MINUTES of the MEETING of the ERIE COUNTY WATER AUTHORITY held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 2nd day of October, 2014.

PRESENT: Francis G. Warthling, Chairman

Earl L. Jann, Jr., Vice Chairman

Jerome D. Schad, Treasurer

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

Robert F. Gaylord, Executive Director

Robert J. Lichtenthal, Jr., Deputy Director

Wesley C. Dust, Executive Engineer

John B. Licata, Counsel

Ronald P. Bennett, Associate Attorney

Paul H. Riester, Director of Administration

Daniel J. NeMoyer, Director of Human Resources

Karen A. Prendergast, Comptroller

Steven V. D'Amico, Business Office Manager

**ATTENDEES: Brian Gould** 

CALL TO ORDER

PLEDGE TO THE FLAG

I. - ROLL CALL

## II. - READING OF MINUTES

Motion by Mr. Jann seconded by Mr. Schad and carried to waive the reading of the Minutes of the Meeting held on Thursday, September 18, 2014.

#### III. - APPROVAL OF MINUTES

Motion by Mr. Jann seconded by Mr. Schad and carried to approve the Minutes of the Meeting held on Thursday, September 18, 2014.

### 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 - Creation and/or Amendment of Master Purchase Orders:

Motion by Mr. Jann seconded by Mr. Schad and carried to approve the creation and/or amendment of Master Purchase Order Nos. as attached not to exceed the amount of \$33,878.05 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 1

CP01562	Erie County Water Authority Purchasing System Haster Purchase Order Board Approval Re October 2, 2014 List No: 2014-3	Rum Date 9/29/2014 Page 1		
Item Haster P/O No. Number	Description and Vendor	Date	Anount	
1 200779 Amen # 4	SMALL SERVICES CONTRACT, AREA NO. 2 CHANGE ORDER #4 RUSSO DEVELOPMENT INC	9/19/2014	12,826.25	
2 2014025	DI WATER SYSTEM LAB AND PLANTS EVOQUA WATER TECHNOLOGIES LLC Effective 10/01/2014 Thru 9/30/2015	9/29/2014	11.052.80	
3 2014028	WINDOW CLEANING:8/1/2014-7/31/15 ECHA SERVICE CENTER CLEARVIEN MAINTENANCE CORP Effective 8/01/2014 Thru 7/31/2015	9/29/2014	9,999.00	

Report Totals: 3 33,878.05 \*\*

# ITEM 2 - Master Purchase Order Releases, Purchase Orders and Purchase Order Amendments:

Motion by Mr. Jann seconded by Mr. Schad and carried to approve for payment of Master Purchase Order Nos., Purchase Order Nos. and Purchase Order Amendments as attached 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 2

CPO25	62	Purci Octo	Erie County Water Authority nasing System Board Approval Report uber 2, 2014 List No: 2014-39	Run	Date 9/29/2014 Page 1
		Sect	ion: 1 Master P/O Releases		
Item No.			Description and Vendor	Date	Amount
1.1	0335-15		MECHANIC SHOP\LINE MAINTENANCE COYNE TEXTILE SERVICE Effective 4/01/2012 Thru 3/31/2015 Master P/O Ant Total Releases Open 75.000.00 50.750.59 24.	9/29/2014 ERIE COUNTY Amount 249.41	
1.2	0335-15	737	TOMEL, UNIFORM SERVICE 9/15/14 METER SHOP COYNE TEXTILE SERVICE Effective 4/01/2012 Thru 3/31/2015 Haster P/O Aut Total Releases Open 75,000.00 50,832.52 24.	9/29/2014 ERIE COUNTY Amount 157.48	81.93 CONTRACT
1.3	0335-15	738	TCMEL. UNIFORM SERVICE 9/15/2014 CONTROL COWNE TEXTILE SERVICE Effective 4/01/2012 Thru 3/31/2015 Master P/O Aut Total Releases Open / 75,000.00 50,933.71 24,0	9/29/2014 ERIE COUNTY Amount 066.29	
1.4	0335-15				105.51 CONTRACT
1.5	0335-15		STURGEON POINT COYNE TEXTILE SERVICE Effective 4/01/2012 Thru 3/31/2015 Master P/O Amt Total Releases Open /	9/29/2014 ERIE COUNTY MOUNT 183.23	
1.6	1053-13CL		LIQUID CHLORINE WAN DE MATER PLANT 9/26/14 JCI JUNES CHEMICALS (CALEDONIA NY) Effective 1/01/2013 Thru 12/31/2015 Master P/O Amt Total Releases Open A 318,600.00 242,136.00 76.4	mount	4,248.00

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Item No.	Master P/O Mumber	Rei No.	Description and Vendor	Date	Amount
1.7	1101-14	49		9/29/2014 Amount 641.30	229.20
1.8	1101-14	50	HATER MAIN MATERIALS CONT. ECHA K & S CONTRACTORS SUPPLY INC Effective 1/01/2014 Thru 12/31/2015 Master P/O Amt Total Releases Open 600,000.00 203,492.05 396,	9/29/2014 Amount 507.95	3,133.35
1.9	1214-14	33		9/29/2014 Account 377.84	4,918.44
1.10	1304-HP77			9/29/2014 CONSULTANT Amount 963.89	3,200.00
1.11	1304-HP77			9/29/2014 CONSULTANT Amount 298.33	3,725.56
1.12	1304-HP77		CONT-NP77.EMG SERVICE THROUGH 8/24/14 PINE HILL PUMP STATION & VAN DE MATER WALCOLM PIRNIE INC (ARCADIS US.INC) Effective 10/10/2013 Thru 12/31/2016 Master P/O Aunt Total Releases Open / 1,615,000.00 48/,261.67 1,12/,7	9/29/2014 CONSULTANT Amount 738.33	5,500.00

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Item No.	Master P/O Mumber		Description and Vendor	Date	Amount
1.13	1401-14	190		9/29/2014 MEH YORK STATE Amount 352.30	17.21 CONTRACT
1.14	1401-14	191		9/29/2014 NEW YORK STATE Amount 334.45	17.85 CONTRACT
1.15	1401-14	192		9/29/2014 NEW YORK STATE Amount 250.88	83.57 CONTRACT
1.16	1401 - 14	193	4695-992-11 JEHETT HOLMHOOD SEPT.2014 ECHA NATIONAL FUEL GAS CORP Effective 1/01/2014 Thru 12/31/2014 Haster P/O Ant Total Releases Open 150,000.00 67,766.03 82.	NEW YORK STATE	16.91 CONTRACT
1.17	1401-14			9/29/2014 NEM YORK STATE Amount 221.75	12.22 CONTRACT
1.18	1401-14			9/29/2014 MEM YORK STATE Amount 182:55	59.20 CONTRACT

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Item No.	Master P/O Mumber		Description and Vendor	Date	Amount
1.19	1401-14	196		9/29/2014 NEW YORK STATE ABOUNT 143.15	19.40 CONTRACT
1.20	1401-14	197	3944-279-09 LAKEVIEW PUMP STN SEPT '14 ECMA NATIONAL FUEL Effective 1/01/2014 Thru 12/31/2014 Haster P/O Amt Total Releases Open 150,000.00 67,877.25 82,	NEW YORK STATE	20.40 CONTRACT
1.21	1401-14	198	7039-017-07 SHADAGEE RD PUNP STN SEP'14 ECMA NATIONAL FUEL GAS CORP Effective 1/01/2014 Thru 12/31/2014 Mester P/O Amt Total Releases Open 150,000.00 67,888.94 82,	MEH YORK STATE	11.69 CONTRACT
1.22	1401-14	199		9/29/2014 NEW YORK STATE Amount 090.66	20.40 CONTRACT
1.23	1401-14	200	110000	9/29/2014 NEW YORK STATE Amount USB.18	22.48 CONTRACT
1.24	1401-14	201	5943-018-04 COLVIN TANK SEPTEMBER 2014 ECMA NATIONAL FUEL GAS CORP Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open 150,000.00 68,099.08 81,000.00	MEM YORK STATE	167.26 CONTRACT

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Item No.	Master P/O Number	Re1 No.	Tarana and the second s	Date	Amount
1.25	1405-14	17	SWAN RAMP PARKING - 2014 3279 GROUP INC ECHA 3279 GROUP INC Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open / 7,000.00 4,163.00 2,8		148.00
1.26	1407-14	271	1001-1113-882 JEWETT HOLMHOOD SEPT '14 ECMA MEM YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open / 330,000.00 165,886.50 163,1	9/29/2014 Mount 113.50	1,006.22
1.27	1407-14	272	1002-8134-467 OP MDØ17 CHESTNUT RDG SEPT ECMA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Haster P/O Amt Total Releases Open / 330,000.00 168,133.71 161.8		1,247.21
1.28	1407-14	273	1002-8134-475 OP HDØ17 GARTHAM PUMP SEPT ECHA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Haster P/O Amt Total Releases Open A 330,000.00 168,798.13 161,2		664.42
1.29	1407-14	274	1001-8477-983 CRESTHOOD TANK AUGUST 2014 ECHA MEH YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Haster P/O Aut Total Releases Open A 330,000.00 168,818.85 161.1		20.72
1.30	1407-14	275	1001-3189-195 ELLIS RD VALVE PIT AUG. '14 ECHA MEH YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open A 330,000.00 168,853.81 161,1		34.96

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Item No.			Description and Vendor	Date	Amount
1.31	1407-14	276	1001-3186-431 PLEASANTVIEW TANK AUG. 2014 ECMA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open A 330,000.00 168,888.53 161.1		34.72
1.32	1407-14	277	1001-3259-246 E HILL PUMP STN JULY/AUG. ECHA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open A 330.000.00 170,122.33 159.8		1,233.80
1.33	1407-14	278	1001-3258-206 OP MDØ17 BENNING TANK AUG. ECMA MEM YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open A 330,000.00 1/0,145.52 159.8		23.19
1.34	1407-14	279	1001-1282-604 S/C OUTDOOR LIGHTING SEPT. ECMA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open A 330,000.00 170,272.59 159,7	_	127.07
1.35	1407-14	280	1001-1113-098 E AURORA PUMP STN SEPT.'14 ECMA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open A 330,000.00 171,077.93 158,9		805.34
1.36	1407-14		1001-7203-687 HBG TN HALL REG PIT SEPT. ECMA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open A 330,000.00 171,095.26 158,9	9/29/2014 mount U3.74	18.33

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Item No.	Master P/O Mumber		Description and Vendor	Date	Amount
1.37	1407-14	282	1001-4687-924 WARD RD STANDPIPE SEPT.'14 ECMA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open A 330,000.00 171,126.82 158.8		30.56
1.38	1407-14	283	1001-1114-260 GUENTHER RD PUMP STN SEPT. ECMA MYSEG Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open A 330,000.00 172,847.48 157.1		1,720.66
1.39	1407-14	284	1001-1340-386 CLARK ST PUMP STN SEPT.'14 ECMA NEW YORK STATE ELECT(PO BOX 5600 ITHACA) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aurt Total Releases Open A 330,000.00 174,758.17 155.2	mount_	1,910.69
1.40	1407-14	285	1001-7252-734 OP HD#17-SCHERFF RD SEP'14 ECMA MYSEG Effective 1/01/2014 Thru 12/31/2014 Haster P/O Amt Total Releases Open A 330,000.00 174,778.59 155.2	mount_	20.42
1.41	1411-14	145	716-684-1512 TRUNKLINE TO S/C SEPT'14 ECMA VERIZON (P 0 80X 1100) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open A 126,000.00 31,770.33 94.2	_	196.55
1.42	1411-14	146	716-684-8461 CONTROL SEPT 2014 ECMA VERIZON (P 0 BOX 1100) Effective 1/01/2014 Thru 12/31/2014 Haster P/O Amt Total Releases Open A 126.000.00 31,793.02 94.2	9/29/2014 sount 05.98	22.69

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			2		
Item No.	Master P/O Mumber		Description and Vendor	Date	Amount
1.43	1411-14	147	716-826-6230 W/Q LAB SEPT 2014 ECMA VERIZON (P 0 BOX 1100) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open 126,000.00 31,953.78 94.		160.76
1.44	1411-14	148	716-681-0760 BROADMAY PUMP STN SEP 2014 ECMA VERIZON (P 0 BOX 1100) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open 126,000.00 31,978.68 94.	9/29/2014 Amount 021.32	24.90
1.45	1411-14	149	716-674-4722 WINDOM TANK SEPT 2014 ECMA VERIZON (P 0 BOX 1100) Effective 1/01/2014 Thru 12/31/2014 Haster P/O Aut Total Releases Open 126,000.00 31,998.54 94.	Amount	19.86
1.46	1415-14	205		9/29/2014 Amount 410.10	1,481.29
1.47	1415-14	206	13725-18101 · S/C PARKING LOT SEPT.2014 ECMA NATIONALGRID (POB 11742 NEWARK) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open 1,000,000.00 583,657.34 416.	82	67.44
1.48	1415-14	207			27.69

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Item No.			Description and Vendor	Date	Amount
1.49	1415-14	208	63798-89000 LIGHTHOUSE @ S.P SEPT.2014 ECMA MATIONALGRID (POB 11742 NEWARK) Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open / 1,000,000.00 583,709.59 416.2	Anount	24.56
1.50	1415-14	209	14540-80106 VAN DE HATER SEPTEMBER 2014 ECHA MATIGNALGRID (POB 11742 NEWARK) Effective 1/01/2014 Thru 12/31/2014 Haster P/O Aut Total Releases Open / 1.000,000.00 591,366.97 408.6		7,657.38
1.51	200674	129		9/29/2014 NEW YORK STATE Amount 92.38	
1.52	200753	32	PM SERVICE AGREEMENT AND CALIBRATION MATER QUALITY STURGON POINT VAN DE HATER PRECISION SCALE & BALANCE (LANCASTER) Effective 7/01/2012 Thru 6/30/2015  Master P/O Ant Total Releases Open / 33,000.00 16,527.32 16.4	Neount_	97.32
1.53	200766	77	TIRES-SERVICES VARIOUS ECMA VEHICLES EDS TIRE SERVICE INC Effective 9/15/2012 Thru 9/15/2014 Master P/O Aut Total Releases Open / 18,000.00 13,071.55 4.5		205.25
1.54	200779	22	SMALL SERVICES CONTRACT, AREA NO. 2 ECMA SERVICES AREA NO.2 (SOUTH AREA) RUSSO DEVELOPMENT INC Effective 2/01/2013 Thru 5/31/2015 Master P/O Aut Total Releases Open / 1,226,613.35 947,270.37 279.3	Nacunt	57,771.87

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Item No.		Description and Vendor	Date	Amount
1.55	200779		9/29/2014 Amount 158.04	12,184.94
1.56	200782	2 EST 48 & P 06/25/2014 TO 09/12/2014 INSTALLATION OF LARGE SERVICES KANDEY COMPANY INC Effective 2/01/2013 Thru 5/31/2015 Master P/O Amt Total Releases Open 1,737,678.51 1,008,063.81 729.		162,887.95 LLATION
1.57	2013015	VARIOUS SIGNS AND BARRICADES ROAD WORK LOCATIONS US TRAFFIC CONTROL. INC. Effective 1/01/2014 Thru 12/31/2014 Haster P/O Ant Total Releases Open 225,000.00 178,241.41 46.	9/29/2014 Amount 758.59	4,748.50
1.58	2014002	ST PT, VOW, CONTROL ERIE COUNTY DEPT OF PUBLIC (NATIONALGRID Effective 1/01/2014 Thru 12/31/2014  Master P/O Ant Total Releases Open 3,000,000.00 2,805,373.11 194.	Amount	189,948.26 Diftract
1.59	2014002	6 ERIE CO. DPW. UTILITY PURCHASED 2014 ST PT. VDW. CONTROL ERIE COUNTY DEPT OF PUBLIC MORKS (NYSEG) Effective 1/01/2014 Thru 12/31/2014 Master P/O Ant Total Releases Open 3,000,000.00 2,839,669.52 160.	Amount	
1.60	2014011		9/29/2014 NEW YORK STATI Amount 375.30	511.30 E CONTRACT

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Item No.	Haster P/O Number	Re1 No.	Date	Amount
1.61	2014016	6	9/29/2014 Amount 028.62	207.61
1.62	2014016	7	9/29/2014 Amount 693.79	334.83
1.63	2014018	3	9/29/2014 Amount 7/8.10	1,365.90
1.64	2014020	8	9/29/2014 Amount 4/5.76	39.72
1.65	2030-14	33	9/29/2014 NEM YORK STATE Amount 4/1.72	54.83 CONTRACT
1.66	2057-14	26	9/29/2014 ECMA SUPPLIER ( Amount 926.12	

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Item No.		Description and Vendor	Date	Amount
1.67	4121-14 3	5 MATER MAIN MATERIALS CONT. ECNA EVERETT J PRESCOTT INC (BLASDELL, NY) Effective 1/01/2014 Thru 12/31/2015 Master P/O Amt Total Releases Open 200,000.00 42,997.58 157.		1,959.00
1.68	4968-14 1	8 SAF-GARD SHOES 2014 ERIE COUNTY MATER AUTHORITY SAF-GARD SAFETY SHOE COMPANY Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open 15,000.00 10,187.48 4.	9/29/2014 Amount 812.52	351.35
1.69	5046-14 2	2 SAFETY SHOES 2014 ERIE COUNTY WATER AUTHORITY RED WING SHOES (TONAHANDA) Effective 1/01/2013 Thru 12/31/2014 Master P/O Aut Total Releases Open 10,000.00 5,429.38 4.	9/29/2014 Amount 5/0.52	669.98
1.70	5046-14 2		9/29/2014 Amount 420.52	150.00
1.71	5228-14 12	NAINTENANCE AGREMENT FOR RADIO SYSTEM VARIOUS LOCATIONS FOR VEHICLES FM COMMUNICATIONS INC Effective 4/01/2012 Thru 3/31/2015  Master P/O Aut Total Releases Open (151,748.00) 72,966.89 88,		198.43
1.72	5574-16 10	LEGAL SERVICES AS NEEDED 2013 - 2016 LEGAL, LABOR RELATIONS & EMPLOYMENT GOLDBERG SEGALLA LLP Effective 10/03/2013 Thru 10/02/2016 Master P/O Amt Total Releases Open (25,000.00)  24,872.50  200.	Amount	164.00

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Item No.	Master P/O Re Number N	Description and Vendor	Date	Amount
1.73	5577-GID-6		9/29/2014 CONSULTANT Amount 891.69	500.00
1.74	5577- <b>GID-6</b>		9/29/2014 CONSULTANT Amount 105.97	785.72
1.75	5577- <b>G4D</b> -6	CONT-GND-6, ENG SERVICE THORUGH 8/24/14 STURGEON PT RESIDUALS/PUNP STATION INP GND (ANNERST) Effective 10/27/2011 Thru 10/27/2014 Master P/O Amt Total Releases Open 1,734,100.00 1,402,094.03 332	CONSULTANT	28,100.00
1.76	5658-16	SERVICE CENTER OCCUMELL ELECTRIC CO (BUFFALO) Effective 6/01/2014 Thru 5/31/2016 Master P/O Aut Total Releases Open	9/29/2014 CONTRACTOR Amount 871.33	727.76
1.77	5658-16		9/29/2014 CONTRACTOR Amount 505.25	3,366.08
1.78	6171-12	1100001 170 100 10001 10010000	9/29/2014 CONTRACTOR Amount 909.36	5,428.00

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Item No.			Description and Vendor	Date	Amount
1.79	6209-14	128	ST. POINT KEMIRA MATER SOLUTIONS INC Effective 7/01/2012 Thru 6/30/2015 Master P/O Aut Total Releases Open	9/29/2014 Amount 585.38	5,442.84
1.80	6209-14	129		9/29/2014 Amount 2/8.54	5,407.74
1.81	6449-14	121	GROUP 00400674 09/15/14-09/21/14 ECMA L/BOR-MANAGEMENT HEALTHCARE (DIRECT DEP) Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open 5,000,000.00 3,095,240.15 1,904.	Amount	46,278.84
1.82	6449-14	122		9/29/2014 Amount 104.85	1,655.00
1.83	6449-14LIN	9		9/29/2014 Amount 274.09	3,899.07
1.84	6645-14	189		9/29/2014 SERVICE REPAIR Amount 258.18	558.16

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Item No.	Master P/O	Re1 No.	Description and Vendor	Date	Amount
1.85	6645-14	190		9/29/2014 SERVICE REPAIR Amount 043.84	214.34
1.86	6645-14	191	VOW CILLED WATER SYSTEM MOLLEMBERG - BETZ INC Effective 6/01/2012 Thru 6/30/2015 Master P/O Amt Total Releases Open	9/29/2014 SERVICE REPAIR Amount 923.14	120.70
1.87	6645-14	192	MOLLENBERG - BETZ INC Effective 6/01/2012 Thru 6/30/2015	9/29/2014 SERVICE REPAIR Amount 249.80	673.34
1.88	7021-12		LAMN MAINT-ALL PROPERTIES 2012/2013/2014 LAMN MAINT-EST. \$19 & P 08/17-09/15 HAUSRATHS LANDSCAPE MAINTENANCE INC Effective 4/15/2012 Thru 11/15/2014 Master P/O Aut Total Releases Open 7 2,216,560.00 1,191,467.26 1,025,	CONTRACTOR	55,609.20
1.89	7045-14HR			9/29/2014 Amount 252.95	109.91
1.90	7045-14HR		MEALTHMORKS - MNY LLP MIDMAN RESOURCES / DRUG TESTING UNITVERSITY EMERGENCY MEDICAL SERVICES Effective 1/01/2014 Thru 12/31/2014 Master P/O Aut Total Releases Open / 15,000.00 9,805.31 5,2	9/29/2014 Amount 194.69	58.26

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Item No.	Master P/O Number		Description and Vendor	Date	Anount
1.91	7045-14HR	43	HEALTHMORKS - MNY LLP HUMAN RESOURCES / DRUG TESTING OCULOFACIAL PLASTIC SURGERY OF MNY PLLC Effective 1/01/2014 Thru 12/31/2014 Haster P/O Amt Total Releases Open 15,000.00 9,867.39 5.	9/29/2014 Amount 132.61	62.08
1.92	8128-14	41	POSTAGE 2014 09/10/14-09/15/14 ECMA THE UNITED STATES POSTAL SERVICE (ELL SQ Effective 1/01/2014 Thru 12/31/2014 Master P/O Amt Total Releases Open 3/0,000.00 245,809.13 124.	9/29/2014 Anount 190.8/	6,687.99
1.93	8128-14	42		9/29/2014 Amount 8/1.99	8,318.88
			Total Master P/O Rele	ases: 93	690,519.72

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Item No.	Purchase Order No.	Description and Vendor	Date	Amount
2.1	BS14-00033	PLANT NETWORK SWITCH UPGRADES STP CONTROL AND COM ROOM UPGRADE ZELLER CORP (404 SOMMIL DR)	9/29/2014	9,713.68
2.2	GAR14-0140	SIGN POSTS AND HARDWARE MAINTENANCE SUPPLIES EBERL IRON WORKS INC	9/29/2014	67.28
2.3	GJL14-0079	MICROSOFT OFFICE 2013 MVL ECNA DELL MARKETING LP (850 ASBURY DR)	9/29/2014 NEW YORK STATE	5,352.28 CONTRACT
2.4	GJL14-0080	BACKUP EXEC 2014 SOFTMARE ECMA DELL MARKETING LP (850 ASBURY DR)	9/29/2014 NEW YORK STATE	614.59 CONTRACT
2.5	GJL14-0081	IBM ULTRIUM PRE-PRINTED LABELS DATA PROCESSING NETC LLC	9/29/2014	240.90
2.6	GJN14-0056	ECMA CLOCKS, KNIVES & KEY FORS EMPLOYEE SERVICE AMAROS TONY WARTIN AMAROS INC	9/29/2014	1,014.50
2.7	6JM14-0057	NEMBERSHIP DUES - MOLINA PURCHASING NATIONAL INSTITUTE OF GOVT PURCHASING	9/29/2014	80.00
2.8	JAT14-0041	GAAP UPDATE - S RIMALDO ACCULITING GOVERNMENT FINANCE (N MICHIGAN CHICAGO)	9/29/2014	135.00
2.9	JCS14-0032	DVI EXTENDERS FOR VIDEO SECURITY STATION FROM PROVANTAGE CORPORATION	9/29/2014	106.71
2.10	JCS14-0034	KRONDS TIME CLOCK HM/SOFT. MAINTENANCE ECHA KRONDS INC	9/29/2014	3,767.02

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Item No.	Purchase Order No.	Description and Vendor	Date	Assount
2.11	JJM14-0053	NYAAEL ETHIC TRAINING 2013 STURGEON POINT, VAN DE HATER AND HOL NYAAEL (316 ROOSEVELT)	9/29/2014	800.00
2.12	JJH14-0054	ELAP CERTIFICATION FEE - 2014-15 VAN DE WATER AND STRUGEON POINT LABS NYAAEL (316 ROOSEVELT)	9/29/2014	2,101.60
2.13	JM/14-0176	HYDRANT PARTS-MUELLER CENTURION REPAIR OF FIRE HYDRANT LOCK CITY SUPPLY INC	9/29/2014	616.00
2.14	<b>JM/14-0178</b>	HYDRANT PARTS-MUELLER CENTURION REPAIR OF FIRE HYDRANT EVERETT J PRESCOTT INC (BLASDELL, NY)	9/29/2014	1,597.50
2.15	JNM14-0185	MASON MIX LINE MAINTENANCE SCRANTONS THRUMAY BUILDERS SUPPLIES	9/29/2014	18.00
2.16	JTN14-0039	PUMP CONTROL PROFACE HHI PANEL FOR RTU MISC. PUMP STATIONS ZELLER ELECTRIC OF BUF (1675 NIAGARA ST)	9/29/2014	12.979.00
2.17	JTH14-0041	PARTS ORGANIZER CASES, MISC. HARDMARE MISC INSTRUMENTATION SUPPLIES GRAINGER (BUFFALO)	9/29/2014 NEW YORK STATE	479.99 CONTRACT
2.18	KAP14-0010	GASB RENEMAL - SUBSCRIPTION FINANCE - K. PRENDERGAST GOVERNMENTAL ACCOUNTING STANDARDS BOARD	9/29/2014	840.00
2.19	LJM14-0074	EDUCTION BATHROOM TOMELS SERVICE CENTER CORR DISTRIBUTORS INC (CHANDLER ST)	9/29/2014 ERIE COUNTY CO	327.60 DITRACT
2.20	LJM14-0076	SELF LOCKING FILTERS FOR PIPET-AID WATER QUALITY FISHER SCIENTIFIC	9/29/2014 MONE	68.13

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Item No.	Purchase Order No.	Description and Vendor	Date Amount
2.21	LJH14-0078	T12 U BULBS FOR ELLICOTT SQUARE ELLICOTT SQUARE GRAINGER (BUFFALO)	9/29/2014 525.60 MONE
2.22	PDM14-0171	SPOES PERMIT 2014 STURGEON POINT STURGEON POINT WATER TREATMENT PLANT NYS-Dept of Environmental (NY NY)	9/29/2014 1.875.00
2.23	PDM14-0172	SPDES PERMIT 2014 VAN DE WATER VAN DE WATER TREATMENT PLANT NYS-Dept of Environmental (NY NY)	9/29/2014 375.00
2.24	PDN14-0173	PAINT EMERY TANK THE SHERMIN WILLIAMS COMPANY	9/29/2014 42.30 ERIE COUNTY CONTRACT
2.25	PDH14-0174	PROPANE-EDEN II STATION EDEN II STATION AMERIGAS - SOUTH DAYTON (POB 371473)	9/29/2014 218.59 NEW YORK STATE CONTRACT
2.26	RFB14-0120	LOCKERS AND BENCH FOR SAFETY CLOTHES STURGEON POINT HSC INDUSTRIAL SUPPLY CO INC	9/29/2014 3,561.19 NEM YORK STATE CONTRACT
2.27	RFB14-0121	EYE MASH REFILLS STURGEON POINT W W GRAINGER INC (PALATINE)	9/29/2014 149.04 NEW YORK STATE CONTRACT
2.28	SAA14-0031	GENERATOR LOUVER ACTUATORS STP GENERATOR IRR SUPPLY CENTERS INC	9/29/2014 7,307.40
2.29	SDB14-0448	VEH.PARTS LINE MAINT. KAMINSKI & SONS TRUCK EQUIPMENT	9/29/2014 98.00 ERIE COUNTY CONTRACT
2.30	SDB14-0449	VEHICLE PARTS/SUPPLIES LINE MAINT NUMAY BUFFALO	9/29/2014 11.32 NONE

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Item Mo.	Purchase Order No.	Description and Vendor	Date	Amount
2.31	\$0814-0450	VEHICLE PARTS VEHICLE MAINT. REGIONAL INTERNATIONAL OF MNY INC	9/29/2014 NONE	16.68
2.32	SDB14-0451	VEH. PARTS LINE MAINT. KAMINSKI & SONS TRUCK EQUIPMENT	9/29/2014 ERIE COUNTY	199.00 CONTRACT
2.33	SDB14-0452	VEHICLE PARTS/SUPPLIES LINE MAINT MUMAY BUFFALO	9/29/2014 NONE	45.36
2.34	SDB14-0455	BACKHOE PARTS LINE HAINT. HILTON CAT	9/29/2014 NONE	51.42
2.35	SDB14-0456	WINDSHIELD WASHER FLUID HECHANICS GARAGE SUPERIOR LUBRICANTS CO INC	9/29/2014 ERIE COUNTY	1,662.96 CONTRACT
2.36	S0814-0457	VALVE TURNER UPGRADE TRUCK VALVE TURNER E H WACHS COMPANY	9/29/2014 NONE	197.46
2.37	SDB14-0458	VEHICLE PARTS/SUPPLIES LINE MAINT NUMAY BUFFALO	9/29/2014 MOME	24.00
2.38	SDB14-0459	VEHICLE PARTS/SUPPLIES LINE MAINT NUMBY BUFFALO	9/29/2014 MONE	44.44
2.39	S0B14-0460	VEHICLE PARTS VEHICLE MAINT. REGIONAL INTERNATIONAL - BUFFALO	9/29/2014 NOME	30.19
2.40	S0814-0461	VEHICLE REPAIR VEHICLE MAINT. HANSON INTERNATIONAL TRUCKS INC(BUFFALO)	9/29/2014 MOME	697.80

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Item No.	Purchase Order No.	Description and Vendor	· · · · · · · · · · · · · · · · · · ·	Date	Anount
2.41	SLZ14-0149	EXP REIH - L KOWALSKI ECMA LEONARD KOWALSKI		9/29/2014	287.00
2.42	SLZ14-0150	SUBSCRIPTION REMEMAL - SUBSCRIPTION 104 ISSUES ELMA REVIEW		9/29/2014	68.00
2.43	SLZ14-0153	MAINTENANCE AGREEMENT I MAIL ROOM BUFFALO TIME CLOCK	FOR RAPIDPRINT (COLVIN BLVD)	9/29/2014	134.00
2.44	TAT14-0130	DUST HASK VARIOUS DEPARTMENTS HSC INDUSTRIAL SUPPLY (		9/29/2014 New York State	354.80 CONTRACT
2.45	TAT14-0131	NOCO - GASOLINE ECMA NOCO EMERGY CORP	(TONA - POB 268)	9/29/2014 New York State	20,766.28 CONTRACT
			Total Purchase Ord	ers: 45	79,662.61

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769,926.85

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Section: 3 Purchase Order Amendments

Item No.	Purchase Re Order No. No.	l Description, Vendor and . Amendment Reason	Date	Amendment Amount_
3.1	6JL14-0070	INK CARTRIDGE FOR CHECK SCANNER ECHA STAPLES ADVANTAGE (STATE CONTRACT) PRICE DIFFERENCE	9/19/2014	5.48-
		Orig P/O Aust Amendments Total I	7/0 Amt 38.50	
3.2	1214-14	25 WATER MAIN MATERIALS CONT. ECHA LOCK CITY SUPPLY INC 2° COPPER TUBING	9/17/2014	250.00-
		Orig P/O Amt         Amendments         Total I           1,250.00         250.00-	P/O Amt ,000.00	
		Total Purchase Order Amenda	nents: 2	255.48-

Report Totals: 140

- VI. UNFINISHED BUSINESS (NONE)
- VII. NEW BUSINESS (RESOLUTIONS 3-10)
- ITEM 3 AUTHORIZATION TO ACCEPT THE CONSTRUCTION AND INSTALLATION OF 327 LF OF EIGHT (8") INCH PVC C900, DR18 WATERMAIN, 18 LF OF EIGHT (8") INCH DUCTILE IRON PIPE CL52, 1,648 LF OF TEN (10") INCH PVC C900, DR18 WATERMAIN, 122 LF OF TEN (10") DUCTILE IRON PIPE CL52, FOUR (4) HYDRANTS AND APPURTENANCES IN SPAULDING COMMERCE PARK, CITY OF TONAWANDA, NEW YORK, PROJECT NO. 201100123, EC NO. 6257

Motion by Mr. Jann seconded by Mr. Schad

WHEREAS, The Erie County Water Authority ("Authority"), by resolution dated November 23, 2011, identified as Item No. 9, of the Minutes of that meeting, accepted the proposal of the City of Tonawanda for the construction and installation of approximately 1,630 If of ten (10") inch PVC watermain, 330 If of eight (8) eight inch PVC watermain, 140 If of ductile iron pipe, four (4) hydrants and appurtenances in Spaulding Commerce Park, City of Tonawanda, New York, identified by Work Authorization No. EC 6257; and

WHEREAS, The Bill of Sale and the Schedule of Inventory dated September 11, 2014 have been approved by Wesley C. Dust, Executive Engineer and the construction and installation of 327 lf of eight (8") inch PVC C900, DR18 watermain, 18 lf of eight (8") inch ductile iron pipe – CL52, 1,648 lf of ten (10") inch PVC C900, DR18 watermain, 122 lf of ten (10") ductile iron pipe – CL52, four (4) hydrants and appurtenances in Spaulding Commerce Park, City of Tonawanda, New York have been installed in accordance with the specifications of the Authority as certified; and

WHEREAS, The Division of Environmental Health of the Health Department of the County of Erie has approved the completed works for public water supply improvement for Spaulding Commerce Park, City of Tonawanda, New York; and

WHEREAS, Karen A. Prendergast, Comptroller has reviewed the costs of the main and hydrants and finds them reasonable and correct; and

WHEREAS, Wesley C. Dust, P.E., Executive Engineer recommends approval and acceptance of said main and hydrants;

## NOW, THEREFORE, BE IT RESOLVED:

That the Authority accept the construction and installation of 327 lf of eight (8") inch PVC C900, DR18 watermain, 18 lf of eight (8") inch ductile iron pipe – CL52, 1,648 lf of ten (10") inch PVC C900, DR18 watermain, 122 lf of ten (10") ductile iron pipe – CL52, four (4) hydrants and appurtenances in Spaulding Commerce Park, City of Tonawanda, New York, and said main and hydrants be added to the property records of the Authority.

Ayes: Three; Commrs. Warthling Jann and Schad

Noes: None

# ITEM 4 - AUTHORIZATION TO ADVERTISE FOR BIDS FOR 30-INCH CURB BOX UPPER (BIBBY S172 OR APPROVED EQUAL) PURCHASE FROM OCTOBER 1, 2014 TO DECEMBER 31, 2015, PROJECT NO. 201400223

Motion by Mr. Jann seconded by Mr. Schad

WHEREAS, Wesley C. Dust, P.E., Executive Engineer and Paul H. Riester, Director of Administration recommend that the Erie County Water Authority ("Authority") publish a notice inviting sealed bids or proposals pursuant to Section 1069 of the Public Authorities Law for 30-Inch Curb Box Upper (Bibby S172 or Approved Equal) Purchase from October 1, 2014 to December 31, 2015; and

WHEREAS, The work, labor and services for the abovementioned project is estimated to cost an amount in excess of \$10,000.00; and

WHEREAS, The Advertisement for Bids for 30-Inch Curb Box Upper (Bibby S172 or Approved Equal) Purchase from October 1, 2014 to December 31, 2015 will be conducted pursuant to the enacted legislation, New York State Finance Law §§ 139-j and 139-k and the Authority's Purchasing Guidelines, Policies and Procedures; and

WHEREAS, Paul H. Riester, Director of Administration will be the designated contact person for the project with the adoption of this resolution;

### NOW, THEREFORE, BE IT RESOLVED:

That the plans and specifications and form of bid be prepared for the 30-Inch Curb Box Upper (Bibby S172 or Approved Equal) Purchase from October 1, 2014 to December 31, 2015 and upon completion be made available for inspection by bidders in the office of the Authority; and be it further

**RESOLVED:** That the Secretary is hereby authorized and directed to publish a notice inviting sealed bids or proposals pursuant to Section 1069 of the Public Authorities Law for the abovementioned project.

Ayes: Three; Commrs. Warthling Jann and Schad

Noes: None

# ITEM 5 - AUTHORIZATION TO GRANT LEAK ALLOWANCE REQUEST - \$620.99

Motion by Mr. Jann seconded by Mr. Schad

WHEREAS, Robert J. Lichtenthal, Jr., Deputy Director advised the Authority that he has received a leak allowance request from an Authority customer listed below resulting from a service line leak:

1) Gunnville Building Co. 170 French Road Depew, NY 14043

\$620.99; and

WHEREAS, Robert J. Lichtenthal, Jr., Deputy Director advised that the request contains documentation showing that the leak has been repaired; and

WHEREAS, Said leak allowance request has complied with all leak allowance requirements; and

WHEREAS, As stated in Section 9.09 of the Authority's Tariff, the granting of a leak allowance shall be in the sole discretion of the Authority; and

WHEREAS, Robert J. Lichtenthal, Jr., Deputy Director recommends granting the above leak allowance request;

# NOW, THEREFORE, BE IT RESOLVED:

That the Authority grant the leak allowance request to the abovementioned customer; and be it further

**RESOLVED:** That the Comptroller is hereby authorized and directed to adjust the account of the abovementioned customer.

Ayes: Three; Commrs. Warthling Jann and Schad

Noes: None

# ITEM 6 - AUTHORIZATION TO AMEND POLICY NO. 84.0 – SAFETY AND HEALTH TO THE ERIE COUNTY WATER AUTHORITY'S EMPLOYEE POLICIES/PROCEDURES MANUAL

Motion by Mr. Jann seconded by Mr. Schad

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, Robert F. Gaylord, Executive Director advises that it is in the best interest of the Authority to amend Policy No. 84.0 – Safety and Health of said Manual to read as follows on attached Schedule "A"; and

WHEREAS, This amendment to the policy has been prepared and reviewed by Robert F. Gaylord, Executive Director, Wesley C. Dust, Executive Engineer and John B. Licata, Attorney; and

WHEREAS, Robert F. Gaylord, Executive Director recommends amending Policy No. 84.0 – Safety and Health of the Authority's Employee Policies/Procedures Manual;

# NOW, THEREFORE, BE IT RESOLVED:

That the Authority amend Policy No. 84.0 – Safety and Health of said Manual of the Authority's Employee Policies/Procedures Manual.

Aves: Three; Commrs. Warthling Jann and Schad

Noes: None

#### Schedule "A"

# ERIE COUNTY WATER AUTHORITY HR Policies/Procedures

Re:	SAFETY AND HEALTH	Policy No.:	84.0
Application:	All Employees	Amended:	05/03/05 09/05/13 10/02/14

#### **PURPOSE**

To provide each employee of the Authority a place of employment that is free from safety and health hazards.

#### **POLICY**

The Eric County Water Authority is committed to creating safe working conditions and a healthful work environment for all its employees. To accomplish this, it is expected that all employees will comply with applicable occupational health and safety requirements whether established by the Authority or by Federal or State law and will take all steps necessary to affect the realization of this policy and its goals.

The development of a safe working environment will promote employee welfare and morale, improve efficiency and contribute to fulfilling the Authority's obligation to its customers.

The Authority shall establish and maintain safety programs. The Human Resources Department shall be responsible to develop safety policies and programs, oversee their implementation and enforce them.

The active participation of management and employees of the Authority is necessary to make the health and safety programs a success. Each employee shall conduct his or her work in a safe and healthful manner, shall abide by all safety rules and wear protective equipment supplied by the Authority.

Each supervisor has a key role in creating and maintaining safe working conditions. It is his or her responsibility to set an example for safety and to ensure that the employees working under his or her direction work in a safe manner.

Employees are required to become familiar with established safety procedures, follow all safety procedures, wear personal protective equipment when appropriate, report unsafe conditions to their direct supervisor, report accidents and injuries immediately, participate in safety training programs and take responsibility for the workplace safety of themselves and co-workers.

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The Erie County Water Authority Board of Commissioners and management fully support these efforts and will provide the necessary direction, training, supplies and materials to ensure our safety goals are attained.

In order to further protect and promote the health and safety of its employees and the public it serves, the Authority has instituted a reporting process for "events" that might occur at the Authority and will conduct a Root Cause Analysis for the purposes of determining causation, corrective action and analysis for future prevention. A reportable event will include, but not be limited to, the following:

- any violation of a NYSDEC or ECHD (NYSDOH) permit;
- any perceived or actual threat to the health and safety of employees or the public;
- any perceived or actual damage to Authority equipment or property (excluding vehicle damage);
- any perceived or actual damage to other property (personal or other utilities).

#### **PROCEDURE**

- 1. Each supervisor shall be constantly alert to protect the safety and health of his/her employees. The supervisor's responsibilities under this policy include inspection of the work area under his/her control, familiarity with all safety and health procedures, and training of employees in matters of health and safety.
- 2. Any employee observing a safety or health hazard shall report it to his/her supervisor.
- 3. All accidents resulting in injuries to employees or visitors must be reported immediately to the department supervisor or a duly authorized representative. Supervisors must fill out an investigation report form within twenty-four (24) hours after an accident or hazardous incident occurs and forward it to the Human Resources Department.

(language previously in #4 now combined with #3 above)

- 4. All employees must wear personal protective equipment, such as safety glasses and hearing protection, required by New York State Department of Labor, Public Employees Safety & Health Bureau (PESH) regulations or Authority policy. No employee will be permitted to work unless equipped with the proper safety equipment.
- 5. All personal protective equipment provided by the Authority shall remain the property of the Authority and shall be considered for all purposes to be on loan to the employee.

- A record shall be kept of all non-disposable personal protective equipment issued each employee. This record will be kept in the Stores Department.
- The Authority will replace worn out, damaged, or broken personal protective equipment provided the worn out, damaged or broken personal protective equipment is returned to exchange.
- Whenever an employee is terminated or permanently laid off, he/she must return any personal protective equipment in his/her care to his/her supervisor.
- No employee shall be discharged or discriminated against in any manner because the employee has instituted a proceeding with PESH, has testified in such a proceeding or has other wise exercised any right afforded by PESH.
- 10. Employees who are exposed to toxic substances and harmful physical agents shall be given the following information at the time they are first hired and at least annually thereafter upon request.
  - Employees who have the potential to be exposed to toxic substances and harmful physical agents shall be informed by their immediate supervisor. Employees may request to see the Safety Data Sheet whether it be Material Safety Data Sheet (MSDS) or Global Harmonized System (GHS) as prescribed by law on any of the substances that he/she may be exposed to. The MSDS or Safety Data Sheet (SDS) will show hazard potential, proper personal protective equipment (PPE) to be worn and what to do if exposed to the substance.
- 11. The Root Cause Analysis for a reportable event shall be documented by the team involved with the event via use of the "Event Report Form" then currently in place. The "Event Report Form" will be reported initially to the ECWA Claims Representative/Risk Manager and Coordinator of Employee Relations via Fax or Email within 24 hours of the reportable event occurrence for the purposes of notification. When the Root Cause Analysis is determined, the "Event Report Form" will be completed and appropriately filed in a timely manner.

# ITEM 7 - AUTHORIZATION TO AMEND POLICY NO. 61.0 – LEAVES OF ABSENCE TO THE ERIE COUNTY WATER AUTHORITY'S EMPLOYEE POLICIES/PROCEDURES MANUAL

Motion by Mr. Jann seconded by Mr. Schad

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, Daniel J. NeMoyer, Director of Human Resources advises that it is in the best interest of the Authority to amend Policy No. 61.0 – Leaves of Absence 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 Daniel J. NeMoyer, Director of Human Resources; and

WHEREAS, Matthew J. Baudo, Secretary to the Authority and Daniel J. NeMoyer, Director of Human Resources recommend amending Policy No. 61.0 – Leaves of Absence of the Authority's Employee Policies/Procedures Manual;

# NOW, THEREFORE, BE IT RESOLVED:

That the Authority amend Policy No. 61.0 – Leaves of Absence of said Manual of the Authority's Employee Policies/Procedures Manual.

Ayes: Three; Commrs. Warthling Jann and Schad

Noes: None

#### Schedule "A"

# ERIE COUNTY WATER AUTHORITY HR Policies/Procedures

Re:	LEAVES OF ABSENCE	Policy No.:	61.0
Application:	All Employees	Amended:	08/28/97
			02/11/99 11/24/99
			11/06/03 05/26/05
			10/02/14

#### **PURPOSE**

To provide guidelines whereby employees may maintain continuity of service in instances where circumstances require their absence from work.

#### **POLICY**

Leaves of absence may be granted to full-time employees when circumstances covered by this policy require an employee's absence. The duration of each leave of absence and wages received by the employee during the leave of absence, if any, shall be decided in accordance with the criteria established by this policy.

## SICK LEAVE OF ABSENCE

Policies and procedures covering absences necessitated by the illness or other disability of the employee or immediate family members are further explained in Policy No. 47.0. Sick Leave.

#### **BEREAVEMENT LEAVE**

Policies and procedures covering absences due to a death in the employee's family are further explained in Policy No. 42.0, Bereavement Leave.

#### PERSONAL LEAVE WITH PAY

1. Personal leave shall mean a leave of absence from scheduled work granted to an employee to conduct personal business.

- 2. Paid personal leave may be used only at a time convenient to and approved in advance by the Authority and where the circumstances are such that it will not interfere with the Authority's functions and operations. Where maintenance of the work force requires the Authority to deny requests for personal leave on a particular day, and only a limited number of employee requests can be approved for that day, the person requesting personal leave at the earliest time will be given preference within job classifications.
- A request for personal leave shall be made two working days in advance thereof to the Authority stating the time of such requested leave. In case of an emergency, advance notice will be waived, but the nature of the emergency will be explained in writing as soon as possible.
- 4. Effective January 1, 2004, each employee shall be credited with five days of paid personal leave on January 1 of each calendar year. Unused personal leave days cannot be carried over to the next year. Any such unused days will be added to accumulated sick leave, but will not increase the maximum sick leave accrual permitted.

#### LEAVE FOR COURT OR JURY ATTENDANCE

Policies and procedures which apply to absences due to required court or jury attendance are further explained in Policy No. 62.0, Jury Duty or Court Attendance Leave.

#### LEAVE FOR CIVIL SERVICE EXAMINATION

Upon written application to the Authority, an employee shall be granted a leave of absence with pay on a day when he/she is scheduled to work to permit him/her to take a New York State Civil Service Examination for a position within the employment of the Authority.

#### LEAVE FOR MILITARY SERVICE

The Authority shall grant a leave of absence with pay pursuant to the provisions of the Military Law of the State of New York and the Uniform Services Employment and Re-employment Act (USERRA) of 1994. The employee shall make written application to the Authority in advance of such leave.

The Authority will pay full salary for 30 days or 22 working days per each calendar year, whichever is greater. If the employee is ordered to serve for a period beyond 30 days or 22 working days, whichever is greater, the Authority will pay the difference between the employee's daily military rate and the employee's daily salary rate until such time as the employee returns from active duty or a period of six months has elapsed, whichever comes first.

### LEAVE REQUIRED BY LAW

The Authority shall grant any leave of absence with pay required by Law.

# PARENTAL LEAVE

- A leave of absence for the birth of a child shall be treated in the same manner as a Sick Leave of Absence, Policy No. 47.0, Sick Leave Benefits.
- 2. An employee desiring additional leave time beyond the Leave Benefits Policy, may request leave time in accordance with the Personal Leave With Pay and/or Leave of Absence without Pay policies. In either case, the Authority will treat such leave requests in the same fashion as it treats other personal leave requests.

### **LEAVE OF ABSENCE WITHOUT PAY**

- 1. An employee may request a leave of absence without pay. If the leave of absence is for less than thirty calendar days, the employee will complete the Leave of Absence form and forward it through Supervision to the Executive Director and Deputy Director for review.
- If the leave of absence without pay request exceeds thirty calendar days, the employee will submit a written request to the Secretary to the Authority, which shall include the reason for the request and the length of time requested.
- 3. The ultimate decision as to whether or not the leave without pay will be granted rests with the Members of the Authority. The employee requesting the leave without pay will be advised of the Authority's decision within a reasonable time after the decision has been made.
- The approval of a leave of absence without pay, which exceeds thirty calendar days, is a qualifying event under COBRA.

#### **FAMILY MEDICAL LEAVE ACT**

 Any employee who requests, or is placed on leave under the Family Medical Leave Act of 1993, must utilize accrued paid leave (vacation, personal or compensatory) or sick leave, as outlined in Policy No. 47.0, Sick Leave of Absence, before any non-paid time off is utilized.

#### INSURANCE BENEFITS CONTINUATION

- 1. Medical/Dental./Vision:
  - A. Paid Leaves coverage continues throughout the duration of the paid leave.

B. Unpaid Leaves - Authority paid coverage continues to the end of the month in which an unpaid leave begins. Thereafter, an employee may elect employee-paid continuation coverage under COBRA. COBRA is explained further in Policy No. 45.0, COBRA Continuation Benefits.

#### 2. Life Insurance:

- A. Coverage continues in force for the duration of a paid leave only.
- 3. Long-Term Disability:
  - A. Coverage continues in force for the duration of a paid leave only.

#### **SERVICE ACCRUAL**

- Continuity and accrual of employment service with the Authority is maintained during periods of paid and unpaid leaves of absence.
- 2. Vacation Credits:

Periods of paid and unpaid leaves are counted in calculating total accrued service for purposes of determining vacation time eligibility.

3. Sick Leave Benefits:

Only paid leave time is deemed time worked for the purpose of earning sick leave credits. Unpaid leave time does not count toward earning sick leave credits.

## **RETURNING FROM LEAVE**

- Employees granted a leave of absence must return to work on the first scheduled work day
  following the expiration of the leave.
- If an employee fails to return to work at the conclusion of his/her leave, the employee will be considered having abandoned his/her position and employment will be terminated.

# LEAVE TO ATTEND WELLNESS PROGRAMS

In order to promote the health and well being of Authority employees, leave shall be granted to employees who attend recognized Labor Management Health Fund (LMHF) Wellness and Fitness Retreats. Employees who provide proof of attendance at LMHF sponsored retreats will be allowed to use available sick leave benefit time for up to 50% of the time used to attend such retreats, up to a maximum of 2.5 days of sick time. Employees must use their own available vacation, personal or compensation time for the balance of leave time necessary to attend these retreats. Sick leave time used to attend these retreats will not be included in calculations relative to the Absentee Control Program or employee Sick Leave Bonus/Buyout programs.

# ITEM 8 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL O & M BUDGET FOR FISCAL YEAR 2014

Motion by Mr. Jann seconded by Mr. Schad

WHEREAS, In a resolution dated October 31, 2013, the Erie County Water Authority (the "Authority") adopted its Annual Operating & Maintenance Budget for the fiscal year 2014; and

WHEREAS, From time to time, due to changes in spending priorities, availability of funds, or changes in other circumstances the Authority finds it proper to amend its Budget to reflect such changes; and

WHEREAS, In order to streamline operations, the Authority has determined that it is advisable to fund one additional position of General Crew Chief; and

WHEREAS, In order to fund the additional position of General Crew Chief, unused funds within the Distribution Department will be transferred as follows:

Unit No	Internal No:	Description	Ţ	ncrease	<u>D</u>	ecrease
2010	00	Supervision	\$	18,608		
2010	08	Fringe Benefits	-	10,875		
2030	02	Labor			\$	18,608
2030	08	Fringe Benefits				10,875
		-	Totals \$	29,483	\$	29,483

WHEREAS, Matthew J. Baudo, Secretary to the Authority, recommends approval of said amendment;

# NOW, THEREFORE, BE IT RESOLVED:

That the Authority's Annual O & M Budget, for the fiscal year 2014, be amended by funding one additional position of General Crew Chief as shown above.

Ayes: Three; Commrs. Warthling Jann and Schad

Noes: None

# ITEM 9 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL O & M BUDGET FOR FISCAL YEAR 2014

Motion by Mr. Jann seconded by Mr. Schad

WHEREAS, In a resolution dated October 31, 2013, the Erie County Water Authority (the "Authority") adopted its Annual Operating & Maintenance Budget for the fiscal year 2014; and

WHEREAS, From time to time, due to changes in spending priorities, availability of funds, or changes in other circumstances the Authority finds it proper to amend its Budget to reflect such changes; and

WHEREAS, The Authority has been advised by James Ehrin, Senior Distribution Engineer, that the excessive amount of leaks experienced earlier in the year has resulted in a shortage to line item number 32 – Stone & Cold Patch; and

WHEREAS, In order to provide sufficient funding for these expense line items, funds will be need to be transferred as follows:

Unit No	Internal No:	<u>Description</u>	<u>Increase</u>	<b>Decrease</b>
2010	32	Stone & Cold Patch	\$ 90,000	
1015	76	Renewals and Replacements		\$ 33,000
2535	18	Payments to Contractors –		49,000
		Restoration		
3070	76	Renewals and Replacements		8,000
		Totals	s \$ 90.000	\$ 90,000

WHEREAS, Robert J. Lichtenthal Jr., Deputy Director, Wesley Dust, Executive Engineer, and Steven V. D'Amico, Business Office Manager, recommend approval of said amendment;

# NOW, THEREFORE, BE IT RESOLVED:

That the Authority's Annual O & M Budget, for the fiscal year 2014, be amended as shown above.

Ayes: Three; Commrs. Warthling Jann and Schad

Noes: None

# ITEM 10 - Service Connection Work Order List:

Motion by Mr. Jann seconded by Mr. Schad and carried to approve Service Connection Work Order Nos. 2014-34 and 2014-35, 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.

SHAFTICE COMMENTAL WORK ONDER ALEST AUBRIS COCHET WATER AUTHORITY

NUM DATE 9/19/2014 PACE: 1

EATE: 9/19/2014 CONTRACT: 13-04-01

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MOTH DATE 9/19/2014 PAGE: 3

DATE: 9/19/2014 ED. . : 2014-34

CONTRACT: 13-03-01

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BLIS COUNTY NATER AUTHORITY SURVICE CORRECTION NORK ONDER

MO... 2014-35 DATE: 9/26/2014 CONTRACT: 13-04-01

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BALE COUNTY WATER AUTHORITY SERVICE COMMETTER WORK ORDER

NUM DATE 9/26/2014 PAGE: 3

DATE: 9/26/2014 CONTRACT: 13-03-01

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CONTRACT: 13-03-01

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SERVICES SHALL BE INSTALLED PERSONAL TO SPECIFICATIONS OF THE AUTHORITY.

THE BLIS COUNTY MAYER APPROXITY IS BEING BY LAW PROM TAXES.

COMPLETION

# VIII. - ADJOURNMENT

Motion by Mr. Jann, second by Mr. Schad and carried that the meeting adjourn.

Matthew J. Baudo

Secretary to the Authority/Personnel Director

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