schedule of Job Classification Plan
- G. Request for Leave of Absence

MOTION TO \_\_\_\_\_

MADE BY \_\_\_\_\_

2<sup>ND</sup> BY \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_

Board Meeting of November 6, , 2024

2-A

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

As of September 30 <sup>th</sup> , 2024						
ISSUE DATE	MATURITY DATE	TOTAL DAYS	AMOUNT	BANK	RATE	INTEREST AMOUNT
<b>CONSTRUCTION/CAPITAL IMPROVEMENT FUND</b>						
31-Jul-12	<b>MONEY MARKET</b>		\$2,653,021.62	Key	0.01%	Public NOW
15-Aug-24	8-Oct-24	54	\$3,999,376.81	Key Banc Capital	5.23%	\$31,623.19
1-Aug-24	10-Oct-24	70	\$1,834,516.33	Key Banc Capital	5.13%	\$18,483.67
12-Sep-24	24-Oct-24	42	\$9,499,786.43	Key Banc Capital	4.95%	\$55,213.57
			<b>\$17,986,701.19</b>			
<b>LIABILITY AND CASUALTY RESERVE FUND</b>						
31-Jul-12	<b>MONEY MARKET</b>		\$104,425.15	Key	0.01%	Public NOW
18-Jul-24	17-Oct-24	91	\$761,891.52	Key Banc Capital	5.18%	\$10,108.48
			<b>\$866,316.67</b>			
<b>OPERATING FUND</b>						
31-Jul-12	<b>SUPER NOW</b>		<b>\$10,984,178.98</b>	Key	0.01%	Public NOW
<b>TRUST &amp; AGENCY FUND</b>						
31-Jul-12	<b>SUPER NOW</b>		<b>\$23,071.57</b>	Key	0.01%	Public NOW
<b>SURPLUS FUND</b>						
			\$759.22	Wilmington U.S. Treasury	4.79%	
30-May-24	21-Nov-24	175	\$10,004,118.72	Key Banc Capital	5.15%	\$256,881.28
			<b>\$10,004,877.94</b>			
<b>NET REVENUE FUND</b>						
			\$225,448.77	Wilmington U.S. Treasury		
22-Aug-24	31-Oct-24	70	\$7,999,071.21	Key Banc Capital	5.03%	\$78,928.79
29-Aug-24	26-Nov-24	89	\$7,499,280.59	Key Banc Capital	4.94%	\$92,719.41
26-Sep-24	26-Dec-24	91	\$15,549,099.23	Key Banc Capital	4.48%	\$177,900.77
			<b>\$31,272,899.80</b>			

**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
			<b>\$53,024,826.30</b>			

**DEBT RESERVE FUND**

				<b>Series J</b>		
02-Jul-14	13-Nov-33	7076	<b>\$515,879.00</b>	UST State/Local Govt	2.70%	
				<b>Series K</b>		
02-Jul-14	15-Feb-33	6803	<b>\$361,415.00</b>	UST State/Local Govt	2.70%	
				<b>Series L</b>		
12-Nov-15	1-Oct-35	7263	<b>\$689,547.00</b>	UST State/Local Govt	2.44%	
				<b>Series M</b>		
27-Jun-14	1-May-44	10901	<b>\$595,613.00</b>	UST State/Local Govt	2.70%	
				<b>Series N</b>		
15-Nov-12	15-Apr-32	7091	<b>\$2,167,157.00</b>	UST State/Local Govt	2.42%	
				<b>EFC 2021</b>		
			\$555.63	Wilmington U.S. Treasury	4.79%	
22-Aug-24	13-Feb-25	175	\$349,820.69	Key Banc Capital	4.70%	\$8,179.31
			<b>\$350,376.32</b>			
				<b>DSF PRIN &amp;INT</b>		
			<b>\$0.01</b>	Wilmington Fund		

**DSF 2021 EIB**

			<b>\$749,316.41</b>	Wilmington Fund	4.79%	
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**RECEIVE & FILE**

Board Meeting of November 6, 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***

09/05/2024	00370105 CENT Equipment Maint	-\$223,228.67	00200106 PLAN Non-Professional	\$223,228.67
09/10/2024	00260105 PRIM Equipment Maintenance	-\$4,470.62	00340105 THIC Equipment Maintenance	\$4,470.62
09/10/2024	00260105 PRIM Equipment Maintenance	-\$2,041.20	00450105 KELF Equipment Maintenance	\$2,041.20
09/12/2024	00400103 SOUTH Electric Light	-\$900.00	00410103 HAMB Electric Light	\$900.00
09/18/2024	00200105 PLAN Clothing Safety	-\$250.00	00340105 THIC Equipment Maintenance	\$250.00
09/23/2024	00360105 DEWA Chemicals & Gases	-\$86,041.00	00550106 IWS Eng & Tech	\$86,401.00
09/26/2024	00210105 RWWP Equipment Maintenance	-\$20,000.00	00230105 GRIT Equipment Maintenance	\$20,000.00
09/26/2024	00260105 PRIM Equipment Maintenance	-\$30,000.00	00230105 GRIT Equipment Maintenance	\$30,000.00
09/26/2024	00400105 SOUT Equipment Maintenance	-\$18,508.00	00230105 GRIT Equipment Maintenance	\$18,508.00
10/07/2024	00400105 SOUTH Equipment Maint.	-\$8,294.00	00380105 INCIN Chemicals & Gases	\$8,294.00
10/07/2024	00510106 LAB Services & Equipment	-\$200.00	00510105 LAB Chemicals & Gases	\$200.00
10/07/2024	00250105 SECO Equipment Maint.	-\$2,100.00	00340105 THIC Equipment Maint.	\$2,100.00
10/07/2024	00200105 PLAN Clothing Safety	-\$242.50	00520105 Main Janitorial and Operating	\$242.50
10/07/2024	00390105 HAMBURG DR FLT	-\$1,991.50	00330105 FINA Lab Supplies	\$1,991.50

***Sewer Maintenance***

10/04/2024	00700107 Equipment	-\$3,670.32	00690107 Auto Operating Equipment	\$3,670.32
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***Financial Contingency***

09/05/2024	00800183 Financial Contingency	-\$500,000.00	00200106 PLAN Non-Professional	\$500,000.00
09/05/2024	00800183 Financial Contingency	-\$110.00	00110105 ADMIN Miscellaneous	\$110.00
09/11/2024	00800183 Financial Contingency	-\$89,725.60	00110106 ADMIN Rentals of Land	\$89,725.60
10/10/2024	00800183 Financial Contingency	-\$40,000.00	00800108 FIN Judgement & Claims	\$40,000.00

**RECEIVE & FILE**

Board Meeting of November 6, 2024



2-C

**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:

<b>VENDOR</b>	<b>INVOICE</b>	<b>AMOUNT</b>
Biel's Information Tech Systems	5096147-IN	\$2,191.00
Comairco Equipment, Inc.	S0062158	\$6,404.40
Airgas USA, LLC	9151349342	\$1,176.00
Airgas USA, LLC	9151349343	\$504.00
Airgas USA, LLC	1604797375	\$30.15
Airgas USA, LLC	1604811384	\$59.19

; 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-D

**CONFIRMATION OF APPOINTMENTS**

SEWER CONSTRUCTION INSPECTOR (PROVISIONAL)  
SEWAGE TREATMENT PLANT  
\$74, 793 PER ANNUM  
EFFECTIVE: SEPTEMBER 30, 2024

ANDREW STRUG  
16 CAMBRIA ST.  
BUFFALO, NY

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CHIEF SEWER CONSTRUCTION INSPECTOR (PROVISIONAL)  
SEWAGE TREATMENT PLANT  
\$90,071 PER ANNUM  
EFFECTIVE: SEPTEMBER 30, 2024

DOUGLAS SMITH  
44 FAIRVALE DRIVE  
CHEEKTOWAGA, NY

---

GIS SPECIALIST I (PROVISIONAL)  
ENGINEERING  
\$53,539 PER ANNUM  
EFFECTIVE: NOVEMBER 4, 2024

NICHOLAS BRANDJES  
759 RICHMOND AVE  
BUFFALO, NY

---

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

2-E

**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:

Preventive Maintenance Coordinator                    00650131 411001

2-F

**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 deletion  
of the following position to the Job Classification Plan:

One (1) Administrative Assistant        0650121        411001

2-G

**REQUEST FOR LEAVE OF ABSENCE**

WHEREAS: Maha Alabbadi, a Assistant Computer Programmer (provisional), has requested a non-medical leave of absence beginning October 23, 2024, and extending until April 23, 2025.

WHEREAS: The General Manager has reviewed this request and recommends approving this leave of absence request for a period of six (6) months.

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby grants Maha Alabbadi a six (6) month unpaid non-medical leave of absence without pay beginning October 23, 2024, and extending until April 23, 2025.

ITEM NO. 3

**AUTHORIZATION FOR ISSUANCE OF CREDIT CARD**

WHEREAS: The Buffalo Sewer Authority has a Credit Card Policy that governs the issuance and proper use of BSA credit cards. This policy is approved annually by the Board; and

WHEREAS: Each credit card is issued by Key Bank and has an authorized credit limit of \$15,000.00.

WHEREAS: The Credit Card Policy requires the Board to designate individuals to be issued BSA credit cards; and

WHEREAS: It is necessary for a member of the administrative staff in the Sewer Maintenance Department to have a BSA credit card; and

WHEREAS: The Executive Secretary recommends that a credit card be issued to Janelle Vacanti; and

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes a BSA credit card to be issued to Janelle Vacanti.

MOTION TO \_\_\_\_\_

MADE BY \_\_\_\_\_

2<sup>ND</sup> BY \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_

Board Meeting of November 6, 2024

ITEM NO.4

**TRAVEL AUTHORIZATION - NASHUA, NH**

WHEREAS: The New England Regional Pretreatment Coordinators Association (NERPCA) is hosting the 2024 Annual Workshop and Training in Nashua, New Hampshire from October 29 - 31, 2024; and

WHEREAS: The Pretreatment Workshop and Training will highlight the regulatory issues that are important to pretreatment programs and on topics that impact the day-to-day management of pretreatment programs. Featured speakers and panel presentations will address PFAS, SIU Inspections, Enforcement Response Plans, source reduction, enforcement strategies, and case studies; and

WHEREAS: The Industrial Waste Administrator needs to stay current in the latest innovations, procedures, and methodologies in these areas; and

WHEREAS: The EPA Region 2 will be present to address State Updates, the NEW Annual Report Electronic Format, and to answer any questions; and

WHEREAS: The EPA strongly encourages municipal and state industrial pretreatment coordinators to attend this NERPCA Annual Workshop and Training.

WHEREAS: Due to time constraints, members of the Board were individually polled on October 10, 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 Buffalo Sewer Authority Industrial Waste Administrator to travel to Nashua, NH from October 28-31, 2024, to attend the NERPCA Annual Workshop at a cost not to exceed \$2,000.00. Expenses for this travel shall be charged to Account nos. 00200104-458010 and 00200104-458012

MOTION TO \_\_\_\_\_

MADE BY \_\_\_\_\_

2<sup>ND</sup> BY \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_

Board Meeting of November 6, 2024

ITEM NO. 5

**AUTHORIZATION TO PURCHASE A VEHICLE UNDER THE ONONDAGA BID 106-19 2025**

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. 2025 Award No. 7974	Van Bortel Ford	One (1) 2025 Ford F-450 XL Super Cab 4x4 203 WB 84 CA With various options as listed on quote #36075	\$55,051.07
		9'130USD Steel dump body 18" sides/24" gate stop/turn with flashers in rear post. Cab shield with 8 flashers:2-Forward, 2-side, 4 rear facing 4 grill flashers ladder driver/passenger side of body elec/hd subframe hoist poly fenders aluminum toolboxes 10 ton pintle hitch body painted to match fleet.	\$29,993.00
		Delivery Charge:	<u>\$ 110.00</u>
		Total Vehicle Cost:	\$85,154.07

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 \$85,154.07 this purchase will be charged to account no. 00690107-474200.

MOTION TO \_\_\_\_\_

MADE BY \_\_\_\_\_

2<sup>ND</sup> BY \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_



ITEM NO. 6

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

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

- 1.) (50) Receiver Top Section; 6 inches; Steel; Dark
- 2.) (25) 4" Dark Curb Box
- 3.) (50) 5" Dark Curb Box
- 4.) (50) 6" Dark Curb Box

WHEREAS: The following bids were received and opened by the Buffalo Sewer Authority Purchase Department on October 21,2024 @ 2:00 PM ; and

Vendor	Cost
Melius Welding	No bid
EJ USA	\$43,722.00

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

Vendor	Items to award	Cost
EJ USA	ALL	\$43,722.00

NOW THEREFORE  
BE IT RESOLVED: That the Board of the Buffalo Sewer Authority hereby authorizes the General Manager to purchase the above listed various steel products from the low bidder for all items listed from EJ USA at a total cost of \$43,722.00. These purchases will be charged to account no. 00660105-466269.

MOTION TO \_\_\_\_\_

MADE BY \_\_\_\_\_

2<sup>ND</sup> BY \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_

Board Meeting of November 6, 2024

ITEM NO. 7

**ADJOURNMENT OF MEETING**

MOTION TO \_\_\_\_\_

MADE BY \_\_\_\_\_

2<sup>ND</sup> BY \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_

Board Meeting of November 6, 2024