

**MINUTES** of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 2<sup>nd</sup> day of July 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)**  
**Richard J. Deren, Network Specialist**

**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, June 18, 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 18, 2020.

#### **DISCUSSION**

None

#### **VOTE**

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

### **VI. REPORTS**

#### **A) SECRETARY**

No Report

#### **B) LEGAL**

No Report

#### **C) FISCAL**

##### **1. Proposed 2021 Budget Timetable**

Karen Prendergast distributed a proposed timetable for the 2021 budget. She noted that on August 10<sup>th</sup> all the department and division heads will receive their budget packets which entails historical information on spending and instructions on how to project what their needs are for both operating & maintenance and capital for 2021. Budget hearings are tentatively scheduled for September 23<sup>rd</sup> and September 24<sup>th</sup> which are public and live streamed. Ms. Prendergast informed the Board that the budget must be submitted through PARIS by October 31<sup>st</sup>. The Board discussed their calendars and adjusted the Board meeting schedule.

#### **D) OPERATIONS**

##### **1. RFP – Geographic Information Systems**

Russell Stoll reported to the Board that Request for Proposals were issued for Geographic Information Systems as technical support, consulting services. RFPs were issued to five consultants: Bergmann Associates, Fisher Associates, Ecology and Environment, Inc., LaBella Associates and Wendel Companies. Three other firms Next Generation Spatial Solutions Inc., Geocove, Inc., and geographIT obtained the RFP through our website. In the end, four firms (Bergman Associates, Fisher Associates, LaBella Associates, and GeoCove) chose to submit proposals for this project. After review, it was determined that

the staff would like to negotiate a Professional Services Agreement with LaBella. The Board was in agreement with retaining LaBella.

**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 EMAIL FROM TOM AND JENNIFER HENDRICK RE RICK SEIFER, METER SERVICE WORKER - RECEIVED AND FILED AND REFERRED TO SECRETARY**

Chairman Schad remarked it is nice to see a customer write a letter informing us about the good service received by one of our employees which is our strength around this operation. Secretary McCracken confirmed that Mr. Seifer did receive a letter of accommodation.

**C-2 FOIL REQUEST FROM LILY KEANE RE SHUT OFFS - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOU UP**

**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 - AUTHORIZATION TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE VILLAGE OF LANCASTER AND 4<sup>TH</sup> GENERATION CONSTRUCTION, INC. IN CONNECTION WITH THE PUBLIC ROAD CONSTRUCTION PROJECT ON WEST MAIN STREET IN THE VILLAGE OF LANCASTER, NEW YORK, PROJECT NO. 202000179**

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 - AWARD OF CONTRACT TO TI-SALES, INC. FOR THE FURNISHING AND DELIVERING OF DISTRIBUTION SYSTEM PRESSURE MONITORING SYSTEMS, PROJECT NO. 202000010 - \$31,995.80**

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 - AWARD OF CONTRACT TO GEITER DONE OF WNY, INC. FOR  
EXCAVATED MATERIAL REMOVAL AND DISPOSAL APRIL 1, 2020  
THROUGH MARCH 31, 2022, PROJECT NO. 202000018 - \$596,300.00**

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

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

**ITEM 5 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR THE FURNISHING  
AND DELIVERING OF LABORATORY AUTOMATIC STEAM  
STERILIZERS, PROJECT NO. 202000170**

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 THE FURNISHING  
AND INSTALLING OF PUMP STATION ROOF AND SIDING  
REPLACEMENTS, PROJECT NO. 202000165**

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

**DISCUSSION**

Vice Chairman Carney questioned who conducted the inspection and determined what needed replacing. Mr. Kowalski remarked that Clayton Johnson, Production Engineer and Scott Klubek, Pump Mechanic Crew Chief conducted the inspection.

**VOTE**

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

**ITEM 7 - APPROVAL OF AMENDMENT NO. 1 OF WENDEL WD ARCHITECTURE, ENGINEERING, SURVEYING AND LANDSCAPE ARCHITECTURE, P.C. FOR 36" TRANSMISSION MAIN REPLACEMENT PROJECT IN THE TOWN OF AMHERST, NEW YORK, IDENTIFIED AS CONTRACT NO. W-027, PROJECT NO. 201700093 - \$42,500.00**

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

**DISCUSSION**

Executive Engineer Kowalski explained that this is a design project that is currently under construction and is addressing some addition work that was required to be completed.

**VOTE**

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

**XI. ADJOURNMENT**

Motion by Mr. Carney seconded by Ms. LaGree 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