

**MINUTES of the MEETING of the ERIE COUNTY WATER AUTHORITY held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 22nd day of August, 2013.**

**PRESENT:** Francis G. Warthling, Chairman  
Earl L. Jann, Jr., Vice Chairman  
Robert A. Mendez, Executive Director  
Matthew J. Baudo, Secretary to the Authority/Personnel Director  
Robert J. Lichtenthal, Jr., Deputy Director  
Wesley C. Dust, Executive Engineer  
Edward A. Betz, Associate Attorney  
Ronald P. Bennett, Associate Attorney  
Daniel J. NeMoyer, Director of Human Resources  
Paul Riester, Director of Administration  
Karen A. Prendergast, Comptroller  
Steven V. D'Amico, Budget and Financial Analyst  
Jack Hanley, Manager of Data Processing

**ATTENDEES:** Brian Gould

**CALL TO ORDER**

**PLEDGE TO THE FLAG**

**I. - ROLL CALL**

**II. - READING OF MINUTES**

Motion by Mr. Jann seconded by Mr. Warthling and carried to waive the reading of the Minutes of the Meeting held on Thursday, August 8, 2013.

**III. - APPROVAL OF MINUTES**

Motion by Mr. Jann seconded by Mr. Warthling and carried to approve the Minutes of the Meeting held on Thursday, August 8, 2013.

**IV. - REPORTS (See "Report" Minutes for Details)**

- A) SECRETARY/PERSONNEL**
- B) LEGAL**
- C) FISCAL**
- D) OPERATIONS**
- E) HUMAN RESOURCES**

- F) AUDIT COMMITTEE**
- G) GOVERNANCE COMMITTEE**

## **V. - COMMUNICATIONS AND BILLS**

### **ITEM 1 - MASTER PURCHASE ORDER RELEASES:**

Motion by Mr. Jann seconded by Mr. Warthling and carried to approve for payment of Master Purchase Order Nos. as listed on the attached pages 1-13 after certification by the Comptroller that the orders are in accordance with the quotations and that the Director of Administration be authorized to execute the above and all associated documents after certifying that they are in conformity with applicable laws and the Authority's By-Laws and Purchasing Guidelines, Policies and Procedures.

## **VI. - UNFINISHED BUSINESS (NONE)**

## **VII. - NEW BUSINESS (RESOLUTIONS 2-13)**

### **ITEM 2 - FINAL ACCEPTANCE OF PROJECT WITH RUSSO DEVELOPMENT, INC. FOR SMALL SERVICES CONTRACT, AREA NO. 2, FEBRUARY 1, 2011 THROUGH JANUARY 31, 2013, PROJECT NO. 201100002, CONTRACT NO. 11-01-02 - \$19,185.09**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS**, Heretofore and on the 27<sup>th</sup> day of January, 2011, the Erie County Water Authority ("Authority") entered into a contract with Russo Development, Inc. for small services contract, Area no. 2, February 1, 2011 through January 31, 2013, identified as Contract No. 11-01-02; and

**WHEREAS**, Russo Development, Inc. has submitted a final invoice in the amount of \$19,185.09; and

**WHEREAS**, Wesley C. Dust, P.E., Executive Engineer recommends acceptance of said project;

**NOW, THEREFORE, BE IT RESOLVED:**

That the above project is hereby accepted by the Authority as of the date hereof.

Ayes: Two; Commrs. Warthling and Jann

Noes: None

**ITEM 3 - AUTHORIZATION TO TABLE THE AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS FOR GIS TECHNICAL SUPPORT CONSULTING SERVICES, PROJECT NO. 201300163**

Motion by Mr. Jann seconded by Mr. Warthling and carried to table the authorization to solicit Request for Proposals for GIS Technical Support Consulting Services.

Ayes: Two; Commrs. Warthling and Jann

Noes: None

**ITEM 4 - AUTHORIZATION TO JOIN THE CURRENT CONTRACT BETWEEN HARBRIDGE CONSULTING, LLC AND LABOR MANAGEMENT HEALTHCARE FUND FOR ACTUARIAL SERVICES FOR VALUATION OF OTHER POST EMPLOYMENT BENEFITS**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS**, Government Accounting Standards Board Statement No. 45 Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions requires periodic actuarial valuations of other post-employment benefits; and

**WHEREAS**, The Erie County Water Authority's (Authority) contract with Harbridge Consulting, LLC was completed with the January 1, 2013 valuation; and

**WHEREAS**, Labor Management Healthcare Fund has been paying the Authority's actuarial fees and has agreed to an addendum to their current contract with Harbridge Consulting to include the Authority's valuation for 2014 and 2015; and

**WHEREAS**, Karen A. Prendergast, Comptroller and Robert J. Lichtenthal, Jr., Deputy Director recommend the Authority's participation in the existing contract;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Authority join the existing contract between Harbridge Consulting, LLC and Labor Management Healthcare Fund for the required valuations in 2014 and 2015 at no cost to

the Authority and that the Authority continue to be included on future contracts for actuarial services for other post-employment benefits entered into by Labor Management Healthcare Fund for the benefit of its members.

**RESOLVED:** That the Chairman or in his absence, the Vice Chairman, is hereby authorized to execute said addendum on behalf of the Authority; and be it further

**RESOLVED:** That the Secretary or in his absence, the Assistant Secretary is hereby authorized to forward an executed copy of said addendum together with a certified copy of this resolution to Labor Management Healthcare Fund.

Ayes: Two; Commrs. Warthling and Jann  
Noes: None

**ITEM 5 - AUTHORIZATION TO ENTER INTO AN AMENDED MEMORANDUM OF UNDERSTANDING WITH THE VILLAGE OF WILLIAMSVILLE**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS,** Heretofore and on the 26<sup>th</sup> day of March, 2013 the Erie County Water Authority (Authority) entered into a Memorandum of Understanding (MOU) with the Village of Williamsville ("Village"); and

**WHEREAS,** To further the efficient implementation of this MOU, the parties agree to amend the MOU in regards to the purchase and installation of water meters; and

**WHEREAS,** The Village has submitted an Amended MOU in regards to the purchase and installation of water meters; and

**WHEREAS,** Edward J. Betz, Associate Counsel and Wesley C. Dust, Executive Engineer have reviewed the Amended MOU and recommend execution of same;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Chairman be and he hereby is authorized to execute said Amended MOU with the Village; and be it further

**RESOLVED:** That the Secretary be and he hereby is authorized to forward an executed copy of said Amended MOU together with a certified copy of this resolution to the Village.

Ayes: Two; Commrs. Warthling and Jann

Noes: None

**ITEM 6 - AWARD OF CONTRACT TO QUACKENBUSH CO, INC. FOR CHLORINE SCALES REMOVAL AND REPLACEMENT AT STURGEON POINT WATER TREATMENT PLANT, PROJECT NO. 201300011 - \$84,500.00**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS,** The Erie County Water Authority (Authority) heretofore advertised in the Dodge Reports and Front Page on the 12<sup>th</sup> day of June, 2013, and in Business First on the 14<sup>th</sup> day of June 2013, a notice inviting sealed bids or proposals in accordance with Section 1069 of the Public Authorities Law for chlorine scales removal and replacement at Sturgeon Point Water Treatment Plant; and

**WHEREAS,** Sealed bids or proposals were opened in the office of the Authority on the 2<sup>nd</sup> day of July, 2013, at 11:15 a.m., local time, and were as follows:

<b>BIDDERS</b>	<b>AMOUNT</b>
Quackenbush Co., Inc.	\$ 84,500.00
Hohl Industrial Services, Inc.	89,950.00
John W. Danforth Company	112,800.00
H&K Services, Inc.	116,800.00; and

**WHEREAS,** The bid bonds have all been approved by Anthony Alessi, Claims Representative/Risk Manager; and

**WHEREAS,** Inasmuch as said contract is under the limit of \$100,000 and complies with the Authority's Affirmative Action Policy, Robert Brown, Director of Equal Employment Opportunity, recommends that Quackenbush Co., Inc. proceed with their contract; and

**WHEREAS,** Wesley C. Dust, P.E., Executive Engineer and Robert A. Niederpruem, Sr. Production Engineer have reviewed the specifications and bids and determined that Quackenbush Co., Inc. is the lowest bidder qualified to perform the project and have recommended that a contract be awarded to that firm for the abovementioned project;

**NOW, THEREFORE, BE IT RESOLVED:**

That it is hereby determined that Quackenbush Co., Inc. is the lowest responsible bidder for the abovementioned project, and that the Chairman is hereby authorized and directed to execute a contract with said contractor for the chlorine scales removal and replacement at Sturgeon Point Water Treatment Plant in the total amount of \$84,500.00; and be it further

**RESOLVED:** Pursuant to New York State Finance Law §§139-j and 139-k and the Authority's Purchasing Guidelines, Policies and Procedures with the award and execution by the Authority of this contract, the Restricted Period will cease; and be it further

**RESOLVED:** That the Secretary is hereby authorized to return to the unsuccessful bidders their deposit submitted with their bid to the Authority for the abovementioned project; and be it further

**RESOLVED:** That the Director of Administration is hereby authorized and directed to create a Master Purchase Order for the abovementioned contract.

Ayes: Two; Commrs. Warthling and Jann  
Noes: None

**ITEM 7 - REFUND FOR NEW SERVICE INSTALLATIONS - \$46,448.48**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS,** The Erie County Water Authority ("Authority") has installed new services identified on its records by OWIP numbers; and

**WHEREAS,** Said new services have been completed and the actual cost thereof ascertained; and

**WHEREAS,** The entire actual cost thereof is less than the estimated cost of the new services; and

**WHEREAS,** Karen A. Prendergast, Comptroller, under the date of August 22, 2013, has recommended that the following refunds as set forth on attached Schedule "A" be made;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Authority repay the difference between the estimated cost of said new services and the entire actual costs thereof to the parties and in the amounts hereinafter set forth on attached Schedule "A".

Ayes: Two; Commrs. Warthling and Jann  
Noes: None

**ITEM 8 - AUTHORIZATION TO AMEND ITEM NO. 19 OF THE MINUTES OF THE MEETING HELD ON JUNE 27, 2013 RELATIVE TO SALARY INCREMENTS - JULY 1, 2013**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS**, Heretofore and on the 27<sup>th</sup> day of June, 2013 the Erie County Water Authority ("Authority") approved the July 1, 2013 salary increments to eligible employees (list was attached to resolution); and

**WHEREAS**, Karen A. Prendergast, Comptroller advises that Bobby Lee, Water Utility Worker was inadvertently omitted from said list; and

**WHEREAS**, Matthew J. Baudo, Secretary to the Authority and Robert J. Lichtenthal, Jr., Deputy Director recommend amending Item No. 19 of the Minutes of the Meeting held on June 27, 2013 to grant Bobby Lee, Water Utility Worker a salary increment retroactive to July 1, 2013;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Authority hereby amends Item No. 19 of the Minutes of the Meeting held on June 27, 2013 to grant Bobby Lee, Water Utility Worker a salary increment retroactive to July 1, 2013.

Ayes: Two; Commrs. Warthling and Jann  
Noes: None

**ITEM 9 - AUTHORIZATION TO AMEND POLICY NO. 11.0 – CODE OF ETHICS TO THE ERIE COUNTY WATER AUTHORITY’S EMPLOYEE POLICIES/ PROCEDURES MANUAL**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS**, Heretofore and on the 18th day of May, 1995, by Resolution Item No. 25, the Erie County Water Authority ("Authority") adopted an Employee Policies/Procedures Manual (formerly known as Human Resources Policies/ Procedures Manual); and

**WHEREAS**, Heretofore and on the 27th day of December, 2005 the Authority adopted a revised Employee Policy Policies/Procedures Manual; and

**WHEREAS**, Matthew J. Baudo, Secretary to the Authority advises that it is in the best interest of the Authority to amend Policy No. 11.0 – Code of Ethics of said Manual to read as follows on attached Schedule “A”; and

**WHEREAS**, This amendment to the policy has been prepared and reviewed by Matthew J. Baudo, Secretary to the Authority; and

**WHEREAS**, Matthew J. Baudo, Secretary to the Authority recommends amending Policy No. 11.0 – Code of Ethics of the Authority's Employee Policies/Procedures Manual;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Authority amend Policy No. 11.0 – Code Of Ethics of the Authority's Employee Policies/Procedures Manual.

Ayes: Two; Commrs. Warthling and Jann

Noes: None

**ITEM 10 - AUTHORIZATION TO ADOPT POLICY NO. 93.0 – MEDIA RELATIONS PROCEDURES AND GUIDELINES TO THE ERIE COUNTY WATER AUTHORITY’S EMPLOYEE POLICIES/ PROCEDURES MANUAL**

Motion by Mr. Jann seconded by Mr. Warthling

**WHEREAS**, Heretofore and on the 18th day of May, 1995, by Resolution Item No. 25, the Erie County Water Authority ("Authority") adopted an Employee Policies/Procedures Manual (formerly known as Human Resources Policies/ Procedures Manual); and



**WHEREAS**, Heretofore and on the 27th day of December, 2005 the Authority adopted a revised Employee Policy Policies/Procedures Manual; and

**WHEREAS**, Matthew J. Baudo, Secretary to the Authority advises that it is in the best interest of the Authority to adopt Policy No. 93.0 – Media Relations Procedures and Guidelines to incorporate in said Manual to read as follows on the attached Schedule “A”; and

**WHEREAS**, The policy has been prepared and reviewed by Matthew J. Baudo, Secretary to the Authority and Edward A. Betz, Associate Attorney ; and

**WHEREAS**, Matthew J. Baudo, Secretary to the Authority and Edward A. Betz, Associate Attorney recommend adopting the above noted policy to incorporate in the Authority's Employee Policies/Procedures Manual;

**NOW, THEREFORE, BE IT RESOLVED:**

That the Authority adopt Policy No. 93.0 – Media Relations Procedures and Guidelines to incorporate in said Manual to read as follows on the attached Schedule “A”.

Ayes: Two; Commrs. Warthling and Jann

Noes: None

**ITEM 11 - PURCHASE ORDERS:**

Motion by Mr. Jann seconded by Mr. Warthling and carried to approve for payment of Purchase Order Nos. as listed on the attached pages 14-19 after certification by the Comptroller that the orders are in accordance with the quotations and that the Director of Administration be authorized to execute the above and all associated documents after certifying that they are in conformity with applicable laws and the Authority's By-Laws and Purchasing Guidelines, Policies and Procedures.

**ITEM 12 - PURCHASE ORDER AMENDMENTS:**

Motion by Mr. Jann seconded by Mr. Warthling and carried to approve for payment of Purchase Order Amendments as listed on the attached page 20 after certification by the Comptroller that the orders are in accordance with the quotations and that the Director of Administration be authorized to execute the above and all associated documents after certifying that they are in conformity with applicable laws and the Authority's By-Laws and Purchasing Guidelines, Policies and Procedures.

**ITEM 13 - SERVICE CONNECTION WORK ORDER LIST:**

Motion by Mr. Jann seconded by Mr. Warthling and carried to approve Service Connection Work Order No. 2013-31, to Nichols Long & Moore Construction Corp. for Service Area No. 1 under Contract No. 13-03-01 and to Russo Development, Inc. for Service Area No. 2 under Contract No. 13-04-01 and large services under Contract No. 13-05-01 to Kandey Company, Inc.

**VIII. - ADJOURNMENT**

Motion by Mr. Jann seconded by Mr. Warthling and carried that the meeting adjourn.

A handwritten signature in black ink, appearing to read 'Matthew J. Baudo', with a stylized flourish at the end.

**Matthew J. Baudo**  
Secretary to the Authority/Personnel Director

SLZ

SCHEDULE "A"  
Erie County Water Authority  
Refunds Due Depositors For Services Installed  
August 22, 2013

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<u>OWIP No.</u>	<u>Depositor &amp; Description</u>	<u>Deposit</u>	<u>Total Costs</u>	<u>Refund Due</u>
60737	McDonald's USA, LLC One McDonald's Plaza Oak Brook, IL 60523  Install one 4" private fire protection service at 4993 Transit Rd in the Town of Lancaster	\$ 15,900.00	\$ 7,039.72	\$ 8,860.28
60729	Rensch Group, LLC, d/b/a Staybridge Suites 295 Main St, Ste 210 Buffalo, NY 14203  Install one 6" private fire protection service at 1290 Sweet Home Rd. in the Town of Amherst	10,300.00	7,444.56	2,855.44
60730	Rensch Group, LLC, d/b/a Staybridge Suites 295 Main St, Ste 210 Buffalo, NY 14203  Install one 4" domestic service at 1290 Sweet Home Rd in the Town of Amherst	2,300.00	1,177.63	1,122.37
60747	Niagara Transformer Corp. 1747 Dale Rd Cheektowaga, NY 14225  Install one 6" private fire protection service at 1755 Dale Rd in the Town of Cheektowaga	12,500.00	8,131.96	4,368.04
60762	Waldex Holdings, LLC 3980 Sheridan Dr Williamsville, NY 14221  Install one 8" combination service at 9500 Transit Rd in the Town of Amherst	11,500.00	8,050.26	3,449.74
60767	Sovran Acquisition Limited Partnership 6467 Main St. Williamsville, NY 14221  Install one 6" private fire protection service at 300 Langner Rd in the Town of West Seneca	20,200.00	11,892.22	8,307.78
60769	199 Park Club Lane Associates, LLC 350 Essjay Rd Williamsville, NY 14221  Install one 4" domestic service at 199 Park Club Lane in the Town of Amherst	1,900.00	1,030.54	869.46

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**Erie County Water Authority**  
**Refunds Due Depositors For Services Installed**  
**August 22, 2013**

<b>OWIP No.</b>	<b>Depositor &amp; Description</b>	<b>Deposit</b>	<b>Total Costs</b>	<b>Refund Due</b>
60776	3527 Harlem Road 401 Maryvale Dr Cheektowaga, NY 14225  Install one 6" private fire protection service at 3527 Harlem Rd in the Town of Cheektowaga	42,000.00	35,462.04	6,537.96
60779	Camelot Village Apts., Inc 6455 Lake Ave Orchard Park, NY 14127  Install one 8" combination service on Meyer Rd in the Town of West Seneca	23,800.00	16,355.90	7,444.10
60780	Niagara County Produce, Inc. 8555 Transit Rd. East Amherst, NY 14051  Install one 8" private fire protection service at 8555 Transit Rd in the Town of Clarence	9,900.00	7,266.69	2,633.31
<b>Total Refunds</b>		<b>\$ 150,300.00</b>	<b>\$ 103,851.52</b>	<b>\$ 46,448.48</b>

**ERIE COUNTY WATER AUTHORITY**  
**HR Policies/Procedures**

<b>Re:</b>	<b>CODE OF ETHICS</b>	<b>Policy No.</b>	<b>11.0</b>
<b>Application: All Employees</b>		<b>Adopted:</b>	<b>06/16/05</b>
		<b>Amended:</b>	<b>05/11/06</b>
			<b>04/03/08</b>
			<b>05/21/09</b>
			<b>01/26/12</b>
			<b>08/22/13</b>

**PURPOSE**

To promote continued public confidence in the integrity of the Authority; and

To accord the members and employees of the Authority clear guidelines as to the ethical standards required of them; and

To establish and to maintain the standards and conduct expected of its members and employees.

**POLICY**

This policy is in addition to any and all other laws, restrictions, standards and provisions applicable to the conduct of the Authority's members and employees.

It applies to all full time or regular part time employees, hereafter called employees, as well as to the three members of the Authority appointed pursuant to Section 1053 of the Public Authority's Law to serve for a specific term, hereafter called members.

This policy shall be in compliance with the Public Authorities Accountability Act of 2005 Section 19.

**MEMBERS AND EMPLOYEES OF THE AUTHORITY SHALL:**

- 1) Endeavor to perform the duties of their position to the best of their ability and in a spirit of service to all persons and concerns for which the Authority was created;
- 2) Uphold the high standards of dedicated public service rendered over the years by Water Authority members and employees;

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- 3) Support and encourage fellow employees in the proper execution of their duties;
- 4) When a question of conduct or regulation occurs, seek the advice of a supervisor or Counsel of the Authority.

**NO MEMBER OR EMPLOYEE OF THE AUTHORITY SHALL:**

- 1) Receive any compensation for or have an interest, financial or otherwise, direct or indirect, or incur any obligation that is in substantial conflict with the proper discharge of their duties with the Authority;
- 2) Engage in other employment that might impair the independence of their judgment in the execution of their duties with the Authority;
- 3) Disclose confidential information acquired in the course of official duties nor use such confidential information to further their own personal financial interests;
- 4) Directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five dollars, or more, whether in the form of money, service, loan, travel, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended as a reward for any official action on their part; excepting entertainment, meals or social invitations that are customary and proper under the circumstances and are wholly in keeping with good business ethics, and do not place the recipient under obligations.
- 5) Arrange for the extension of credit, or renew an extension of credit in the form of a personal loan from the Authority.

**REGULATIONS:**

Conflicts with the Authority's interest for an employee or member shall include, but not be limited to, the following:

- 1) Performing any water service work other than that required by the employee's position when such outside water service involves customers of the Authority and is done for personal monetary gain.
- 2) Releasing any data on competitive bids or any other information that is confidential to the Authority to anyone outside the Authority's employment.

Data on contract rates and the cost experience of the Authority, as well as other confidential information, shall not be released to anyone outside the Authority except when required by the Freedom of Information Law and except where this is deemed essential and appropriate by duly designated

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management representatives and does not weaken the Authority's position in negotiating agreements with contractors and others for services and materials or otherwise affect the interest of the Authority.

- 3) Serving as an officer, director, or manager with another company or business organization directly or indirectly related to the Authority without specific authorization from the Authority.
- 4) It is considered to be in conflict with the Authority's interest for an employee, member of the Authority or any immediate family member (spouse or child),
  - a) To have a financial interest, in or a manager or director relationship with, any business organization that deals with the Authority where there is an opportunity for, or the appearance of an opportunity for, preferential treatment to be given or received by such organization except where the financial interest is limited to the insubstantial (less the 5%) ownership of the securities of widely held corporations that are quoted and sold on the open market.
  - b) To lease as a contractor or supplier any equipment to the Authority.

The foregoing is not intended as necessarily all encompassing of every situation where a conflict of interest may arise. If in doubt, inquiry is to be made to the Counsel of the Authority.

### **PROCEDURES**

1. The Authority hereby establishes the three members of the Authority to act as the Ethics Board to interpret and make recommendations in regard to any question or purported violations of this code or any statutory enacted ethics standards affecting its members, officers or employees. On an annual basis, the voting members of the Authority shall appoint a Chairperson of the Ethics Board (Ethics Officer).
2. In the event the advice of the Board is sought by a member of the Authority, that member will abstain from the decisions and recommendations made by the Board of Ethics in that particular instance.
3. The Board may appoint a three member panel to advise on any question.
4. In all matters, a member may be excused from voting in any matter where a conflict might arise.
5. At its discretion, the Ethics Board may recommend appropriate disciplinary action which may include, but is not limited to, a reprimand,

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suspension or termination of employment. Any such recommendation will only be final after any hearing required by Section 75 of the Civil Service Law or any applicable Collective Bargaining Agreement.

6. The Board may make and amend these rules, regulations and policies as it shall consider appropriate.
7. Each member and each employee in the Exempt Civil Service classification and those holding the following titles: Account Clerk, Director of Administration, Chief Business Office Manager, Sr. Distribution Engineer, Sr. Production Engineer, Distribution Engineer, Production Engineer, Lab Director, Director of Drinking Water Quality, Cash Management Manager, Director of Human Resources, Administrative Assistant, Sr. Stores Clerk, Construction Inspectors, Civil Engineer, Cashier, Coordinator of Employee Relations, Director of Employee Relations, Manager of Accounting Services, Assistant Manager of Accounting Services, Manager of Audits, Budget and Financial Analyst, Production Technician, Sr. Customer Service Representative/Cash Management and Administrative Engineer shall submit annually to the Board of Ethics,
  - a) A notarized statement listing any stock holdings, except where such holdings represent less than 5% ownership of a widely held corporation whose stock is quoted and sold on the open market, or other financial interest that he or she feels may constitute a conflict of interest;
  - b) Alternatively, a notarized statement that he or she has no outside interest or stock holdings that might create a conflict.
  - c) This disclosure statement is to be filed with the Authority's counsel annually by May 15, and is to be retained for one year by the Authority.
  - d) New employees must file within thirty days of employment.
  - e) This disclosure will also be filed with the Erie County Board of Ethics in accordance with the Public Authorities Accountability Act of 2005 Section 19.
8. This code is to be distributed to each member and employee of the Authority who shall acknowledge receipt thereof in writing.
9. This code is to be delivered to each new employee who shall acknowledge receipt thereof in writing.

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**ERIE COUNTY WATER AUTHORITY  
HR Policies/Procedures****Re: MEDIA RELATIONS PROCEDURES  
AND GUIDELINES****Policy No.: 93.0****Application: All Employees****Adopted: 08/22/13****PURPOSE**

To establish sound and progressive practices intended to protect the interests and reputation of the Authority, its employees and the Commissioners, especially during crisis situations.

**POLICY**

It is the policy of the Authority that the only authorized employee having permission to speak to the media is the Secretary to the Authority and may act as spokesperson when explicitly directed to do so by a Commissioner. In all other instances, a representative from the Authority's public relations agency will act as spokesperson.

The Authority maintains a central information center and a person responsible for the maintenance, coordination and release of public information. The Secretary to the Authority is the designated Records Management Officer (RMO) and Freedom of Information Law Officer (FOIL), and, therefore to ensure information released to the news media is accurate and distributed in a timely manner, the Secretary is responsible for coordinating responses to media inquiries in conjunction with the Commissioners.

The Commissioners may direct another employee to act in the absence of the Secretary. All news releases must be approved by the Board of Commissioners.

Each commissioner has the prerogative of his/her choice if he/she wants to speak to the media. These communications should be shared with the Authority Secretary in order to log media inquiries.

No member of the news media is to be allowed entrance to the Authority's offices without first contacting the Secretary to the Authority or the Authority's public relations agency. This does not pertain to bi-monthly meetings of the Commissioners which are open to the media and the public.

Requests for interviews by members of the news media will be managed by officials from the Authority's public relations agency in conjunction with the Authority Secretary. Press releases, statements and other communications to the media from the Authority will

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be developed and distributed by the agency. Prior to distribution, these materials must be approved by the Secretary to the Authority and/or Authority Commissioners.

Finally, reporters and other members of the media are expected to conduct themselves in a professional manner. Any actions that are determined to be otherwise will result in the media representative being asked to leave the premises.

#### **PROCEDURE**

1. All phone calls, emails or any other communications made to the Authority by officials from the news media should be referred to the Authority Secretary.
2. The Authority Secretary in turn will contact the Authority's public relations counsel.
3. The Secretary to the Authority along with Public Relations Agency will determine when it is necessary to contact the Board of Commissioners, to determine and coordinate the most appropriate response after assessing each request.
4. All requests for interviews and information will be handled on a timely basis.

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Erie County Water Authority  
Purchasing System Board Approval Report  
August 22, 2013 List No: 2013-34

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## Section: 1 Master P/O Releases

Item No.	Master P/O Number	Rel No.	Description and Vendor	Date	Amount
1.1	0335-15	404	TOWEL, UNIFORM SERVICE ECWA VDW 08/12/2013 COYNE TEXTILE SERVICE Effective 4/01/2012 Thru 3/31/2015 Master P/O Amt Total Releases Open Amount 75,000.00 27,249.31 47,750.69	8/21/2013 ERIE COUNTY CONTRACT	82.72
1.2	0335-15	405	TOWEL, UNIFORM SERVICE 08-15-2013 ECWA COYNE TEXTILE SERVICE Effective 4/01/2012 Thru 3/31/2015 Master P/O Amt Total Releases Open Amount 75,000.00 27,268.35 47,731.65	8/21/2013 ERIE COUNTY CONTRACT	19.04
1.3	0335-15	406	UNIFORM SERVICE 08/15/13 STURGEON POINT COYNE TEXTILE SERVICE Effective 4/01/2012 Thru 3/31/2015 Master P/O Amt Total Releases Open Amount 75,000.00 27,356.24 47,643.76	8/21/2013 ERIE COUNTY CONTRACT	87.89
1.4	0609-EE4	40	CONT-EE-004 SERVICES ENDING 7/27/2013 ENG DEPT - GEOGRAPHIC INFORMATION SYSTEM CONSULTANT ECOLOGY AND ENVIRONMENT INC Effective 2/10/2010 Thru 3/31/2014 Master P/O Amt Total Releases Open Amount 600,000.00 383,706.87 216,293.13	8/21/2013	8,268.00
1.5	1101-13	1	SUPPLEMENTAL WATERMAIN MATERIALS ECWA K & S CONTRACTORS SUPPLY INC Effective 7/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 100,000.00 23,171.25 76,828.75	8/21/2013	23,171.25
1.6	1214-12	73	WATER MAIN MATERIALS CONT. ECWA LOCK CITY SUPPLY INC Effective 1/01/2012 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 393,704.61 339,348.04 54,356.57	8/21/2013	20,881.56

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## Section: 1 Master P/O Releases

Item No.	Master P/O Number	Rel No.	Description and Vendor	Date	Amount
1.7	1304-MP76	45	CONT-MP76,ENG SERVICE THROUGH 8/11/13 VAN DE WATER TREATMENT PLANT MALCOLM PIRNIE INC (ARCADIS US,INC) Effective 10/14/2010 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,719,500.00 1,470,092.67 249,407.33	8/21/2013 CONSULTANT	5,114.80
1.8	1401-13	184	6386-851-02 GRIFFIN MILLS PUMP JULY 2013 ECWA NATIONAL FUEL GAS CORP Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 150,000.00 55,863.62 94,136.38	8/21/2013 NEW YORK STATE CONTRACT	19.41
1.9	1401-13	185	5799-499-04 HARRIS HILL PUMP JULY 2013 ECWA NATIONAL FUEL GAS CORP Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 150,000.00 55,881.82 94,118.18	8/21/2013 NEW YORK STATE CONTRACT	18.20
1.10	1401-13	186	6122-095-07 EMERY TANK JULY 2013 ECWA NATIONAL FUEL GAS CORP Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 150,000.00 55,888.03 94,111.97	8/21/2013 NEW YORK STATE CONTRACT	6.21
1.11	1401-13	187	6421-316-01 GARTMAN RD STN JULY 2013 ECWA NATIONAL FUEL GAS CORP Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 150,000.00 55,907.54 94,092.46	8/21/2013 NEW YORK STATE CONTRACT	19.51
1.12	1405-13	14	SWAN RAMP PARKING - 2013 3279 GROUP INC ECWA 3279 GROUP INC Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 7,000.00 3,395.50 3,604.50	8/21/2013	315.00

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1.13	1407-13	234	1001-0312-709 RICE HILL TANK JULY 2013 ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 150,457.65 349,542.35	8/21/2013	69.85
1.14	1407-13	235	1001-8504-711 TREVETT RD TANK JULY 2013 ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 150,503.22 349,496.78	8/21/2013	45.57
1.15	1407-13	236	1001-0210-770 CLARENCE PUMP STN. JULY ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 152,685.04 347,314.96	8/21/2013	2,181.82
1.16	1407-13	237	1001-0311-719 EMERY TANK JULY 2013 ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 152,908.98 347,091.02	8/21/2013	223.94
1.17	1407-13	238	1002-5429-944 GRIFFIN MILLS PUMP STN JUL ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 153,213.01 346,786.99	8/21/2013	304.03
1.18	1407-13	239	1001-0311-701 CENTER ST. PUMP STN JULY ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 153,742.04 346,257.96	8/21/2013	529.03

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1.19	1407-13	240	1001-0312-352 BOSTON PUMP STATION JULY ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 154,132.47 345,867.53	8/21/2013	390.43
1.20	1407-13	241	1001-3189-195 ELLIS RD VALVE PIT JULY ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 154,165.82 345,834.18	8/21/2013	33.35
1.21	1407-13	242	1001-3186-431 PLEASANTVIEW TANK JULY ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 154,204.99 345,795.01	8/21/2013	39.17
1.22	1407-13	243	1001-3258-529 OP WD#17 COLE TANK JULY ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 154,240.56 345,759.44	8/21/2013	35.57
1.23	1407-13	244	1001-3258-206 OP WD#17 BENNING TANK JULY ECWA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 500,000.00 154,260.35 345,739.65	8/21/2013	19.79
1.24	1411-13	129	716-N73-2152 STP SWCHYD N/G CIRCUIT AUG. ECWA VERIZON (P O BOX 1100) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 126,000.00 28,474.15 97,525.85	8/21/2013	14.73

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1.25	1411-13	130	716-N73-1942 PT TO PT T1 DATA CIRC AUG. ECWA VERIZON (P O BOX 1100) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt    Total Releases    Open Amount 126,000.00      31,571.41      94,428.59	8/21/2013	3,097.26
1.26	1411-13	131	716-826-6230 W/Q LAB AUGUST 2013 ECWA VERIZON (P O BOX 1100) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt    Total Releases    Open Amount 126,000.00      31,734.35      94,265.65	8/21/2013	162.94
1.27	1411-13	132	716-684-8461 CONTROL AUGUST 2013 ECWA VERIZON (P O BOX 1100) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt    Total Releases    Open Amount 126,000.00      31,757.81      94,242.19	8/21/2013	23.46
1.28	1411-13	133	716-684-1512 TRUNKLINE TO S/C AUG.2013 ECWA VERIZON (P O BOX 1100) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt    Total Releases    Open Amount 126,000.00      31,957.82      94,042.18	8/21/2013	200.01
1.29	1411-13	134	716-681-0760 BROADWAY PUMP STN AUG. 2013 ECWA VERIZON (P O BOX 1100) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt    Total Releases    Open Amount 126,000.00      31,982.88      94,017.12	8/21/2013	25.06
1.30	1415-13	167	03449-08103 HAMBURG PUMP STAT JULY 2013 ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt    Total Releases    Open Amount 1,800,000.00      607,558.97      1,192,441.03	8/21/2013	1,770.21

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1.31	1415-13	168	73875-45125 VETERAN'S PARK PUMP JULY ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,800,000.00 608,598.71 1,191,401.29	8/21/2013	1,039.74
1.32	1415-13	169	02863-38109 PINE HILL PUMP STN JULY 2013 ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,800,000.00 612,118.62 1,187,881.38	8/21/2013	3,519.91
1.33	1415-13	171	40620-66008 NEWSTEAD TANK JULY 2013 ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,800,000.00 613,516.64 1,186,483.36	8/21/2013	32.92
1.34	1415-13	173	26221-13019 KULP RD TANK JULY 2013 ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,800,000.00 615,778.49 1,184,221.51	8/21/2013	76.39
1.35	1415-13	174	09930-16005 EDEN WD #1 VIOLET PKWY JULY ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,800,000.00 615,838.64 1,184,161.36	8/21/2013	60.15
1.36	1415-13	177	06486-98104 EDEN SITE #3 SCHREIBER JULY ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,800,000.00 616,639.59 1,183,360.41	8/21/2013	204.11

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1.37	1415-13	179	54686-94103 EDEN SITE #4 STANDPIPE JULY ECWA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 1,800,000.00 617,567.08 1,182,432.92	8/21/2013	23.26
1.38	1787-13	7	SUNOCO JULY 2013 STURGEON POINT/VAN DE WATER GAS SUNOCO (DES MOINES IA) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 35,000.00 9,062.19 25,937.81	8/21/2013	1,558.61
1.39	200760	21	DI WATER SYSTEM VDW SIEMENS WATER TECHNOLOGIES (E SYRACUSE) Effective 10/01/2012 Thru 9/30/2013 Master P/O Amt Total Releases Open Amount 17,500.00 9,619.90 7,880.10	8/21/2013	311.10
1.40	200768	15	CERTIFICATION HALOGEN VALVE CR101-32 VAN DE WATER KOESTER ASSOCIATES INC Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 7,500.00 4,654.44 2,845.56	8/21/2013	182.69
1.41	200769	24	VARIOUS SIGNS AND BARRICADES ROAD WORK LOCATIONS COMET FLASHER INC Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 76,800.00 62,160.05 14,639.95	8/21/2013	1,987.75
1.42	200770	9	LAW PUBLICATION & ONLINE ACCESS LEGAL DEPT LEXISNEXIS Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 6,000.00 3,116.00 2,884.00	8/21/2013	350.00

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1.43	200775	41	DOOR MAT SERVICES 2013 SER.CEN., ST.PT., VAD DE WAT., WATER LAB COYNE TEXTILE SERVICE Effective 1/01/2013 Thru 12/31/2013	8/21/2013	34.98
			Master P/O Amt    Total Releases    Open Amount		
			5,000.00            1,624.29            3,375.71		
1.44	200775	42	DOOR MAT SERVICES 2013 SER.CEN., ST.PT., VAD DEWAT., WATER LAB COYNE TEXTILE SERVICE Effective 1/01/2013 Thru 12/31/2013	8/15/2013 8/21/2013	16.83
			Master P/O Amt    Total Releases    Open Amount		
			5,000.00            1,641.12            3,358.88		
1.45	200779	6	EST #6 & P 06/01/13 THRU 07/01/13 ECWA SERVICES AREA NO.2 ( SOUTH AREA ) RUSSO DEVELOPMENT INC Effective 1/26/2013 Thru 5/31/2015	8/21/2013	54,778.42
			Master P/O Amt    Total Releases    Open Amount		
			1,119,238.00        196,844.74        922,393.26		
1.46	200784	8	BACKGROUND CHECKS ECWA EMPLOYEE BACKGROUND CHECKS BUFFALO PROTECTION & INVESTIGATION, INC Effective 4/01/2013 Thru 3/31/2014	8/21/2013	135.00
			Master P/O Amt    Total Releases    Open Amount		
			2,000.00            1,350.00            650.00		
1.47	2013002	3	PLUMBING SERVICE ECWA FACILITIES KANDEFER PLUMBING & HEATING INC Effective 5/13/2013 Thru 5/12/2014	8/21/2013	101.50
			Master P/O Amt    Total Releases    Open Amount		
			9,950.00            579.00            9,371.00		
1.48	2030-13	33	DELIVERY SERVICES 2013 VAN DE WATER UNITED PARCEL SERVICE Effective 1/01/2013 Thru 12/31/2013	8/21/2013	57.61
			Master P/O Amt    Total Releases    Open Amount		
			10,000.00            1,597.94            8,402.06		

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1.49	2030-13	34	DELIVERY SERVICES 2013 WQ V274A7323 8.10.2013 UNITED PARCEL SERVICE Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 10,000.00 1,610.89 8,389.11	8/21/2013 NEW YORK STATE CONTRACT	12.95
1.50	2057-12	49	WATER MAIN MATERIALS CONT. ECWA THE VELLANO CORPORATION Effective 1/01/2012 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 430,338.01 409,786.46 20,551.55	8/21/2013 ECWA SUPPLIER CONTRACT	25,548.00
1.51	3278-13MA	31	102059042 WTR QUALITY LAB AUGUST 2013 ST. PT., VDW., SER CEN,ELL SQ. & WQ LAB AVAYA INC (LOUISVILLE) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 75,000.00 30,563.18 44,436.82	8/21/2013 NEW YORK STATE CONTRACT	147.46
1.52	3278-13MA	32	102059038 STURGEON POINT AUGUST 2013 ST. PT., VDW., SER CEN,ELL SQ. & WQ LAB AVAYA INC (LOUISVILLE) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 75,000.00 30,739.05 44,260.95	8/21/2013 NEW YORK STATE CONTRACT	175.87
1.53	4121-13	1	SUPPLEMENTAL WATERMAIN MATERIALS ECWA EVERETT J PRESCOTT INC (BLASDELL, NY) Effective 7/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 50,000.00 2,408.12 47,591.88	8/21/2013	2,408.12
1.54	4138-13	33	P&A ADMINISTRATIVE SERVICES 2013 PAYROLL W/E 08/11/2013 P&A ADMINISTRATIVE SERVICES INC Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 200,000.00 45,874.20 154,125.80	8/21/2013	1,944.75

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1.55	4963-11	15	INSPECTION & REPAIR OF OVERHEAD CRANES BALL STATION SIMMERS CRANE DESIGN & SERVICES Effective 7/01/2011 Thru 6/30/2014 <u>Master P/O Amt</u> <u>Total Releases</u> <u>Open Amount</u> 125,370.00 61,681.81 63,688.19	8/21/2013 SERVICE REPAIR	900.00
1.56	5574-13	6	LEGAL SERVICES AS NEEDED - 2013 LEGAL GOLDBERG SEGALLA LLP Effective 1/01/2013 Thru 12/31/2013 <u>Master P/O Amt</u> <u>Total Releases</u> <u>Open Amount</u> 75,000.00 7,085.50 67,914.50	8/21/2013	999.00
1.57	5600-12	6	OBG-11, ENGR SERVICE THRU 8/03/13 ECWA OBRIEN & GERE ENGINEERS (SYRACUSE NY) Effective 8/21/2012 Thru 2/28/2015 <u>Master P/O Amt</u> <u>Total Releases</u> <u>Open Amount</u> 258,000.00 119,960.00 138,040.00	8/21/2013 CONSULTANT	4,950.00
1.58	5658-14	260	UNDERGROUND SERVICES LOCATING LEYDECKER OCONNELL ELECTRIC CO (BUFFALO) Effective 6/01/2012 Thru 5/31/2014 <u>Master P/O Amt</u> <u>Total Releases</u> <u>Open Amount</u> 1,293,950.00 660,472.81 633,477.19	8/21/2013 CONTRACTOR	84.07
1.59	5658-14	261	CONNECT PORTABLE GENERATOR - 7/20/13 EDEN 1 TANK OCONNELL ELECTRIC CO (BUFFALO) Effective 6/01/2012 Thru 5/31/2014 <u>Master P/O Amt</u> <u>Total Releases</u> <u>Open Amount</u> 1,293,950.00 660,725.03 633,224.97	8/21/2013 CONTRACTOR	252.22
1.60	5658-14	262	TRANSFORMER PAINTING - ATTACH NAMEPLATES BALL STATION OCONNELL ELECTRIC CO (BUFFALO) Effective 6/01/2012 Thru 5/31/2014 <u>Master P/O Amt</u> <u>Total Releases</u> <u>Open Amount</u> 1,293,950.00 661,129.69 632,820.31	8/21/2013 CONTRACTOR	404.66

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1.61	5674-14-#2	11	RESTORATION - AREA #2 INV #11 & P ECWA OCCHINO CORP Effective 4/01/2012 Thru 12/31/2014 Master P/O Amt Total Releases Open Amount 2,592,623.80 1,476,526.72 1,116,097.08	8/21/2013 RESTORATION CONTRACT	131,238.58
1.62	6209-14	72	POLYALUMINUM CHLORIDE 08/13/13 ST. POINT KEMIRA WATER SOLUTIONS INC Effective 7/01/2012 Thru 6/30/2014 Master P/O Amt Total Releases Open Amount 910,233.21 440,565.18 469,668.03	8/21/2013	5,438.16
1.63	6449-13	98	RX CLAIMS AUGUST 2013 ECWA LABOR-MANAGEMENT HEALTHCARE (DIRECT DEP) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 4,800,000.00 2,225,057.11 2,574,942.89	8/21/2013	127,021.38
1.64	6449-13	99	GROUP DT-5541&DT-5542 INV #ECHAD080313 ECWA LABOR-MANAGEMENT HEALTHCARE (DIRECT DEP) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 4,800,000.00 2,225,897.11 2,574,102.89	8/21/2013	840.00
1.65	6449-13	100	GROUP 00400674 08/05/13-08/11/13 ECWA LABOR-MANAGEMENT HEALTHCARE (DIRECT DEP) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 4,800,000.00 2,276,062.88 2,523,937.12	8/21/2013	50,165.77
1.66	6449-13	101	GROUP DT-5541&DT-5542 INV #ECHAD081013 ECWA LABOR-MANAGEMENT HEALTHCARE (DIRECT DEP) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 4,800,000.00 2,277,548.88 2,522,451.12	8/21/2013	1,486.00

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1.67	6449-13LMH	8	LMHF ADMINISTRATIVE FEES 2013 AUGUST HUMAN RESOURCES LABOR-MANAGEMENT HEALTHCARE (DIRECT DEP) Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 50,000.00 29,477.17 20,522.83	8/21/2013	3,684.11
1.68	6566-13	8	SUN LIFE FINANCIAL AUG 2013 ECWA SUN LIFE FINANCIAL Effective 1/01/2013 Thru 12/31/2013 Master P/O Amt Total Releases Open Amount 60,000.00 36,225.37 23,774.63	8/21/2013	4,466.33
1.69	6666-11	191	PICKUP & DISPOSAL ALUM-BASED RESID JUN 7/3,08,12,17,23,26 CONTRACTOR MODERN RECYCLING INC Effective 3/01/2011 Thru 2/28/2014 Master P/O Amt Total Releases Open Amount 275,106.15 173,426.85 101,679.30	8/21/2013	2,236.25
1.70	6666-11	192	BASIN 3 ZEBRA MUSSEL CLEAN-OUT STURGEON POINT CONTRACTOR MODERN RECYCLING INC Effective 3/01/2011 Thru 2/28/2014 Master P/O Amt Total Releases Open Amount 275,106.15 176,306.85 98,799.30	8/21/2013	2,880.00
1.71	7722-WSA8	12	CONT-WSA8, ENGR SVC THRU 6/29/13 WATER SYSTEM IMPROVEMENTS -LACKAWANNA CONSULTANT WM SCHUTT & ASSOCIATES PC Effective 8/18/2011 Thru 10/31/2013 Master P/O Amt Total Releases Open Amount 171,900.00 147,914.79 23,985.21	8/21/2013	31,745.35
1.72	7722-WSA8	13	CONT-WSA8, ENGR SVC THRU 7/27/13 WATER SYSTEM IMPROVEMENTS -LACKAWANNA CONSULTANT WM SCHUTT & ASSOCIATES PC Effective 8/18/2011 Thru 10/31/2013 Master P/O Amt Total Releases Open Amount 171,900.00 151,324.69 20,575.31	8/21/2013	3,409.90

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1.73	8128-13	35	POSTAGE 2013      08/12/13-08/13/13 ECWA THE UNITED STATES POSTAL SERVICE (ELL SQ Effective 1/01/2013 Thru 12/31/2013 <u>Master P/O Amt    Total Releases    Open Amount</u> 370,000.00      203,667.82      166,332.18	8/21/2013	1,771.51
1.74	8128-13	36	ELEC POSTAGE MACHINE @ S/CTR ECWA THE UNITED STATES POSTAL SERVICE (ELL SQ Effective 1/01/2013 Thru 12/31/2013 <u>Master P/O Amt    Total Releases    Open Amount</u> 370,000.00      205,667.82      164,332.18	8/21/2013	2,000.00
1.75	8480-13	1	SUPPLEMENTAL WATERMAIN MATERIALS ECWA TI-SALES INC Effective 7/01/2013 Thru 12/31/2013 <u>Master P/O Amt    Total Releases    Open Amount</u> 50,000.00      1,846.19      48,153.81	8/21/2013	1,846.19
1.76	8511-12	95	1966 SERVICE CTR & VUKELIC      JULY 2013 ECWA SJE FBO ENERGYMARK, LLC Effective 11/01/2010 Thru 10/31/2014 <u>Master P/O Amt    Total Releases    Open Amount</u> 350,000.00      224,351.69      125,648.31	8/21/2013 NEW YORK STATE CONTRACT	58.00
1.77	8511-12	96	1965 VAN DE WATER      JULY 2013 ECWA SJE FBO ENERGYMARK, LLC Effective 11/01/2010 Thru 10/31/2014 <u>Master P/O Amt    Total Releases    Open Amount</u> 350,000.00      224,363.90      125,636.10	8/21/2013 NEW YORK STATE CONTRACT	12.21

**Total Master P/O Releases:      77      539,767.62**

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<u>Item No.</u>	<u>Purchase Order No.</u>	<u>Description and Vendor</u>	<u>Date</u>	<u>Amount</u>
2.1	BS13-00033	CHECK VALVES PUMP STATIONS GRAINGER (BUFFALO)	8/21/2013	258.33
.....				
- CHECK VALVES FOR PUMP DISCHARGE CHECK VALVE AT VARIOUS				
- PUMP STATIONS.				
- MISCELLANEOUS EQUIPMENT FOR TRUCK 108.				
2.2	GAR13-0108	PIPING LABELS VAN DE WATER DIVAL SAFETY EQUIPMENT INC	8/21/2013	675.95
2.3	GAR13-0110	COPPER PIPE AND FITTINGS VAN DE WATER IRR SUPPLY CENTERS INC	8/21/2013	614.16
2.4	GAR13-0112	SANITARY MANHOLE SLUDGE MIXER VAN DE WATER KISTNER CONCRETE PRODUCTS INC	8/21/2013 ERIE COUNTY CONTRACT	783.00
2.5	GAR13-0114	DROP-IN ANCHORS, PAINT ROLLER SCREEN VAN DE WATER GRAINGER (DEPT 846348423)	8/21/2013 NEW YORK STATE CONTRACT	109.53
2.6	GAR13-0115	PIPE FOR COAG FEED SLEEVE VAN DE WATER GRAINGER (DEPT 846348423)	8/21/2013 NEW YORK STATE CONTRACT	105.16
2.7	GJL13-0066	SOFTWARE ASSURANCE - MICROSOFT SOFTWARE DATA PROCESSING DELL MARKETING LP (850 ASBURY DR)	8/21/2013 NEW YORK STATE CONTRACT	57,186.61
.....				
3 YEAR SOFTWARE ASSURANCE RENEWAL				
SA EXPIRATION DATE: 6/30/2016				
2.8	GJL13-0068	PERSONAL COMPUTER PERIPHERALS ECWA STAPLES ADVANTAGE (STATE CONTRACT)	8/21/2013 NEW YORK STATE CONTRACT	524.68

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Item No.	Purchase Order No.	Description and Vendor	Date	Amount
2.9	GJL13-0069	IBM ULTRIUM PRE-PRINTED LABELS DATA PROCESSING NETC LLC ..... THIS IS A ONE TIME PURCHASE THIS YEAR FOR THE NEW LABELS	8/21/2013	210.50
2.10	GJM13-0032	NEWSPAPER SUBSCRIPTION P RIERSTER ECWA - 3 YEAR RENEWAL 2/13 - 2/16 BUSINESS FIRST OF BUFFALO (CHICAGO IL) ..... ACCOUNT #142766 - 3 YR RENEWAL PAUL RIERSTER	8/21/2013	171.00
2.11	GJM13-0045	WATERPROOF JACKET W ECWA LOGO VARIOUS LOCATIONS DIVAL SAFETY EQUIPMENT INC ..... CARHARTT WATERPROOF BREATHABLE JACKET W ECWA LOGO	8/21/2013	212.00
2.12	GJM13-0047	BUSINESS CARDS BENJAMIN J. BARBER AUTOMATED BUSINESS FORMS (EAST AURORA)	8/21/2013	71.50
2.13	GJM13-0048	CREDIT CARD PURCHASE COUNTERTOP FOR SERVICE CENTER COPY ROOM CITIBANK	8/21/2013	186.50
2.14	JAT13-0057	ACCOUNTING SAFE MAINTENANCE ACCOUNTING LOCKMAN LOCK SERVICE	8/21/2013	100.00
2.15	JCS13-0023	LAPTOP REPAIR DATA PROCESSING ALTERNATIVE INFORMATION SYSTEMS INC	8/21/2013	380.00
2.16	JCS13-0024	CORDLESS DRILL BIT AND SCREWDRIVER SET DATA PROCESSING GRAINGER (BUFFALO) ..... DRILL BITS TO DESTROY USED HARD DRIVES AND SCREWDRIVERS	8/21/2013 NEW YORK STATE CONTRACT	401.10

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Item No.	Purchase Order No.	Description and Vendor	Date	Amount
		TO MOUNT/UNMOUNT EQUIPMENT.		
2.17	JMW13-0176	HYDRANT SETTER LINE MAINTENANCE POLLARDWATER.COM	8/21/2013	820.80
		..... HYDRANT SETTER THAT MEETS OSHA STANDARDS SAFE LIFTING DEVICE THAT KEEPS BACK STRAINS TO A MINIMUM		
2.18	JMW13-0179	HYDRANT PARTS-MUELLER CENTURION REPAIR OF FIRE HYDRANT LOCK CITY SUPPLY INC	8/21/2013	1,846.50
2.19	JMW13-0180	TOOLS, MISCELLANEOUS LINE MAINTENANCE GRAINGER (BUFFALO)	8/21/2013 NEW YORK STATE CONTRACT	1,093.94
2.20	JMW13-0181	HYDRANT PARTS KENNEDY K-11 REPAIR OF HYDRANTS THE VELLANO CORPORATION	8/21/2013	2,425.
2.21	JMW13-0183	LUMBER - DUMP TRUCK SIDE BOARDS LINE MAINTENANCE FOREST MATERIALS INC	8/21/2013	570.00
2.22	JMW13-0185	WATER MAIN MATERIALS ECWA THE VELLANO CORPORATION	8/21/2013	1,466.00
		..... PER LEN KOWALSKI		
2.23	JMW13-0186	WATER MAIN MATERIALS ECWA LOCK CITY SUPPLY INC	8/21/2013	49.00
		..... LEAD FREE BRASS		
2.24	JMW13-0187	WATER MAIN MATERIALS ECWA TI-SALES INC	8/21/2013	34.28

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Item No.	Purchase Order No.	Description and Vendor	Date	Amount
		..... LEAD FREE BRASS		
2.25	JMW13-0188	WATER MAIN MATERIALS ECWA TI-SALES INC	8/21/2013	34.37
		..... LEAD FREE BRASS		
2.26	JTM13-0027	REPLACEMENT PANELS FOR RTU UPGRADES PUMP STATION RTU ENCLOSURES GRAYBAR ELECTRIC CO (CHEEKTOWAGA)	8/21/2013	334.47
		..... AWARDED TO RESPONSIBLE BIDDER (KOM DID NOT INCLUDE FREIGHT CHARGES, THEREFORE TOTAL PRICING UNKNOWN FROM KOM)		
2.27	KAP13-0012	AFSCME DBL ADJUSTMENT 7/2012 -7/2013 PAYROLL THE STATE INSURANCE FUND	8/21/2013	22.71
		..... POLICY # DB 1451 66-6 FOR AFSCME EMPLOYEES ADJUSTMENT BASED ON ACTUAL PAYROLL RESULTS		
2.28	PDM13-0150	RENTAL OF EXCAVATOR RESIDUAL REMOVAL OSC EQUIPMENT SERVICES INC	8/21/2013	2,895.00
2.29	PDM13-0152	BOOSTER STATION CHLORINATION PARTS EAST AURORA STATION ERB CO INC	8/21/2013	188.84
2.30	PDM13-0154	Y STRAINER PERMSPGEN 004 COOLING SYSTEM GRAINGER (DEPT 846348423)	8/21/2013	25.61
2.31	PDM13-0156	NUTS BOLTS & WASHERS ASSORTMENT PLEASANTVIEW TANK FASTENAL COMPANY (PO BOX 1286)	8/21/2013 NEW YORK STATE CONTRACT	956.00
		..... ADDITIONAL INFORMATION SENT TO PURCHASING		

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Item No.	Purchase Order No.	Description and Vendor	Date	Amount
2.32	SAJ13-0010	RESTORATION & PAINTING SERVICE CENTER N CHOOPS PAINTING INC	8/21/2013 CONTRACTOR	8,200.00
2.33	SAJ13-0012	SAFETY GLASSES EMPLOYEE SAFETY BATTIN OPTICIANS ..... PAUL BIGELOW SLIP # 20082 \$125.00 DAN RUSIN SLIP # 21961 \$125.00	8/21/2013	250.00
2.34	SDB13-0393	SHOP SUPPLIES LINE MAINT NUWAY BUFFALO ..... INVOICE #431742 08/06/2013	8/21/2013 NONE	7.40
2.35	SDB13-0394	SHOP SUPPLIES LINE MAINT NUWAY BUFFALO ..... INVOICE #431114 07/30/2013	8/21/2013 NONE	7.40
2.36	SDB13-0397	VEHICLE REPAIR VEHICLE MAINT. REGIONAL INTERNATIONAL - BUFFALO ..... INV 232110059 07/30/2013 TRK062-07 2007 INTL 7400	8/21/2013 NONE	877.51
2.37	SJL13-0009	STIHL CUT OFF SAWS LINE MAINTENANCE ADMAR SUPPLY CO INC	8/21/2013	2,211.78
2.38	SLZ13-0129	ANNOUNCEMENT CARDS FOR TOWN MEETING TOWN MEETING - 2013 WILLIAMSON LEGAL & CORP STATIONER ..... 87926 DATED 8/11/13	8/21/2013	113.80

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Item No.	Purchase Order No.	Description and Vendor	Date	Amount
		ACCOUNT NO: ERIWAT ANNOUNCEMENT CARDS AND ENVELOPES FOR TOWN MEETING 2012		
2.39	SLZ13-0130	CLAIM FOR PROPERTY DAMAGES 5362 SCRANTON ROAD, HAMBURG 2013-026 MS. DENISE KING ..... 2013-026 KING/5362 SCRANTON ROAD, HAMBURG, NEW YORK	8/21/2013	2,778.80
2.40	SLZ13-0131	CLAIM FOR PROPERTY DAMAGES 366 COUNTRYSIDE LANE, AMHERST, 2013-035 MR. VINCE GALBO ..... 2013-035 GALBO/366 COUNTRYSIDE LANE, AMHERST, NY	8/21/2013	3,535.00
2.41	SLZ13-0138	CLAIM FOR PROPERTY DAMAGES-2013-014 2013-014 6055 GOODRICH ROAD GALLAGHER BASSETT SERVICES INC ..... CLAIM NO: 2013-014 GARY CARLSON - 6055 GOODRICH ROAD NEW YORK D/OLOSS: 4/1/13	8/21/2013	1,800.00
2.42	SLZ13-0141	ON LINE TRAINING MANUALS HR HUMAN RESOURCE - SAFETY J J KELLER & ASSOC INC ..... ONE YEAR ON LINE SERVICE	8/21/2013	899.00
2.43	TAT13-0068	NOCO - GASOLINE SERVICE CENTER NOCO ENERGY CORP (TONA - POB 268) ..... TICKET# SP10026917 DATE: 08/07/13	8/21/2013 NEW YORK STATE CONTRACT	22,366.10

Total Purchase Orders: 43 117,800.18

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## Section: 3 Purchase Order Amendments

Item No.	Purchase Order No.	Rel No.	Description, Vendor and Amendment Reason	Date	Amendment Amount
3.1	PDM13-0146		GENERATOR REPAIR PERMSPGEN004 COOLING SYSTEM ACI CONTROLS, INC ASCO SOLENOID VALVE	8/19/2013	115.50
			Orig P/O Amt	Amendments	Total P/O Amt
			115.50	115.50	231.00

Total Purchase Order Amendments: 1 115.50

Report Totals: 121 657,683.30

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