

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 18th day of June 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)
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: **Patrick Quinn (via teleconference)**

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, June 4, 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, June 4, 2020.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

VI. REPORTS

A) SECRETARY

No Report

B) LEGAL

1. Amendment to Declaration of Emergency

Secretary McCracken informed the Board that a fourth amendment to the Declaration of Emergency is on the meeting. Highlights of the amendment are as follows:

- The Authority's state of emergency will remain in effect until 9/7/20 which coincides with the Governor's state of emergency
- A health and safety plan has been developed which has been mandated by the guidelines for business and governmental entities. Dan NeMoyer will be the health and safety monitor.
- A plan for screening employees and visitors has been developed
- Mandated signs and markings are being installed in all facilities
- Training for Covid for employees
- Working and assisting with Erie County Health Department relative to capturing contact tracing
- Margaret Murphy, Penny Porebski and Matt Barrett will be assisting Dan NeMoyer with duties as the health and safety monitor
- Division and department heads will submit a workforce plan for review and approval by the Secretary and the Director of Human Resources relative to employees and where they will be working going forward.

Karen Prendergast explained to the Board that pursuant to Section 10 of the Emergency Declaration, the Authority will not impose a late charge on any water bill for a period of ninety days which extends through June 21st or 22nd. She noted that she would like to extend that at least through June 30th because the billing cycles would be completed.

After discussion among the Board, it was determined that the suspension of late charges would extend through June 30, 2020.

Commissioner LaGree asked for further clarification regarding the back to work plan. Secretary McCracken reiterated that each division head will be preparing a proposed “back to work plan” for their staff in which Mr. McCracken and Mr. NeMoyer will review. He further explained that the goal is to reduce density within the buildings and anyone who is productive working from home will remain working from home. A plan will then be set forth for those employees who are not working from home or do not have the ability to do so.

C) FISCAL

1. May 2020 Investment Report

Karen Prendergast distributed the May 2020 Investment Report along with a brief explanation of the report. Ms. Prendergast noted that there is very little change from the April report.

2. Monthly Financial Report – May 2020

Karen Prendergast distributed the May 2020 Monthly Financial report which includes operating revenue, investment income, operating expense and net income.

3. Insurance Update

Patrick Quinn from Lawley updated the Commissioners on the insurance premiums. He noted that the property and workers comp premiums have increased. He proceeded to give his recommendations on the other coverages. Karen Prendergast will bind coverage before July 1st.

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

VII. 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 CHRIS JONES OF LEDGE CREEK DEVELOPMENT RE ECWA RESTORATION BID INFORMATION

VIII. 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.

IX. UNFINISHED BUSINESS

X. 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 - FINAL ACCEPTANCE OF PROJECT WITH NEW FRONTIER EXCAVATING AND PAVING, INC. FOR CONTRACT NO. CPL-004, WATER SYSTEM IMPROVEMENTS, TOWN OF CLARENCE, NEW YORK PROJECT NO. 201800079, CONTRACT NO. 19-04-04 - \$20,024.42

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 ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH ARCADIS OF NEW YORK, INC. TO PROVIDE CONSULTING ENGINEERING SERVICES FOR BALL PUMP STATION PHASE 1 REHABILITATION, IDENTIFIED AS CONTRACT NO. MP-086, PROJECT NO. 202000177

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 ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH LABELLA ASSOCIATES TO PROVIDE CONSULTING ENGINEERING SERVICES FOR CASTLE HILL PUMP STATION REPLACEMENT, IDENTIFIED AS CONTRACT NO. LA-002-086, PROJECT NO. 202000178

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 5 - AUTHORIZATION TO RETAIN HARRIS BEACH PLLC TO PROVIDE LEGAL COUNSEL ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY

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 SOLICIT REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES, VAN DE WATER TREATMENT PLANT AND RAW WATER PUMP STATION HVAC UPGRADES, PROJECT NO. 202000034

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 - AWARD OF CONTRACT TO NIAGARA COATINGS SERVICES, INC. FOR INDUSTRIAL BLASTING, PAINTING AND ASSOCIATED MAINTENANCE CONTRACT FROM APRIL 1, 2020 TO MARCH 31, 2021, PROJECT NO. 202000005 - \$190,206.00

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 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR THE FURNISHING AND DELIVERING OF CHECK VALVES AND BUTTERFLY VALVES FOR ERIE COUNTY WATER AUTHORITY PUMP STATIONS, PROJECT NO. 202000153

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 AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL 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 10 - SALARY INCREMENTS - JULY 1, 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 - APPROVAL TO AMEND THE ERIE COUNTY WATER AUTHORITY'S DECLARATION OF EMERGENCY

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

XI. ADJOURNMENT

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad and Carney

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