

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 10th day of September 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, August 27, 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, August 27, 2020.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

IV. REPORTS

A) SECRETARY

Secretary McCracken reminded the Commissioners of the upcoming budget hearings originally scheduled all day on September 23, 2020 and after the Board meeting on September 24, 2020. Mr. McCracken noted that Ms. Prendergast feels the budget hearings can be completed in one day on 9/23. It was decided that the hearings will start at 9:00 a.m. The location of the hearings is not definite at this time. A slight discussion was then held relative to who is needed at the hearings.

Mr. McCracken also informed the Commissioners that there is a resolution on the agenda relative to a leave of absence for John Catanzaro. He noted that this is strictly for “housekeeping” purposes only.

B) LEGAL

No Report

C) FISCAL

1. Amended Annual Investment Guidelines

Karen Prendergast reported to the Board that Susan Rinaldo, Cash Manager has recommended that the Authority improve its money market rates offered by Evans Bank by allowing them to collateralize the Authority’s deposits with an irrevocable letter of credit from the Federal Home Loan Bank (FHLB), in which the Erie County Water Authority would be named beneficiary. Recommendation to expand or allowable collateral in our investment guidelines. Ms. Prendergast added that there is a resolution on today’s meeting to amend the current guidelines to include the addition of a letter of credit.

D) OPERATIONS

1. HVAC Reject and Re-Advertise

On Tuesday, June 23, 2020, the Authority received six bids for the AC preventative maintenance contract. During the bid review process, the Engineering Department noticed that there was a discrepancy with one of the bid items. One of the bidders bid significantly lower than the other five bidders, and it was subsequently discovered that that bid item isn't used that often for this contract. Mr. Kowalski would like to, after a review with the legal department, reject these bids and to level the playing field for all bidders, that one bid item will be removed. Engineering will re-advertise and re-bid.

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 E-MAIL FROM TIM WESTLEY OF ROSINA FOODS REGARDING METER SERVICE WORKERS STEVE BARTUS AND GEORGE HILLOCK, JR. WALSH - RECEIVED AND FILED AND REFERRED TO SECRETARY FOR FOLLOW UP

Chairman Schad remarked that it is good to see customers writing a letter stating they're thankful for the good service the Authority provides. Secretary McCracken added that he took the liberty of sending a note to both employees letting them know that we realize

they work hard every day, however, it's rare that people take the time to commend us. Therefore, on behalf of the board, we appreciate their service.

C-2 NOC – CHERIE HYLAND- RECEIVED AND FILED AND REFERRED TO LEGAL FOR FOLLOW UP

C-3 NOC – TONY’S BAYVIEW, LLC- RECEIVED AND FILED AND REFERRED TO LEGAL FOR FOLLOW UP

C-4 NOC – SUSAN HESS- RECEIVED AND FILED AND REFERRED TO LEGAL FOR FOLLOW UP

C-5 NOC – MARK BENDER- RECEIVED AND FILED AND REFERRED TO LEGAL 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 Ms. LaGree and carried

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 2 - AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. AND THE ERIE COUNTY CHAPTER NYSARC, INC. D/B/A THE ARC ERIE COUNTY NEW YORK FOR GENERAL CLEANING SERVICES FOR THE ERIE COUNTY WATER AUTHORITY SERVICE CENTER, 3030 UNION ROAD, CHEEKTOWAGA, NEW YORK FROM SEPTEMBER 1, 2020 TO AUGUST 31, 2021, PROJECT NO. 202000211

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

DISCUSSION

On the question, Commissioner LaGree questioned what was done for the month of August since the current contract expired July 31st and the new contract commences on September 1st. Lavonya Lester informed the Board that a purchase order was created for the month of August.

VOTE

Ayes: Three; Commrs. Schad, Carney and LaGree

Noes: None

ITEM 3 - AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH LINEAGE AND A POSTAGE METER RENTAL AGREEMENT WITH QUADIENT FOR THE PURCHASING OF A MAIL MACHINE

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 REJECT BIDS AND READVERTISE FOR HEATING, VENTILATING AND AIR CONDITIONING SERVICE AND PREVENTIVE MAINTENANCE WORK, PROJECT NO. 202000098

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 EXTEND THE CONTRACT WITH JCI JONES CHEMICALS, INC. FOR THE FURNISHING AND DELIVERING OF CAUSTIC SODA (50% SOLUTION OF SODIUM HYDROXIDE) MEMBRANE GRADE TO THE ERIE COUNTY WATER AUTHORITY FOR USE IN THE TREATMENT OF WATER FOR TWO YEARS FROM NOVEMBER 1, 2018 THROUGH OCTOBER 31, 2020, PROJECT NO. 201800140, IDENTIFIED AS CONTRACT NO. 18-22-10

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 AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL INVESTMENT GUIDELINES

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 ONE-YEAR LEAVE OF ABSENCE FOR JOHN CATANZARO

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

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

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