

**MINUTES** of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 27<sup>th</sup> day of May 2021.

**PRESENT:** **Jerome D. Schad, Chair**  
**Peggy A. LaGree, Vice Chair**  
**Michele M. Iannello, Treasurer**  
**Terrence D. McCracken, Secretary to the Authority**  
**Russell J. Stoll, Chief Operating Officer**  
**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 (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 Schlierf, Acting Manager of Information Technology (via teleconference)**

**ATTENDEES:**

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

The meeting was called to order at 9:32 a.m. A quorum was present with three Commissioners.

**II. READING OF MINUTES**

Motion by Ms. Iannello seconded by Ms. LaGree and carried to waive the reading of the Minutes of the Meeting held on Thursday, May 13, 2021.

**III. APPROVAL OF MINUTES**

Motion by Ms. LaGree seconded by Ms. Iannello and carried to approve the Minutes of the Meeting held on Thursday, May 13, 2021,

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

## 1. Vacation Time for New Employee

Secretary McCracken explained to the Board that the Authority recently hired a new Distribution Engineer, Mark Jarmuz. Mr. Jarmuz came from a consultant with many years' experience, and we are lucky to have him. However, Mr. Jarmuz did take a cut in pay and forfeited some vacation time to come work for the Authority. Mr. McCracken asked the Board to grant Mr. Jarmuz two-weeks' vacation time upfront and then he will accrue his vacation after that point as this is a one-time request. Chairman Schad noted that Mr. McCracken has done a great job in getting good engineers to work for the Authority. He believes this is a good step to keep good people.

**B) LEGAL**

No Report

**C) FISCAL**

## 1. Lawley Services Agreement

Karen Prendergast informed the Board, as previously stated in the Staff Report, dated April 7, 2021, the Executive Staff is recommending a new professional services agreement with Lawley Services for a term of three-years with two, one-year extensions. Lawley has agreed to the same terms, conditions, and fees as the current agreement, due to expire on June 30, 2021. The Office of the Secretary has prepared a resolution authorizing the execution of the new Professional Service Agreement with Lawley and authorizing the CFO to sign all insurance documents to bind coverage for the Authority. Commissioner LaGree stated for the record she believes the Authority should be issuing Request for Proposals for the services that Lawley is providing the Authority. She does not support a three-year project at this time. Ms. Murphy then expressed her reasons why she is in favor of entering to a professional services agreement with Lawley at this time.

## 2. April 2021 Investment Report

Karen Prendergast distributed the April 2021 Investment Report along with a brief explanation of the report.

## 3. Monthly Financial Report – April 2021

Joyce Tomaka distributed the April 2021 Monthly Financial report which includes operating revenue, investment income, operating expense and net income, and briefly reviewed the data.

**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 FROM BUFFALO BRICK & MORTAR, LLC REGARDING DELINQUENT WATER BILLS - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-2 FOIL FROM SMARTPROCURE REGARDING PO/VENDOR INFORMATION - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-3 NOC – JR ENTERPRISES V ECWA - RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-4 TODD MEYERS RETIREMENT LETTER - RECEIVE AND FILE AND REFER 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

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

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

Motion by Ms. LaGree and seconded by Ms. Iannello and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 2 - FINAL ACCEPTANCE OF PROJECT WITH NEW FRONTIER EXCAVATING & PAVING, INC. FOR CONTRACT NO. NC-039, WATER SYSTEM IMPROVEMENTS IN THE TOWNS OF AMHERST AND CHEEKTOWAGA, NEW YORK, PROJECT NO. 201900073, CONTRACT NO. 20-14-04 - \$129,./521.80**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 3 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH LAWLEY SERVICES, INC. FOR RISK MANAGEMENT AND INSURANCE BROKERAGE SERVICES, PROJECT NO. 202100135**

Motion by Ms. Iannello and seconded by Mr. Schad and carried

**DISCUSSION**

None

**VOTE**

Ayes: Two; Commrs. Schad and Iannello

Noes: One; Commissioner LaGree

**ITEM 4 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH AP PROFESSIONALS OF WNY, LLC FOR PROFESSIONAL EMPLOYMENT SERVICES, PROJECT NO. 202100115**

Motion by Ms. Iannello and seconded by Ms. LaGree and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 5 - AUTHORIZATION TO ENTER INTO A MAIN EXTENSION AGREEMENT (BUILDER-CONTRACTOR-DEVELOPER) WITH CIMATO BROS. CONSTRUCTION, INC. FOR THE CONSTRUCTION AND INSTALLATION OF APPROXIMATELY 1,135 LINEAR FEET OF EIGHT (8") INCH PVC WATERMAIN, 80 LINEAR FEET OF EIGHT (8") INCH DIP WATERMAIN, THREE (3) HYDRANTS, FOUR (4) LINE VALVES AND APPURTENANCES IN NORTHWOODS SUBDIVISION PHASE 4B, TOWN OF CLARENCE, NEW YORK, PROJECT NO. 202100062, EC NO. 7173**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 6 - AWARD OF CONTRACT TO METRO CONTRACTING & ENVIRONMENT, INC. FOR ASBESTOS CEMENT PIPE (ACP) AND ASBESTOS CONTAINING MATERIALS (ACM) ABATEMENT, REMOVAL, AND DISPOSAL, JUNE 1, 2021 THROUGH MAY 31, 2023, PROJECT NO. 202100013 - \$68,200.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 7 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR ON-CALL REPAIR SERVICES FOR WATERMAINS AND RELATED FACILITIES, SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2023, PROJECT NO. 202100064**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 8 - AUTHORIZATION TO GRANT LEAK ALLOWANCE REQUESTS - \$5,897.07**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 9 - AUTHORIZATION FOR ADDITIONAL VACATION TIME FOR NEW DISTRIBUTION ENGINEER**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**IX. AJOURNMENT**

Motion by Ms. Iannello seconded by Ms. LaGree carried that the meeting adjourn at 10:30 a.m.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

A handwritten signature in black ink, appearing to read 'T. D. McCracken', with a long horizontal flourish extending to the right.

Terrence D. McCracken  
Secretary to the Authority

PF