

**MINUTES** of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 30<sup>th</sup> day of January 2020.

**PRESENT:** **Jerome D. Schad, Chairman**  
**Mark S. Carney, Vice Chairman**  
**E. Thomas J. Jones, Jr., Treasurer**  
**Terrence D. McCracken, Secretary to the Authority**  
**Karen A. Prendergast, Chief Financial Officer**  
**Margaret A. Murphy, General Counsel**  
**Russell J. Stoll, Chief Operating Officer**  
**Leonard F. Kowalski, Executive Engineer**  
**Daniel J. NeMoyer, Director of Human Resources**  
**Joyce A. Tomaka, Comptroller**  
**Lavonya C. Lester, Director of Administration**  
**Sabrina A. Figler, Director of Water Quality**  
**Jeffrey Schlierf, Acting Manager of Information Technology**  
**Matthew W. Barrett, Security Officer**  
**Richard J. Deren, Network Specialist**

**ATTENDEES:** **Brian Gould**

## **I. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 9:30 a.m. A quorum was present with three Commissioners.

## **II. READING OF MINUTES**

Motion by Mr. Carney seconded by Mr. Jones and carried to waive the reading of the Minutes of the Meeting held on Thursday, January 16, 2020.

### **DISCUSSION**

None

### **VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

## **III. APPROVAL OF MINUTES**

Motion by Mr. Carney seconded by Mr. Jones and carried to approve the Minutes of the Meeting held on Thursday, January 16, 2020.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**IV. REPORTS****A) SECRETARY**

Secretary McCracken announced Board meeting date changes: meeting on February 27<sup>th</sup> is changed to February 28<sup>th</sup>, and the meeting on March 26<sup>th</sup> is changed to March 24<sup>th</sup>. The schedule on the website will be changed to reflect the new dates along with the schedule posted at the Ellicott Square Building and the Service Center.

**B) LEGAL**

No Report

**C) FISCAL****1. 2019 Unaudited Financial Statements**

Karen Prendergast distributed a copy of the unaudited financial statements. Ms. Prendergast informed the Board that these were mailed to the Clerk of the Erie County Legislature, the Erie County Comptroller and the State Comptroller on January 28<sup>th</sup>. Pursuant to the Authority's enabling legislation, this must be done within the first month of year. Ms. Prendergast added that these numbers are subject to change.

**D) OPERATIONS****1. RFP – Distribution Main Design Projects 2020-2021**

Mr. Kowalski informed the Board that an RFP for distribution main design project was sent to ten consulting engineering firms, and nine returned the proposal. Two additional proposals were submitted based on the posting on the Authority's website. He added that there are seven projects overall that are scheduled for design in 2020 and construction 2021. Mr. Kowalski is looking for permission to move forward and start negotiating contracts with these seven consultants. This was approved by the Board.

## 2. RFP – Transmission Main Design Projects 2020-2021

Mr. Kowalski informed the Board that an RFP for transmission main design project was sent to eight consulting engineering firms, and six returned the proposal. One additional proposal was submitted based on the posting on the Authority's website. He explained that the RFP was sent out for three projects to begin with (A, B and C), however, project B is a fairly large project, so it is now broken down into two projects (B1 and B2). Four consultants have been selected to negotiate with. Chairman Schad asked how much pipe or mileage we are doing on these projects. Mr. Kowalski said distribution was close to 9 miles worth of pipe and transmission was about 3.5 miles of pipe.

### **E) HUMAN RESOURCES**

No Report

### **F) AUDIT COMMITTEE**

No Report

### **G) GOVERNANCE COMMITTEE**

No Report

### **H) FINANCE COMMITTEE**

No Report

### **I) ETHICS COMMITTEE**

No Report

## **V. COMMUNICATIONS AND BILLS**

**C-1 FOIL FROM TOTAL PIPING SOLUTIONS RE WATERMAIN MATERIALS PURCHASE CONTRACT - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP**

**C-2 NOC – KELLY BEBAK - RECEIVED AND FILED AND REFERRED TO LEGAL FOR FOLLOW UP**

**C-3 FOIL FROM DEBBIE WEIR RE 5352 GENESEE STREET, BOWMANVILLE, NY- RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP**

**C-4 FOIL FROM SMARTPROCURE RE VENDOR INFORMATION- RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP**

**C-5 NOC – ROBERT AND KATHRYN LUBRICK - RECEIVED AND FILED AND REFERRED TO LEGAL FOR FOLLOW UP**

**VI. PERSONS ADDRESSING THE AUTHORITY**

The Commissioners will hear the concerns of persons desiring to address the Commissioners on any Water Authority subject

No member of the public requested the opportunity to speak.

**VII. UNFINISHED BUSINESS**

None

**VIII. NEW BUSINESS**

**ITEM 1 - MASTER PURCHASE ORDERS, RELEASES FROM MASTER PURCHASE ORDERS, PURCHASE ORDERS, AND AMENDMENTS OF SAME**

Motion by Mr. Carney and seconded by Mr. Jones and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 2 - ACCEPTANCE OF MAINS, HYDRANTS, AND APPURTENANCES FOR WATERFORD PINES SUBDIVISION, PHASE 2A, TOWN OF HAMBURG, NEW YORK, PROJECT NO. 200400497, EC NO. 7020**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 3 - AUTHORIZATION TO ENTER INTO A MAIN EXTENSION AGREEMENT (BUILDER-CONTRACTOR-DEVELOPER) WITH LEGACY WOODS LLC AND KANAKA CONSTRUCTION MANAGEMENT, LLC FOR THE CONSTRUCTION AND INSTALLATION OF APPROXIMATELY 3,350 LINEAR FEET OF EIGHT (8") INCH PVC, 50 LINEAR FEET OF EIGHT (8") INCH DIP WATERMAIN, SEVEN (7) HYDRANTS, ELEVEN (11) LINE VALVES AND APPURTENANCES IN LEGACY WOODS SUBDIVISION, TOWN OF AMHERST, NEW YORK, PROJECT NO. 2018000153, EC NO. 7077**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 4 - RESOLUTION GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM THE ADJUSTMENT FOR THE OWNER AND AGREEING TO MAINTAIN FACILITIES ADJUSTED VIA STATE-LET CONTRACT IN CONNECTION WITH PIN NO. 5813.63, PROJECT NO. 201900292**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 5 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR BUOY INSTALLATION AND UNDERWATER SERVICES FROM APRIL 1, 2020 TO MARCH 31, 2022, PROJECT NO. 202000015**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 6 - AUTHORIZATION TO GRANT LEAK ALLOWANCE REQUEST - \$511.14**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 7 - AUTHORIZATION FOR SUSAN RINALDO, CASH MANAGER TO  
ATTEND THE NYSGFOA ANNUAL CONFERENCE IN ALBANY, NEW  
YORK**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 8 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER  
AUTHORITY'S ANNUAL CAPITAL BUDGET FOR FISCAL YEAR 2019**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 9 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER  
AUTHORITY'S ANNUAL CAPITAL BUDGET FOR FISCAL YEAR 2019**

**DISCUSSION**

Chairman Schad asked if this is because of the tank out in Amherst, which Mr. Kowalski replied yes.

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 10 - AUTHORIZATION FOR THE CHAIRMAN TO EXECUTE  
STANDARDIZED AGREEMENTS FOR DOMESTIC SERVICE, PRIVATE  
FIRE PROTECTION, COMBINED DOMESTIC SERVICE/PRIVATE FIRE  
PROTECTION, HYDRANT RELOCATION AND MAIN EXTENSIONS**

**DISCUSSION**

Chairman Schad inquired if this is due to the updates done to the standardized agreements. Ms. Murphy replied that yes, it is, although there is still one agreement outstanding. She added that this will reflect changes that are in the tariff.

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 11 - CREATION OF ONE POSITION OF ASSISTANT INSTRUMENT AND CONTROLS SYSTEMS SPECIALIST**

**DISCUSSION**

Vice Chairman Carney would like the salary noted. Mr. McCracken believes the salary is approximately \$80,000. Commissioner Jones noted that there should be a justification memorandum as to the reason why this position is being created. Mr. Kowalski explained that this position will help support the SCADA group. Chairman Schad added that he has asked the COO and Executive Engineer to prepare a presentation on this SCADA system as he is concerned that we have maximized our capacity to automate valve controls to reduce their likelihood of leak situations and for alerts.

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 12 - AUTHORIZATION TO ACCEPT THE PROPOSAL OF ARCADIS TO PROVIDE A RISK AND RESILIENCE ASSESSMENT, IDENTIFIED AS CONTRACT NO. MP-083, PROJECT NO. 202000041 (LATE FILING)**

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

Chairman Schad announced that this week the Authority unexpectedly lost a valued employee of 28 years, Kenneth Wadosky. He explained that Mr. Wadosky was intending to file his papers for retirement, however, due to his unexpected loss, was unable to do so. Therefore, an administrative issue must now be addressed.

Motion by Mr. Carney seconded by Mr. Jones to suspend the agenda to entertain resolution 13 relative to on an extension of the Authority's health care insurance in order to provide Mr. Wadosky's family with continuous coverage.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**ITEM 13 - EXTENSION OF HEALTH INSURANCE**

**DISCUSSION**

Commissioner Jones noted that it is his understanding that this matter has been reviewed by the Authority's outside labor attorney and the Authority legal department. Ms. Murphy replied that is correct.

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

**IX. ADJOURNMENT**

Motion by Mr. Carney seconded by Mr. Jones carried that the meeting adjourn

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

A handwritten signature in dark ink, appearing to read 'T. D. McCracken', with a stylized flourish at the end.

Terrence D. McCracken  
Secretary to the Authority

PF