

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 3rd day of December 2020.

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

ATTENDEES:

PLEDGE TO THE FLAG

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 Ms. LaGree and carried to read the Minutes of the Meeting held on Thursday, November 19, 2020.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

III. APPROVAL OF MINUTES

Motion by Mr. Carney seconded by Ms. LaGree and carried to approve the Minutes of the Meeting held on Thursday, November 19, 2020.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

IV. REPORTS

A) SECRETARY

1. 2021 Board Meeting Schedule

McCracken

Secretary McCracken distributed a tentative 2021 Board Meeting schedule for the Board's consideration. He noted that the schedule keeps with every other Thursday, however, except for the month of November: Thursday, November 11th and Thursday, November 25th are holidays. Therefore, Wednesday, November 10th and Wednesday, November 24th are tentative meetings dates to replace the Thursday holidays. He also added that April 29th is scheduled to be the Annual meeting. Commissioner Carney remarked that as it stands right now, he is out of town on January 21, 2021. Commissioner Schad also remarked that he may have a conflict on January 7, 2021.

2. Executive Session

Discussion relating to personnel matters of a particular person pursuant to Public Officers Law § 105(1)(f) (matters relating to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person)

Chairman Schad deferred this to the end of the meeting.

B) LEGAL

No Report

C) FISCAL

1. October 2020 Investment Report

Karen Prendergast distributed the October 2020 Investment Report along with a brief explanation of the report.

2. Financial Monthly Report – October 2020

Joyce Tomaka distributed the October 2020 Monthly Financial report which includes operating revenue, investment income, operating expense and net income, and briefly reviewed the data.

Karen Prendergast informed the Board that Drescher and Malecki has started their pre-audit work. She has given the Commissioners Drescher and Malecki's contact information if they have any questions.

D) OPERATIONS

No Report

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

(Communications may be limited to items that are provided electronically. Every effort will be made to provide all communications at future meetings.)

C-1 NOC – SHAWN SIMMONS - RECEIVED AND FILED AND REFERRED TO LEGAL FOR FOLLOW UP

C-2 FOIL FROM PHILLIP GREINER OF BUFFALO BRICK & MORTAR LLC REGARDING PAST DUE WATER BILLS - RECEIVED AND FILED AND REFERRED TO SECRETARY 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

T-21 AWARD OF CONTRACT TO GREATER NIAGARA MECHANICAL, INC. FOR HEATING, VENTILATING AND AIR CONDITIONING SERVICE AND PREVENTIVE MAINTENANCE WORK FOR A TWO-YEAR PERIOD FROM NOVEMBER 1, 2020 THROUGH OCTOBER 31, 2022, PROJECT NO. 202000098 - \$340,750.00

Motion to remove from the table by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

Motion by Mr. Carney and seconded by Ms. LaGree to Award the Contract to Greater Niagara Mechanical, Inc. for Heating, Ventilating and Air Conditioning Service and Preventive Maintenance Work for a Two-Year Period from November 1, 2020 through October 31, 2022, Project No. 202000098 - \$340,750.00

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: 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 Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 2 - AUTHORIZATION TO ENTER INTO A MAINTENANCE AGREEMENT WITH BXI CONSULTANTS, INC. FOR PREVENTATIVE MAINTENANCE FOR XEROX ALTALINK C8070 COLOR MULTIFUNCTION PRINTER

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 3 - AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES FOR CORROSION CONTROL TREATMENT PROGRAM PIPE LOOP DEMONSTRATION STUDY, PROJECT NO. 202100012

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 4 - AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES FOR NEW PUMP STATION AT THE NEWSTEAD WATER STORAGE TANK, PROJECT NO. 202100010

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

Chairman Schad asked if this going to help us with our long-term bulk sales planning. Mr. Stoll replied yes, and that it will help increase the ability to get that out there.

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree
Noes: None

ITEM 5 - AUTHORIZATION TO ENTER INTO A MAIN EXTENSION AGREEMENT (BUILDER-CONTRACTOR-DEVELOPER) WITH 1000 QUEENS GRANT, LLC AND RUSSO DEVELOPMENT, INC. FOR THE CONSTRUCTION AND INSTALLATION OF APPROXIMATELY 1,152 LF OF EIGHT (8") INCH PVC WATERMAIN, THREE (3) HYDRANTS, THREE (3) LINE VALVES AND APPURTENANCES IN QUEENS LANDING SUBDIVISION PHASE 1, TOWN OF WEST SENECA, NEW YORK, EC NO. 6488, PROJECT NO. 201100112

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree
Noes: None

ITEM 6 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR CONTRACT NO. GHD-007, WATER SYSTEM IMPROVEMENTS GUENTHER PUMP STATION REHABILITATION, PROJECT NO. 201800138

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree
Noes: None

ITEM 7 - APPROVAL OF AMENDMENT NO. 1 OF INDUSTRIAL SCIENTIFIC CORPORATION RELATIVE TO AN EQUIPMENT AND SERVICE AGREEMENT FOR GAS DETECTION EQUIPMENT AND MAINTENANCE PROGRAM, PROJECT NO. 201900173

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 8 - RATIFICATION OF THE INSTALLATION OF HYDRANTS AND VALVES AND RETIREMENT OF EXISTING HYDRANTS AND VALVES - VARIOUS LOCATIONS

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 9 - AUTHORIZATION TO GRANT LEAK ALLOWANCE REQUEST - \$4,217.43

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 10 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL O & M BUDGET FOR FISCAL YEAR 2020

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 11 - SALARY INCREMENTS - JANUARY 1, 2021

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 12 - FIRST LONGEVITY INCREMENTS - JANUARY 1, 2021

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 13 - ADDITIONAL LONGEVITY INCREMENTS - JANUARY 1, 2021

Motion by Mr. Carney and seconded by Ms. LaGree and carried

DISCUSSION

Vice Chairman Carney remarked that he appreciates the fact that with respect to Items 11, 12 and 13 all the information is included so that the Authority is as transparent as possible in terms of salaries and increments.

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

Motion made by Mr. Carney, seconded by Ms. LaGree to go into Executive Session for discussion relating to personnel matters of a particular person pursuant to Public Officers Law § 105(1)(f) (matters relating to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person) at 9:45 a.m. Mr. Schad invited Mr. McCracken, Ms. Murphy, Ms. Prendergast and Mr. Stoll.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

Motion made by Mr. Carney, seconded by Ms. LaGree to exit Executive Session at 9:56 a.m.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

IX. ADJOURNMENT

Motion by Mr. Carney seconded by Ms. LaGree carried that the meeting adjourn

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None



Terrence D. McCracken
Secretary to the Authority

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