

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

PRESENT: **Jerome D. Schad, Chairman**
Mark S. Carney, Vice Chairman/Treasurer
Terrence D. McCracken, Secretary to the Authority
Karen A. Prendergast, Chief Financial Officer (via teleconference)
Margaret A. Murphy, General Counsel (via teleconference)
Russell J. Stoll, Chief Operating Officer
Leonard F. Kowalski, Executive Engineer (via teleconference)
Daniel J. NeMoyer, Director of Human Resources (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 Schlierf, Acting Manager of Information Technology (via teleconference)
Richard J. Deren, Network Specialist

ATTENDEES:

PLEDGE TO THE FLAG

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:00 a.m. A quorum was present with two Commissioners.

II. READING OF MINUTES

Motion by Mr. Carney seconded by Mr. Schad and carried to waive the reading of the Minutes of the Meeting held on Thursday, April 9, 2020.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

III. APPROVAL OF MINUTES

Motion by Mr. Carney seconded by Mr. Schad and carried to approve the Minutes of the Meeting held on Thursday, April 9, 2020.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

IV. REPORTS

A) SECRETARY

1. Emergency Credits

Daniel NeMoyer and Margaret Murphy reported to the Board that there is a resolution on this meeting amending the Authority's Emergency Declaration Plan to clarify that the effective date for an essential employee eligible for emergency credit is March 23, 2020.

B) LEGAL

No Report

C) FISCAL

1. Procurements

Karen Prendergast reported that, as allowed under the Emergency Declaration, purchases have been approved between April 9, 2020 and April 30, 2020. An agreement has also been executed by the Chair with Buffalo Medical Group (BMG) allowing BMG to assess workspace and make recommendations on employee safety. Ms. Prendergast added that she will be approving purchases again until the next meeting. Vice Chairman/Treasurer Carney commended Margaret Murphy on what a great job she did working out a deal with BMG. Mr. Schad agreed, and said it was a great result and will help with the plan to reopen.

2. March 2020 Investment Report

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

3. Monthly Financial Report – March 2020

Karen Prendergast distributed the March 2020 Monthly Financial report. This report includes operating revenue, investment income, operating expense and net income. Chairman Schad asked that Karen add to a report the categories where she sees the trend and then provide a projection out so that the Commissioners get a sense of where this is moving. Vice Chairman/Treasurer Carney inquired where are the emergency declaration wages showing under operating expenses. Ms. Prendergast replied that most of it is going through a new line for Covid expenses. She added that we are experiencing about \$150,000 in expenses for each four-week cycle due to most employees being cycled two weeks on two weeks off so to get everyone through is a four-week period. Mr. Carney requested that CFO breaks that out.

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 FOIL REQUEST FROM CMR RE 375 DICK ROAD, LANCASTER, NY - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP**
- C-2 FOIL REQUEST FROM O'CONNELL ELECTRIC RE HIGH VOLTAGE, SERVICE, SWITCHGEAR INSPECTION & EMERGENCY ELECTRICAL WORK, PN 20200014- RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP**
- C-3 NOC: MARTIN SNYDER RE 4447 BROADWAY- RECEIVED AND FILED AND REFERRED TO LEGAL FOR FOLLOW UP**
- C-4 FOIL REQUEST FROM BORDER CHEMICAL RE POLYALUMINUM CHLORIDE COAGULANT, PN 201900031- 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

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. Schad and carried

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 2 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. TO PROVIDE FINANCIAL SERVICES RELATING TO COST OF SERVICE ANALYSIS, RATE MODELING AND FINANCIAL FEASIBILITY ANALYSIS, PROJECT NO. 202000129

Motion by Mr. Carney and seconded by Mr. Schad and carried to approve subject to review by Legal and Ms. Mussara on all insurance coverage.

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 3 - 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. 5814.48, PROJECT NO. 202000103

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 4 - AWARD OF CONTRACT TO HOHL INDUSTRIAL SERVICES, INC. FOR BUOY INSTALLATION AND UNDERWATER SERVICES FROM APRIL 1, 2020 TO MARCH 31, 2022, PROJECT NO. 202000015 - \$184,000.00

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

DISCUSSION

Chairman Schad asked if this is for regular maintenance in which Mr. Stoll replied yes, it is.

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 5 - AWARD OF CONTRACT TO LAKELANDS CONCRETE PRODUCTS, INC. FOR THE FURNISHING AND DELIVERING OF ONE PRE-CAST CONCRETE BUILDING FOR CAUSTIC SODA AT THE PINE HILL PUMP STATION, PROJECT NO. 202000013 - \$33,445.00

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 6 - AWARD OF CONTRACT TO CRM CONTRACTING, INC. FOR PUMP VOLUTE BLASTING AND PAINTING, PROJECT NO. 202000019 - \$59,820.00

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 7 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR STURGEON POINT WATER TREATMENT PLANT SLUDGE REMOVAL, DISPOSAL AND RELOCATION, PROJECT NO. 202000110

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 8 - AUTHORIZATION TO REJECT BIDS AND READVERTISE FOR CONTRACT NO. GP-008, WATER SYSTEM IMPROVEMENTS IN THE TOWNS OF WEST SENECA AND HAMBURG AND CITY OF LACKAWANNA, NEW YORK, PROJECT NO. 201900076

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 9 - APPROVAL OF CHANGE ORDER NO. 4 OF GEITER DONE OF WNY, INC. FOR EXCAVATED MATERIAL REMOVAL AND DISPOSAL, APRIL 1, 2018 THROUGH MARCH 31, 2020, PROJECT NO. 201800010, CONTRACT NO. 18-17-04

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

DISCUSSION

Vice Chairman Carney asked is this just an extension in which Mr. Stoll yes it is.

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 10 - APPROVAL OF AMENDMENT NO. 1 OF MCMAHON & MANN CONSULTING ENGINEERING AND GEOLOGY, PC TO PROVIDE THE ERIE COUNTY WATER AUTHORITY WITH GEOTECHNICAL ENGINEERING SERVICES FOR BALL PUMP STATION BYPASS PIPING, CONTRACT NO. MM-001, PROJECT NO. 201900289 - \$37,000.00

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 11 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL O & M BUDGET FOR FISCAL YEAR 2020

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 12 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL BUDGET FOR FISCAL YEAR 2020

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 13 - APPROVAL TO AMEND THE EMERGENCY CREDIT PROVISION OF THE DECLARATION OF EMERGENCY

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 14 - CREATION OF ONE POSITION OF WATER TREATMENT PLANT OPERATOR CREW CHIEF

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 15 - APPROVAL OF AMENDMENTS TO POLICY NO. 12.0 (TERMINATION AND SEVERANCE PAY), POLICY NO. 46.0 (MEDICAL COVERAGE FOR RETIREES) AND POLICY NO. 44.A (HEALTHCARE WAIVERS)

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 16 - APPROVAL OF AMENDMENTS TO POLICY NO. 9.0 (USE OF AUTHORITY VEHICLES)

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 17 - AUTHORIZATION TO DESIGNATE KAREN PRENDERGAST AS THE ERIE COUNTY WATER AUTHORITY'S CHIEF EXECUTIVE OFFICER FOR THE PURPOSE OF FILLING OUT AND SIGNING A FEMA APPLICATION DURING THE PRESENT CORONAVIRUS PANDEMIC

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

ITEM 18 - APPROVAL OF AMENDMENT NO. 1 OF E3 COMMUNICATIONS, INC. TO PROVIDE COMMUNICATIONS AND PUBLIC RELATIONS SERVICES, PROJECT NO. 201800179

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

IX. ADJOURNMENT

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

DISCUSSION

None

VOTE

Ayes: Two; Commrs. Schad and Carney

Noes: None

A handwritten signature in black ink, appearing to read 'TDMC', with a long horizontal flourish extending to the right.

Terrence D. McCracken
Secretary to the Authority

PF