



To: Board Members

Date: July 1, 2021

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, July 8, 2021 @ 9:30 a.m.
Board Room, 475 Norris Drive**

AGENDA ITEMS:

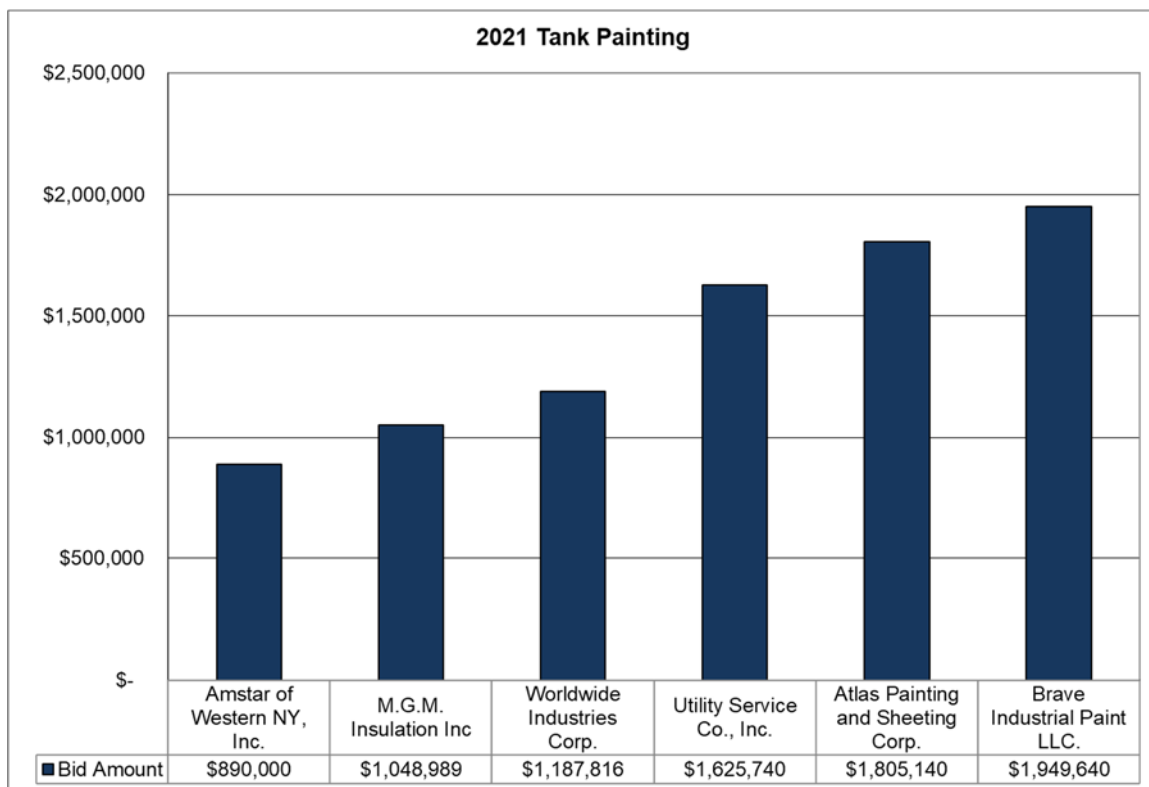
1. Personnel Items (*Memorandums enclosed*):

- Provisional Appointment of Christina Bojko to the title of Assistant Manager of Customer Services. Ms. Bojko has worked for the Authority in our Customer Services group nearly 10 years and has taken on additional duties this past year. Her strong work ethic and leadership qualities, as well as interpersonal and decision-making skills, make her a good fit for this position.
- Promotional Appointment of Chad Okolowicz to the title of Customer Service Foreman. Mr. Okolowicz has been a member of our Meter Services group since 2012 and working out-of-title as Foreman since 2019. He is reachable on the Civil Service eligible list for this title and has the skillset, dedication, and dependability necessary to fulfill the duties of this position.
- Promotional Appointments of Joseph Sinopoli, Jonathan Osucha, and Ethan Dunn to the title of Meter Services Technician. All three of these employees have been members of the Meter Services group since 2014, 2019, and 2013 respectively, and have been working out-of-title in this position. Each of them are reachable on the Civil Service eligible list for this title, are dependable, have performed successfully in this role, and are valued members of this group.
- Contingent Permanent Appointment of Brian Whitney to the title of Foreman of Distribution. Mr. Whitney has been working in the Facilities, Fleet Maintenance & Operations Department as Distribution Maintenance Mechanic for nine years and has done a good job. He is reachable on the Civil Service eligible list for the Foreman title; however, this promotion is contingent upon the incumbent taking the next examination for his current title and being reachable on the eligible list.
- Promotional Appointment of Jonathan Read to the title of Distribution Maintenance Mechanic. Mr. Read has been working in the Facilities, Fleet Maintenance & Operations Department for almost 18 years and will be assigned to our Valves group in this new role. He is reachable on the Civil Service list for this title, has done a good job for the Authority, and has the skills to perform successfully.
- Appointments of Joshua Tiefel and Ashley Hogan to the title of Office Clerk IV in our Customer Services group. These new hires satisfy the job qualifications, interviewed well, and are reachable on the Civil Service list.

2. There is an item on the Agenda to authorize the purchase of various Square D™ by Schneider Electric electrical equipment and materials from Kaman Automation, Inc. through Monroe County Contract BP #0509-21 for Square D Products. Electrical equipment and materials will be purchased as needed for an estimated amount up to \$75,000 for the contract term ending May 31, 2022.

3. There is an item on the Agenda to award a contract for the 2021 Tank Painting project. This project includes the rehabilitation and recoating of the interior and exterior of the one million gallon Boughton Hill tank and the 300,000 gallon Cobblestone tank. Both tanks are located in the Town of Victor.

There were six bids submitted. Our recommendation is to award this work to the low responsive, responsible bidder, Amstar of Western New York, Inc. in the bid amount of \$890,000. Amstar of Western New York, Inc. has successfully completed work for the Authority in the past.



4. There is an item on the Agenda requesting authorization to upgrade the Charter Communications Internet Circuit at Shoremont from 100 MB to 1 GB. This upgrade will increase the internet bandwidth, enhancing its performance. Furthermore, it will provide internet carrier diversity, allowing for better uptimes in the event there are outages with either provider. See memorandum from Justin Moore, enclosed.

5. The Authority's standard procurement compliance resolution.

There may be additional items placed on the Agenda not finalized for this mailing.

BOARD DISCUSSION/NOTIFICATION ITEMS

- In Board Folders for Review:
 - Town of Kendall Water Main Relocation Memorandum
 - Routine Monthly Informational Reports and/or Updates

There may be additional items presented for discussion and/or notification.

NN/ka
Enclosures

cc: Executive Staff