

**A G E N D A**  
REGULAR MEETING ON MARCH 25, 2021  
3:00 P.M. AT OAKDALE, NEW YORK

PUBLIC COMMENT

MINUTES FOR APPROVAL

1. Regular Meeting – February 25, 2021

CONTRACTS – EXTEND – ITEMS TO BE CONSIDERED ON CONSENT

**Items 2a. through 2g. on Agenda Approved with one Resolution on Motion made by \_\_\_\_\_, duly seconded by \_\_\_\_\_, and unanimously carried.**

- 2a. Contract 7605 - for the maintenance of diesel engines in zones 1 & 2 during the one-year period beginning June 1, 2021 – extend with T&T Baldwin Automotive Inc. (Zone 1); PowerPro Service Co. Inc. (Zone 2).
- 2b. Contract 7613 – for the furnishing and delivery of asphalt paving mixture for cold patching (item 2, item 1-50) during the one-year period beginning June 1, 2021 – extend with Black Gold Industries (Item 2 – Bulk Mix/\$114.00 per ton) and Seaboard Asphalt Products Co., (item 1-50-Pound Bags: \$5.59 per bag).
- 2c. Contract 7681 – for environmental services during the one-year period beginning May 1, 2021 – extend with AARCO Environmental Service Corp.
- 2d. Contract 7682 – for the furnishing and delivery of compressed gas cylinders during the one-year period beginning June 1, 2021 – extend with Airgas USA LLC.
- 2e. Contract 7687 – for the maintenance and repair of fire, burglar alarm systems and card access systems at various SCWA sites during the one-year period beginning June 1, 2021 – extend with VSS Security Systems Inc. (VSS)
- 2f. Contract 7693 – for the painting of fire hydrants during the one-year period beginning June 1, 2021 – extend with Building Services Industries.
- 2g. Contract 7696 – for the installation of blowoff basins during the one-year period beginning June 1, 2021 – extend with Ed Cork & Sons Inc.

CONTRACTS – AWARD/REJECT

- 3a. Contract 7750 - for the furnishing and delivery of copper tubing type 'K' during the one-year period beginning April 1, 2021.
- 3b. Contract 7751 – for the furnishing and delivery of cement lined ductile iron pipe during the two-year period beginning April 1, 2021.
- 3c. Contract 7752 – for the construction of well head enclosure buildings with precast concrete walls and wood frame roofs on existing foundations during the one-year period beginning April 1, 2021.
- 3d. Contract 7753 – for the furnishing and delivery of steel hydropneumatic tank at Bull Path Well Field.
- 3e. Contract 7756 – for the procurement of linstop/side tap fittings classified as sole source/single source during the one-year period beginning March 1, 2021.

GENERAL

- 4. Special Services
  - a) RFP 1566 – enter into an agreement with H2M Architects and Engineers for the inspection services for Authority pipeline and road restoration projects during the one-year period beginning June 1, 2021.
  - b) RFP 1568 – reject two proposals received for a diversity, equity and inclusion program for all Authority employees. This RFP will re-bid.
- 5. Rates, Rules and Regulations
  - a) Wasted Water Credit – 12 Goose Creek Lane Wainscott  
Authorize the wasted water credit of \$7,050.00 to 12 Goose Creek Lane, Wainscott due to a dual check cartridge failure.
  - b) WIAA Grant AOP Amend Board Resolution  
Amend Resolution 359-11-2019 to amend the seventh clause as recommended by the Environmental Facilities Corporation as follows:  
  
FURTHER RESOLVED, that SCWA will pay for the systems costs with funds from SCWA's Capital Budget, which funds are generated from a water quality and treatment charge on each SCWA account.
  - c) Amend Rates Effective June 1, 2021  
Approve as published in Newsday on Tuesday March 23, 2021 and recommended by the Finance Committee.
- 6. Budget
  - a) Budget Amendment #2 – May 31, 2021  
Authorize revision to the budget for year ending May 31, 2021 as follows:  
  
Decrease item 040-21 (New Wells) in the amount of \$31,153.81  
  
Increase item 100-21 (Facilities) in the amount of \$31,153.81

This increase will not change the current core capital budget of \$116,777 million.

- b) Capital and Operating and Maintenance Budget for Fiscal Year Ending 5/31/2022  
Authorize as recommended by the Finance Committee.

7. Insurance

- a) Property  
Renew the policy with Willis Starr Indemnity Co. – Ace American at a cost of \$255,932.
- b) General Liability, Auto and Lead Umbrella (\$10,000,000)  
Renew the policies from Zurich America Insurance Company at a cost of \$263,881.
- c) Excess/Umbrella Liability  
1<sup>st</sup> Layer, Coverage limit \$10 million: Purchase with Zurich at a cost of \$85,648.  
2<sup>nd</sup> Layer, Coverage limit \$10 million: Purchase with Allied World Insurance Company at a cost of \$77,329.  
3<sup>rd</sup> Layer, Coverage limit \$15 million: Purchase with Great American Insurance Company at a cost of \$92,500.
- d) Renew one OCP policy with Zurich America Insurance Company at an approximate cost of \$209.
- e) Purchase the broker service agreement with Alliant Insurance Services at a fee of \$25,000 for above coverages b, c.
- f) Renew the broker service agreement for property, cyber, public officials not-for-profit, crime and surety from Willis Towers Watson at a fee of \$40,000.
- g) Directors & Officers Liability  
Renew the Not-For-Profit Risk Protector (Directors and Officers Liability) policy from the Chubb Insurance Group with Willis Towers Watson in the amount of \$87,877.
- h) Comprehensive Crime  
Renew with Travelers with Willis Towers Watson in the amount of \$13,022.
- i) Cyber Insurance  
Renew SCWA's Cyber Insurance policy issued by the Beazley Insurance Company with Willis Towers Watson in the amount of \$29,884.
- j) Surety – Street Opening Permit Bonds  
Renew with Hartford Ins Co. with Willis Towers Watson, Willis of New York, Inc. acting as broker on a commission basis. The approximate cost is \$4,675 and is dependent on the number of Bonds requested through operations.
- k) Authorize the Risk Management Department, in consultation with the CEO and General Counsel, to be authorized to recommend settlements to our insurers on claims that occur between April 1, 2021 through March 31, 2022 and that fall within the policy retention or deductible limits.

- l) Authorize the Risk Management Department, in conjunction with the CEO and General Counsel, to increase/decrease coverages or purchase additional insurance as required by the operations of the Authority during the period April 1, 2021 to April 1, 2022.
- 8. Workers' Compensation Self-Insured Program
  - a) Purchase excess workers compensation and employer's liability policy from the Safety National Insurance Company providing coverage for any claim that exceeds \$800,000 at a premium of \$184,482.
  - b) Enter into an agreement with Arthur J. Gallagher & Company, for insurance broker services relating to the purchase and servicing the excess insurance policy during the one-year period beginning April 1, 2021, at a cost of \$15,000.
- 9. Main Extensions
  - a) Deer Way Surcharge  
Rescind Resolution 293-08-12 establishing the Deer Way Surcharge Area as the same area as covered under the East Lake Drive Surcharge Area.
  - b) FINS Lighthouse Tap and Meter Fees  
Waive the tapping fee of \$16,700 for an 8" main supplying the Fire Island Lighthouse and Ranger Facility, as referenced in Board Resolution #249-08-2019.
- 10. Personnel
  - a) Policy 112-A- COVID-19 Vaccinations  
Adopt Policy 112-A to authorize up to four (4) hours of paid excused time for employees to receive each dose of the vaccine.
  - b) Policy 603 – Employee Health and Safety  
Revise the Authorities Safety Manual to include electric gloves as part of Policy 603 in accordance with OSHA 1910.137 pursuant to attached outline.
  - c) Policy 901- Contacts During SCWA Procurements  
Amend SCWA Policies and Procedures Manual to include Board Resolution 090-03-2008 pursuant to attached outline.
- 11. Meetings, Seminars, Training, Conferences
  - a) AWWA – Annual Conferences 2021  
Authorize the virtual attendance of Donna Mancuso, Chief Human Resources Officer, at the American Water Works Association (AWWA) 2021 ACE Annual Conference, from June 14, 2021 through June 17, 2021, at an approximate cost of \$375. Additionally authorize the tentative in-person attendance of Donna Mancuso at the AWWA UMC2021 Annual Conference in Atlanta, Georgia from August 3, 2021 through August 6, 2021, at an approximate cost of \$1,750.

INVOICES - To be paid from the Operating Fund:

12a.	<u>Dvirka &amp; Bartilucci Engineers</u>	\$ 33,918.25
12b.	<u>Heslin Rothenberg Farley &amp; Mesiti P.C.</u>	258.90
12c.	<u>O'Connor, O'Connor, Hintz &amp; Deveney LLP</u>	555.00
12d.	<u>Putney, Twombly, Hall &amp; Hirson LLP</u>	6,840.50

NEXT MEETING – Scheduled for April 29, 2021, at 3:00 p.m. at Oakdale.

NEW BUSINESS & PUBLIC COMMENT

EXECUTIVE SESSION

- l) Authorize the Risk Management Department, in conjunction with the CEO and General Counsel, to increase/decrease coverages or purchase additional insurance as required by the operations of the Authority during the period April 1, 2021 to April 1, 2022.
- 8. Workers' Compensation Self-Insured Program
  - a) Purchase excess workers compensation and employer's liability policy from the Safety National Insurance Company providing coverage for any claim that exceeds \$800,000 at a premium of \$184,482.
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Waive the tapping fee of \$16,700 for an 8" main supplying the Fire Island Lighthouse and Ranger Facility, as referenced in Board Resolution #249-08-2019.
- 10. Personnel
  - a) Policy 112-A- COVID-19 Vaccinations  
Adopt Policy 112-A to authorize up to four (4) hours of paid excused time for employees to receive each dose of the vaccine.
  - b) Policy 603 – Employee Health and Safety  
Revise the Authorities Safety Manual to include electric gloves as part of Policy 603 in accordance with OSHA 1910.137 pursuant to attached outline.
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  - a) AWWA – Annual Conference 2021  
Authorize the virtual attendance of Donna Mancuso, Chief Human Resources Officer, at the American Water Works Association (AWWA) 2021 ACE Annual Conference, from June 14, 2021 through June 17, 2021, at an approximate cost of \$375.
  - b) AWWA – WEF/Utility Management Conference  
Authorize the tentative attendance of Donna Mancuso, Chief Human Resources Officer, at the American Water Works Association (AWWA) UMC2021 Annual Conference in Atlanta, Georgia, from August 3, 2021 through August 6, 2021, at an approximate cost of \$1,750.

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NEW BUSINESS & PUBLIC COMMENT

EXECUTIVE SESSION

REGULAR MEETING  
SUFFOLK COUNTY WATER AUTHORITY

February 25, 2021

Oakdale, New York

Present: Patrick Halpin, Chairman  
Jane Devine, Secretary  
Tim Bishop, Member  
Elizabeth Mercado, Member  
Jacqueline Gordon, Member  
  
Jeffrey W. Szabo, Chief Executive Officer

The meeting was also attended by Counsel T. Hopkins and Counsel J. Milazzo, and by Messrs. Bova, Brady, Brand, Brooks, Cecchetto, Doscher, Durk, Finello, Fuller, Galante, Given, Kilcommons, Kleinman, Kuzman, Litka, Motz, O'Connell, Pokorny, Reinfrank, Roccaro, Schneider, Torres, Wahl, Wallach, Warner and by Mmes. Berkoski, Cameron, Cassagne, Hannan, Lowe, Mancuso, Palillo, Pfeiffer, Simson, Spaulding, Tinsley, Tullo, Vassallo and Yatauro.

Members of the public and Local 393 were also in attendance.

Booklets containing detailed information for all Agenda items were distributed to each Member, Executive Staff and Counsel to the Authority.

At 4:03 p.m. Mr. Szabo called the meeting to order.

At this time, Mr. Hopkins stated this meeting is being held in accordance with Executive Order No. 202.2 dated March 7, 2020, which authorizes public meetings to be held remotely by conference call or other similar service. Members of the public can call in on the number on SCWA's website and listen to the meeting or participate electronically through Zoom.

Mr. Szabo began by Introducing the Goals for 2021. The presentation featured one or more slides by each Department Head and included itemized goals for the year to come in the areas of Emergency Management, Customer Service, Production Control, Administration, Construction Maintenance, Engineering, Information Technology, Water Quality and Lab Services, Strategic Initiatives, Finance and Communications. Time was allocated for questions and comments by the Board Members following each presenter.

Mr. Szabo then introduced Rich Bova (Deputy Director of Strategic Initiatives) to review the Emergency Preparedness plan with regard to recent data breaches in both Florida and California. Mr. Bova elaborated on the various security and safety measures regularly enforced by the Authority to protect against such breaches.

The public was advised by Steve Galante (Director of IT) that the public may speak during the public comment portion of the meeting by raising their hand in Zoom or dialing “\*9” on the telephone.

Mr. Halpin then opened the meeting for public comment. Public comment was made by Barbara Yatauro, Union President. Barbara described her disappointment in the preparation taken by the Authority during the recent snowstorm to allow employees to work remotely. She also noted that the Construction Maintenance employees working from Oakdale were not paid overtime in their weekly paycheck due to the long holiday weekend. Mr. Hopkins referred to the Collective Bargaining Agreement and stated that the snowstorm was handled in accordance with the negotiated terms for working conditions. If the Union is interested in negotiating changes to terms in the current contract, the Authority would meet with them to discuss. He also responded that due to the long holiday weekend and payroll processing on a Tuesday, the union clerical staff in Finance were unable to complete the entries for overtime that week and that the overtime payments would be made in the following paycheck. There were no further comments from the public. Before the meeting is adjourned, the email inbox will be checked again.

Mr. Halpin presented the minutes of the regular meeting of January 28, 2021, for approval. On motion made by Ms. Mercado, duly seconded by Mr. Bishop, with one abstention by Ms. Gordon, the minutes of the regular meeting held on January 28, 2021, were approved.

Mr. Szabo then referred to contracts scheduled to expire shortly, and he recommended that the Authority exercise its option to extend these contracts in accordance with the letters of recommendation. These items were considered on consent and on motion made by Ms. Gordon, duly seconded by Ms. Devine, and unanimously carried, it was

(032-02-2021) RESOLVED, To extend for one year beginning April 1, 2021, Contract 7603 for the sampling of monitor and observation wells with WRS Environmental Services Inc., in accordance with the specifications, terms and conditions of the contract.

RESOLVED, To extend for one year beginning April 1, 2021, Contract 7670 for the furnishing and delivery of calcium hypochlorite tablets for various pump stations with Eagle Control Corp., in accordance with the specifications, terms and conditions of the contract.

Mr. Szabo then reviewed Contracts 7739, 7747 and 7748, he recommended that these contracts be awarded/rejected in accordance with the letters of recommendation. Mr. Szabo referred to Mr. Kilcommons, Chief Engineer with regard to Contract 7739 and the proposals which were received. Mr. Kilcommons reviewed his memorandum to the board members and the recommendation for award. On motion made by Ms. Devine, duly seconded by Mr. Bishop, and unanimously carried, it was

(033-02-2021) RESOLVED, That the low bid received under Contract 7739 for the furnishing and delivery of sixteen (16) advanced oxidation process treatment systems submitted by Xylem Water Solutions USA, Inc of Charlotte, North Carolina on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Two Million Six Hundred Forty-One Thousand Six Hundred Forty-Five Dollars (\$2,641,645), be and hereby is accepted, contingent upon satisfactory answers to technical questions prepared by the Engineering department; and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this agreement on behalf of the Authority.

On motion made by Ms. Gordon, duly seconded by Ms. Mercado, and unanimously carried, it was

(034-02-2021) RESOLVED, That the low bids received under Contract 7747 for landscape and lawn maintenance at office locations in Coram, East Hampton, Oakdale, Great River, and the pump stations in East Hampton submitted by Del Graz Enterprise of Sayville, New York, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Sixty-Nine Thousand Four Hundred Forty-One Dollars (\$69,441), be and hereby is accepted; and be it

FURTHER RESOLVED, that the low bid received under Contract 7747 for landscaping and lawn maintenance at office locations in Brentwood, Hauppauge, Huntington, Bay Shore, 21 McKinney Ave and the pump stations in Babylon, Bay Shore, Patchogue, Huntington, Smithtown and Port Jefferson submitted by DGB Landscaping Inc. of Huntington, New York, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Two Hundred Twenty Thousand, Five Hundred Ninety Dollars (\$220,590), be and hereby is accepted; and be it

FURTHER RESOLVED, that any Member and/or the Chief Executive Officer be and hereby is authorized to execute these contracts on behalf of the Authority.

On motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(035-02-2021) RESOLVED, that the low bid received under Contract 7748 for the construction of a 20" x 10" diameter well (No. 2A) at Commercial Boulevard Well Field in Brentwood, submitted by Steffen Drilling LLC of Glassboro New Jersey, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Four Hundred Forty-Nine Thousand Dollars (\$449,000), be and hereby is accepted; and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this agreement on behalf of the Authority.

Mr. Szabo referred to a request regarding special service agreements. After further explanation of details, and on motion made by Ms. Devine, duly seconded by Mr. Bishop, and unanimously carried, it was

(036-02-2021) RESOLVED, To authorize the renewal of agreement with Check Free Pay Corporation of Wallingford, Connecticut, for customers to pay their water bill with cash or money order at participating stores, at a fee of \$1.00 per transaction; and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this agreement on behalf of the Authority.

Mr. Szabo reviewed a request relating to government. On motion made by Ms. Gordon, duly seconded by Mr. Bishop, and unanimously carried, it was

(037-02-2021) RESOLVED, by the Suffolk County Water Authority Board of Directors that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and be it

FURTHER RESOLVED, that in accordance with Article 57-A: only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods

Mr. Szabo then referred a request relating to finance. Mr. Hopkins, Chief Legal Officer highlighted the fact that the rate of borrowing would be was in effect for all future surcharge contracts. On motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(038-02-2021) RESOLVED, To authorize a rate of borrowing for all future surcharge contracts to be changed to the total interest cost (TIC) of the bond issuance.

Mr. Szabo then reviewed a request regarding rates, rules and regulations. On motion made by Mr. Bishop, duly seconded by Ms. Gordon, and unanimously carried, it was

(039-02-2021) RESOLVED, To amend the Authority's rates, rules and regulations with regard to afterhours fees related to same-day service and move-in requests as follows:

Current rates and times:

Monday – Friday 5:00 PM - 8:00 PM	\$ 60.00
Weekdays after 8:00 PM, Saturdays after 4:00, Sundays & Holidays	\$ 200.00

Proposed rates and times:

Monday – Friday 5:00 PM - 6:30 PM	\$ 60.00
Weekdays after 6:30 PM, Saturdays after 2:30, Sundays & Holidays	\$ 200.00

Mr. Szabo then reviewed two requests relating to Equipment. On motion made by Ms. Gordon, duly seconded by Ms. Mercado, and unanimously carried, it was

(040-02-2021) RESOLVED, To authorize the purchase of laptop vehicle mounts and appurtenances for Production Control Vehicles to be installed as part of the implementation of the Mobile Workforce Management System from Island Tech Services of Ronkonkoma, New York on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Thirty-Eight Thousand, Seven Hundred Twenty-Five and 66/100 Dollars (\$38,725.66) under NYS/GSA contract.

On motion made by Ms. Mercado, duly seconded by Mr. Bishop, and unanimously carried, it was

(041-02-2021) RESOLVED, To authorize the purchase of a replacement HP T1700 Plotter for Construction Maintenance from Global Computer Systems of Port Jefferson, New York on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Five Thousand Six Hundred Eighty-Seven Dollars (\$5,687).

Mr. Szabo then introduced an item regarding Property. On motion made by Ms. Devine, duly seconded by Ms. Gordon, and unanimously carried, it was

(042-02-2021) RESOLVED, To authorize the restriping of parking lots in the Oakdale Complex including Administration, 4040 and 4050 Sunrise Highway, and 3525 Sunrise Highway in Great River by Skyline Striping of Dix Hills, New York, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Five Thousand One Hundred Dollars (\$5,100.00).

Mr. Szabo proceeded to discuss an item regarding the Members of the Board. On motion made by Mr. Bishop, duly seconded by Ms. Mercado with one abstention by Ms. Gordon, and unanimously carried, it was

(043-02-2021) RESOLVED, To appoint Jacqueline Gordon to the subcommittees for Audit and Governance, effective immediately.

Mr. Szabo reviewed the original invoices to be paid from the Operating Fund, and on motion made by Mr. Bishop, duly seconded by Ms. Devine, and unanimously carried, it was

(044-02-2021) RESOLVED, That the following invoices be paid from the Operating Fund:

Association of Metropolitan Water Agencies	\$16,437.00
H2M Architects & Engineers	\$83,739.00
Heslin, Rothenberg Farley & Mesiti P.C.	\$1,290.00
Lasalle Lasalle & Dwyer PC	\$13,753.78
Milber Makris Plousadis & Seiden, LLP	\$180.00
Putney, Twombly, Hall & Hirson LLP	1,456.00
Sobel Pevzner, LLC	17,158.55

#### SEQRA REVIEW

Where applicable, the foregoing resolutions, unless otherwise noted, will not have a significant adverse impact on the environment within the meaning of Section 8-0109 of the Environmental Conservation Law.

The Members scheduled their next regular meeting for Thursday, March 25, 2021, beginning at 3:00 p.m.

At this time, Mr. Halpin stated that the email inbox was checked for public comment and there were none; additionally, no one on the Zoom call wished to speak to the Members.

At 5:45 p.m., on motion made by Ms. Mercado, duly seconded by Ms. Gordon, and unanimously carried, it was

(045-02-2021) RESOLVED, That the Members go into an Executive Session for the purpose of discussing litigation, personnel matters, and labor negotiations.

The meeting was again called to order at 6:23 p.m.

On motion made by Ms. Mercado, duly seconded by Mr. Bishop, and unanimously carried, it was

(046-02-2021) RESOLVED, To promote Peter Schembri Jr. from Civil Engineer to Deputy Lead Civil Engineer at an annual salary of \$95,000.

As there was no further business to be considered, on motion made by Mr. Bishop, duly seconded by Ms. Gordon, the meeting was adjourned at 6:24 p.m.

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Jane Devine, Secretary

DRAFT

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7605 – Maintenance of Diesel Engines – Zones 1 & 2  
June 1, 2021 to May 31, 2022

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T & T Baldwin Automotive Inc., (Zone 1); Power Pro Service Co., Inc., (Zone 2), by way of the attached letters, have agreed to extend the subject contract for a third and final year.

Original contract award, April 2019, were in the total estimated amounts of \$76,370 to T & T Baldwin Automotive Inc., and \$96,755 to Power Pro Service Co., Inc., under the subject contracts.

As of June 1, 2020 (FY21), the Authority has paid approximately \$25,850 to T & T Baldwin Automotive Inc., and \$53,857 to Power Pro Service Co.

T&T Baldwin Automotive currently holds one (1) additional contract (#7589 – Vehicle Maintenance Services for Cars and Light Duty Trucks, amount: \$74,145, expires March 2022). In FY20, they were paid \$112,471.

**Contractor's performance on the above referenced contracts has been satisfactory.**

Power Pro Service Co., Inc., holds no additional contracts. In FY20 they were paid \$52,659 (held contract# 7406 – Maintenance of Diesel Engines – Zone 2, amount: \$104,379, expired February 2020).

**Contractor's performance on the above referenced contracts has been satisfactory.**

We are requesting contract extension for the one year period, as noted above.

Reviewed by:

Jeff. Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy CEO Operations  
M. O'Connell, Director of Production Control



Attachments: 1 memo & tabulation

**From:** Tracy Zargari <tracyz@baldwinautorepair.net>  
**Sent:** Saturday, February 20, 2021 10:30 AM  
**To:** Torres, Marlon  
**Cc:** Fox, Linda; John  
**Subject:** Extension of Contract 7605A - Maintenance of Diesel Engines

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Marlon,

In reference to your letter dated February 18, 2021 regarding a (1) year extension, (June 1, 2021 - May 31, 2022) of **Contract # 7605A – Maintenance of Diesel Engines – Zones 1 - June 1, 2020 to May 31, 2021**, we are interested in extending. As per our existing contract, we will honor the agreement and maintain the same prices. We look forward to our continued business relationship with the Suffolk County Water Authority.

Sincerely,

*John D'Amaro*

General Manager

T & T Baldwin Automotive, Inc.

(631)286-8000

## Torres, Marlon

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**From:** Frank Navetta <frank@powerprogenerators.com>  
**Sent:** Friday, February 19, 2021 11:29 AM  
**To:** Torres, Marlon  
**Cc:** byron@powerprogenerators.com; 'Lee Sanders'  
**Subject:** Contract 7605B

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Marlon, we acknowledge the acceptance of the subject contract as stipulated in your letter DD February 18/2021. The Performance Bond Extension will be processed shortly.

Regards,  
Frank Navetta  
President  
PowerPro Service Company, Inc  
631-567-2700  
[www.powerproservicecompany.com](http://www.powerproservicecompany.com)

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7613 – Furnishing & Delivery of Asphalt Paving Mixture for Cold Patching  
June 1, 2021 to May 31, 2022

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Black Gold Industries (Item 2 - Bulk Mix/\$114.00 per Ton); Seaboard Asphalt Products Co., (Item 1 - 50-Pound Bags: \$5.59 per Bag), have agreed to extend the subject contract for a third year representing the first of two possible one-year extensions. Original contract term was for two (2) years.

Original contract award, May 2019, was in the total estimated amount of \$182,400 to Black Gold Industries; \$89,440 to Seaboard Asphalt Products Co.

As of June 1, 2020 (FY21), the Authority has spent approximately \$59,896 with Black Gold Industries; \$22,538 with Seaboard Asphalt Products Co.

Black Gold Industries and Seaboard Asphalt Products Co., holds no other current contracts with the Authority.  
**Performance by both contractors is satisfactory.**

In fiscal year ending 5/31/20 (FY20), Black Gold Industries was paid \$75,987 (previously held contract# 7323, awarded March 2016, item# 1 @ \$4.85 per Bag; Item 2 @96.50 Bulk Delivery, expired March 2019).

We are requesting contract extension for the one-year term noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy, CEO Operations  
P. Kuzman, Director of Construction Maintenance



Attachments: 1 memo & 1 tabulation

## Torres, Marlon

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**From:** xcel123@aol.com  
**Sent:** Monday, February 22, 2021 11:18 AM  
**To:** Torres, Marlon  
**Subject:** RE: Black Gold Industries - Cold Patch

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Marlon,  
Hope all is well, please let this email serve as confirmation of our intention to extend our contract with the SCWA. Contract#: 7613A. We look forward to servicing the SCWA for another year and if you need any additional information please don't hesitate to contact me.  
All the best,  
Nick Garone  
Black Gold Industries, Inc.  
(631) 478-7421

*Seaboard Asphalt Products Company*



BALTIMORE, MARYLAND 21226

366-0330-0331

1-800-536-0332  
Fax: (410) 366-6864

February 22, 2021

Suffolk County Water Authority  
P.O. Box 38  
Oakdale, NY 11769-0901

REF: Extension of Contract 76138

Attention: Marlon Torres

I am writing to Agree with Extension of Contract 76138 from June 1, 2021 to May 31, 2022 for the same pricing.

If you have any other questions, please do not hesitate to contact me at 800-536-0332 or via email at [sales@seaboardasphalt.com](mailto:sales@seaboardasphalt.com).

Sincerely,

A handwritten signature in blue ink that reads "Shawn R. Campbell". The signature is fluid and cursive, with the first name being the most prominent.

Shawn R. Campbell

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7681 – Environmental Services - May 1, 2021 to April 30, 2022

---

AARCO Environmental Service Corp., by way of the attached letter, has agreed to extend the subject contract for a second year, representing the first of two possible one-year extensions.

Original contract award, April 2020, was in the total estimated amount of \$24,870.

As of June 1, 2020 (FY21), the Authority has paid approximately \$3,040 under the subject contract.

**Contractor's performance on the above referenced contract is satisfactory.**  
AARCO Environmental Service Corp., holds no other contracts.

In FY20, they were paid \$7,425, under contract# 7425.

We are requesting contract extension for the one year period as noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Milazzo, General Counsel  
N. Swain, Safety Supervisor

✓  
✓  
✓  
✓

Attachments: 1 memo & tabulation

## Torres, Marlon

---

**From:** Steve Plofker <splofker@aarcoenvironmental.com>  
**Sent:** Thursday, February 25, 2021 1:08 PM  
**To:** Fox, Linda; Torres, Marlon  
**Cc:** Mallarie White  
**Subject:** FW: Extension of Contract 7681 - Environmental Services  
**Attachments:** 7681 AARCO Environmental Services Extension letter.pdf

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

AARCO Environmental Services Corp. agrees to extend this Contract 7681- Environmental Services.

Please let me know you have received this email

thanks

Steve Plofker  
Chief Operating Officer



*AARCO Environmental Services Corp.*

**GSA** Contract Holder

50 Gear Avenue  
Lindenhurst, NY 11757  
Tel (631) 586-5900  
Fax (631) 586-5910  
Cell (631) 236-8239  
[www.aarcoenvironmental.com](http://www.aarcoenvironmental.com)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

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**From:** Fox, Linda <Linda.Fox@SCWA.com>  
**Sent:** Tuesday, February 23, 2021 9:38 AM  
**To:** Steve Plofker <splofker@aarcoenvironmental.com>  
**Cc:** Torres, Marlon <Marlon.Torres@SCWA.com>  
**Subject:** Extension of Contract 7681 - Environmental Services

The above subject contract is due to expire April 30, 2021. Attached is an offer of extension for the above subject contract. Please respond (as soon as possible) via email to [Marlon.torres@scwa.com](mailto:Marlon.torres@scwa.com), if you intent/or not extend this agreement.

Thank you,

*Linda Fox*

Purchasing Department

Phone 631-563-0255

Fax 631-589-5268

[lfox@scwa.com](mailto:lfox@scwa.com)

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7682 – Furnishing & Delivery of Compressed Gas Cylinders  
June 1, 2021 to May 31, 2022

---

Airgas USA LLC., has agreed to extend the subject contract for a second year representing the first of three (3) possible one (1) year extensions.

Original contract award, in April 2020, was in the estimated amount of \$47,121.

As of June 1, 2020(FY21), the Authority has spent approximately \$15,726 under the subject contract.

Airgas USA LLC., holds no additional contracts.

**Contractor's performance on the above referenced contract is satisfactory.**

We are requesting contract extension for the one year term noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
D. Mancuso, Chief Human Resources Officer  
K. Durke, Director of Water Quality & Lab Services  
R., Lehning III, Fleet Manager

✓  
✓  
✓  
✓  
✓

Attachments: 1 memo, 1 tabulation

## Torres, Marlon

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**From:** SCOTT, Tom <tom.scott@airgas.com>  
**Sent:** Friday, February 19, 2021 1:08 PM  
**To:** Torres, Marlon  
**Subject:** Fwd: Extension of Contract 7682 - Furnish & Deliver Compressed Gas Cylinders - Airgas USA LLC  
**Attachments:** 7682 Airgas USA LLC Extension Letter 1 of 3 yrs.pdf

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Airgas does intend to extend the existing bid. Do you have documents we need to Execute?

Thank you

Thomas M. Scott IV | Government Bid Specialist - East Region | Airgas, An Air Liquide Company |  
6990A Snowdrift Rd | Allentown, PA. 18106 | 484-273-3133 | [tom.scott@airgas.com](mailto:tom.scott@airgas.com) | [Eas.govt.bid.desk@airgas.com](mailto:Eas.govt.bid.desk@airgas.com)  
Customer Service: 866-718-0685

[New Airgas.com lets you control your Account from placing and tracking orders, to viewing and pay your invoices and getting POD's. Click here Create your Account today](#)

----- Forwarded message -----

**From:** Fox, Linda <[Linda.Fox@scwa.com](mailto:Linda.Fox@scwa.com)>  
**Date:** Thu, Feb 18, 2021 at 2:28 PM  
**Subject:** Extension of Contract 7682 - Furnish & Deliver Compressed Gas Cylinders - Airgas USA LLC  
**To:** [eas.govt.bid.desk@airgas.com](mailto:eas.govt.bid.desk@airgas.com) <[eas.govt.bid.desk@airgas.com](mailto:eas.govt.bid.desk@airgas.com)>  
**Cc:** Torres, Marlon <[Marlon.Torres@scwa.com](mailto:Marlon.Torres@scwa.com)>

The above subject contract is due to expire May 31, 2021. Attached is an offer of extension for the above subject contract. Please respond (as soon as possible) via email to [Marlon.torres@scwa.com](mailto:Marlon.torres@scwa.com), if you intent/or not extend this agreement.

Thank you,

*Linda Fox*

Purchasing Department

Phone 631-563-0255

Fax 631-589-5268

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York  
INTEROFFICE CORRESPONDENCE

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7687 – Maintenance & Repair of Fire, Burglar Alarm Systems and Card Access System at Various SCWA Sites – June 1, 2021 to May 31, 2022

---

VSS Security Systems Inc. (VSS), by way of the attached letter, has agreed to extend the subject contract for a second year representing the first of two possible one-year extensions.

**VSS has performed as required under the contract, performance is satisfactory.**

Original contract award, April 2020, was in the total estimated amount of \$38,420.

As of June 1, 2020 (FY21), the Authority has spent approximately \$11,594 under the subject contract.

VSS holds no other contracts.

In fiscal year ending 5/31/20 (FY20), VSS was paid \$25,000.

We are requesting contract extension for the one-year term noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
D. Mancuso, Deputy CEO for Administration  
J. Kleinman, Director of General Services

✓  
✓  
✓  
✓

Attachments: 1 memo & tabulation

VSS Security Systems

44 Spruce Street Selden, NY 11784

V. 631-698-0200 F. 631-270-3968 E. [vss44@optonline.net](mailto:vss44@optonline.net) C. 516-318-5733

---

March 01, 2021

SCWA

Office of Financial Services, Purchasing Department

Atn: Marlon Torres, Purchasing Director

Regarding Contract No. 7687 Maintenance & Repair of Fire, Burglary Alarm Systems and Card Swipe Systems at Various SCWA Sites.

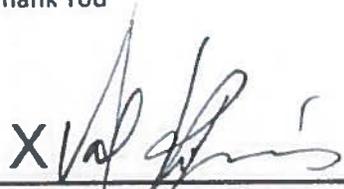
The extension of contract 7687 has been considered and accepted by VSS Security System management for another year beginning June 01, 2021 to May 31, 2022.

All terms and cost will be the same as per previous year contract 7687 beginning June 01, 2020 to May 31, 2021.

Please contact me if you have any questions.

Thank You

X



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Val Rodriques  
President

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

**DATE:** March 19, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7693 – Painting of Fire Hydrants – June 1, 2021 to May 31, 2022

---

Building Services Industries, by way of the attached letter, has agreed to extend the subject contract for a second year representing the first of two (2) possible one year extensions.

Original contract award, May 2020, was in the total estimated amount of \$137,500.

As of June 1, 2020 (FY21) the Authority has spent approximately \$46,688 under the subject contract.

**Contractor's performance on the above referenced contract is satisfactory.**

Building Services Industries holds one (1) additional contract (#7617 - Inspection of Fire Hydrants, amount: \$219,960, expires July 2021). In fiscal year ending May 31, 2020 (FY20) Building Service Industries was paid \$365,321 (held contract: #7361 – Hydrant Painting).

We are requesting contract extension for the one-year term as noted.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy, CEO Operations  
P. Kuzman, Director of Construction Maintenance



Attachments: 1 memo & 1 tabulation

**Torres, Marlon**

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**From:** Tom Beaton <info@95southinc.com>  
**Sent:** Monday, February 22, 2021 11:46 AM  
**To:** Fox, Linda  
**Cc:** Torres, Marlon  
**Subject:** Re: Extension of Contract No. 7693 – Painting of Fire Hydrants at Various Locations in Suffolk County – June 1, 2020 to May 31, 2021

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We wish to extend the contract # 7693 for period June 1, 2021 thru May 31, 2022.

Thank you

Juan Rodriguez

BSI LLL

President

On 2/22/2021 11:40 AM, Fox, Linda wrote:

The above subject contract is due to expire May 31, 2021. Attached is an offer of extension for the above subject contract. Please respond (as soon as possible) via email to [Marlon.torres@scwa.com](mailto:Marlon.torres@scwa.com), if you intent/or not extend this agreement.

Thank you,

*Linda Fox*

Purchasing Department

Phone 631-563-0255

Fax 631-589-5268

[lfox@scwa.com](mailto:lfox@scwa.com)

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7696 - Installation of Blowoff Basins – Zone 2  
June 1, 2021 to May 31, 2022

---

Ed Cork & Sons Inc. (Zone 2 – Port Jefferson, Patchogue, Westhampton & East Hampton), by way of the attached correspondence, has agreed to extend the subject contract for a second year representing the first of two possible one-year extensions.

Suffolk Water Connection has declined our offer to extend their contract for Zone 1 (Babylon, Bay Shore, Huntington & Smithtown). We have language in the contract for both zones that allows for work by one contractor in the other zone. The anticipated workload for Zone 1 can be handled by Ed Cork & Sons for the extension term. We will not re-bid Zone 1 until next year when the current contract with Ed Cork & Sons is set to expire. At that point we will go out to bid for both zones.

Original contract award, April 2020, was in the total estimated amounts of \$363,800.

As of June 1, 2020 (FY21), the Authority has spent approximately \$144,203 under the subject contract.

Ed Cork & Sons holds no additional contracts. In fiscal year ending 5/31/20 (FY20) they were paid \$393,668 (held contract# 7426 - Installation of Blowoff Basins, expired May 2020, amount: \$108,950).

**Contractor's performance on current and past contracts is satisfactory.**

We are requesting contract extension as presented.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy, CEO Operations  
T. Kilcommons, Chief Engineer & Director  
of Research & Engineering



Attachments: 1 memo, 1 tabulation

**ED CORK & SONS, INC.**  
**62 CAMPBELL ST.**  
**PATCHOGUE, NY 11772**  
PHONE: (631) 207-9290 FAX: (631) 207-9293  
E-Mail [edcorksons@optonline.net](mailto:edcorksons@optonline.net)

March 3, 2021

SCWA  
PO Box 38  
Oakdale, NY 11769-0901  
Att: Mr. Marlon Torres, Purchasing Director

Re: Contract No. 7696B Installation of Blow-off Basins –June 1, 2020 to May 31, 2021

Extension of Contract – June 1, 2021 to May 31, 2022

Ed Cork & Sons, Inc. is interested at this time in an extension of Contract No. 7696B to be extended for a one (1) year period, at the same price that were agreed upon. Cashier's Checks totaling \$35300.00 was provided for this contract . If you have any questions, please do not hesitate to contact me a t 631-207-9290.

Sincerely,  
Glenn E. Cork

doc

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**  
**INTEROFFICE CORRESPONDENCE**

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Contract No. 7750 – Furnishing & Delivery of Copper Tubing Type “K”-April 1, 2021 to March 31, 2022

---

**Opened:** February 26, 2021 **Published:** February 4, 2021

**No. of Bids received:** 2 **Documents Sent:** 10

**Bidder:** Ferguson Waterworks  
**Bid Amount:** 58.5% Discount off Manufacturer’s Published Price List

**Recommendation:** Award to Bidder offering the Highest Discount

**Comments:** A total of ten (10) bidders were solicited. Two (2) bids were received; the offered discount ranged from 45% to a high of 58.5%.

Since the pricing for copper is volatile the contract was developed so that we can obtain the highest discount offered from the most current Manufacturer’s Published Price List. We have spent the following per fiscal year on copper tubing: FY 2020 - \$157,073.11; FY 2021 - \$71,235.68

Construction Maintenance Department has reviewed the bids submitted and recommends award of this contract to Ferguson Waterworks.

Ferguson Waterworks holds one (1) additional contract (#7583[Partial] – Furnishing & Delivery of Ductile Iron Pressure Fittings, expires March 2022, amount: \$137,146). In fiscal year ending 5/31/20 (FY20) they were paid \$485,668 (under contracts: #7583 & #7371 – Furnishing & Delivery of Cement Lined Ductile Iron Pipe, Flanged, expired August 2019, amount: \$31,882).

**Contractor’s performance on previous contracts is satisfactory.**

Reviewed by:

Jeff Szabo, Chief Executive Officer –  
M. Torres, Purchasing Director –  
J. Pokorny, Deputy, CEO Operations –  
P. Kuzman, Director of Construction Maintenance –

Attachments: 1 memo & 1 tabulation, List of Firms Invited to Bid

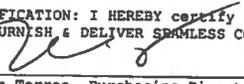
TABULATION OF BIDS  
 CONTRACT NO. 7750

FURNISH & DELIVER SEAMLESS COPPER TUBING TYPE K

Bid Opening, 02/23/2021

Line Item Sh. Text Qty. in Base Unit	Material Mat. Group	Quot.: Bidder: Name: House No: Street: City: Region: Post Code: Item Text:	6000005599 100209 T MINA SUPPLY INC 17 EXPRESSWAY DRIVE NORTH MEDFORD NY 11763 CASHIERS CHECK \$250.00	6000005598 105244 FERGUSON WATERWORKS 300 OSER AVE HAUPPAUGE NY 11788 CASHIERS CHECK \$250.00
CM001 Price List No. 544 Srv.Specs 1 AU		Total Val.: Unit Price: Rank:	45.00 45.00 1	
CM001 Price List No. UNCT0221a Srv.Specs 1 AU		Total Val.: Unit Price: Rank:		58.50 58.50 1
Total Quot.		Total Val.: Rank:	45.00 1	58.50 2

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 02/23/2021  
 for FURNISH & DELIVER SEAMLESS COPPER TUBING TYPE K, 11:00 AM, prevailing time, Oakdale, New York

  
 Marlon Torres, Purchasing Director

<b>Contract No. 7750</b> <b>Furnish &amp; Delivery of Copper Tubing Type "K"</b> <b>Bid Opening: February 26, 2021</b>			
<b>CONTRACT DOCUMENTS SENT TO:</b>			<b>Emails:</b>
Babylon Plumbing	99 John St.	Babylon, NY 11702	babylonplb@hotmail.com
Bruce Supply Corp.	8805 18th Ave.	Brooklyn, NY 11214	Joe.molloy@brucesupply.net
EJ Prescott	198 Usher Rd	Round Lake, NY 12151	Kirk.Aikens@ejprescott.com
Ferguson Enterprises	300 Oser Ave	Hauppauge, NY 11788	Brandon.gordon@ferguson.com joseph.baccellieri@ferguson.com rick.gambone@ferguson.com
Fleishcher Tube	71 Saxon Ave	Bay Shore, NY 11706	sales@fleischertube.com
Holbrook Plastic Pipe Supply	790 Grundy Ave	Holbrook, NY 11741	peter@holbrookpipe.com
Kessler Industries	500 Green St	Woodbridge, NJ 07095	ssullivan@ksdusa.com Bklein@ksdusa.com
Mayer Malbin Inc.	41-01 36 <sup>th</sup> Ave	Long Island City, NY 11101	sam@mayermalbin.com
Pollardwater Co., Inc	200 Atlantic Ave	New Hyde Park, NY 11040	steveh@pollardwater.com mikeb@pollardwater.com chrism@pollardwater.com
T. Mina Supply	44-41 Douglaston Parkway	Douglaston, NY 11363	Roberto.cano@tmina.com michelle.olsen@tmina.com michael.voyias@tmina.com

Present at Bid Opening:

Marlon Torres, Purchasing Director  
Deena Lopresti, Procurement Agent I

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**  
**INTEROFFICE CORRESPONDENCE**

**DATE:** March 9, 2021  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Contract No. 7751 – Furnishing & Delivery of Cement Lined Ductile Iron Pipe  
April 1, 2021 to March 1, 2023

---

**Opened:** February 22, 2021                      **Published:** January 29, 2021  
**No. of Bids received:** 2                                      **Documents Sent:** 10

**Low Bidder:** Ferguson Waterworks  
Bid Amount: \$249,957.60 (Annual)

**Recommendation: Award to Low Responsive Bidder**

**Comments:** This solicitation is for a two (2) year contract. A total of two (2) bids were received, they ranged from \$249,957 to \$256,557.

Bid price comparison to the previous contract (#7412, expired February 2021, held by T. Mina, amount: \$247,551) reflects an approximate average 13% increase on each line item and approximately 3% lower than the second low bidder.

Construction Maintenance Department has reviewed the Bid submitted and recommends the award of this contract to Ferguson Waterworks.

Ferguson Waterworks holds one (1) additional contract (#7583[Partial] – Furnishing & Delivery of Ductile Iron Pressure Fittings, expires March 2022, amount: \$137,146). In fiscal year ending 5/31/20 (FY20) they were paid \$485,668 (under contracts: #7583 & #7371 – Furnishing & Delivery of Cement Lined Ductile Iron Pipe, Flanged, expired August 2019, amount: \$31,882).

**Contractor's performance on previous contracts is satisfactory.**

Reviewed by:

Jeff Szabo, Chief Executive Officer                      ✓  
M. Torres, Purchasing Director                                      ✓  
J. Pokorny, Deputy, CEO Operations                                      ✓  
P. Kuzman, Director of Construction Maintenance                                      ✓

Attachments: 1 memo & 1 tabulation, List of Firms Invited to Bid

OF CEMENT LINED DUCTILE IRON PIPE

21/2021

Quot.:	6000005597	6000005596
Bidder:	105244	100209
Name:	FERGUSON WATERWORKS	T MINA SUPPLY INC
House No:	300	
Street:	OSER AVE	17 EXPRESSWAY DRIVE NORTH
City:	HAUPPAUGE	MEDFORD
Region:	NY	NY
Post Code:	11788	11763
Item Text:	ELECTRONIC BID BOND	BID BOND
Total Val.:	22,110.00	23,650.00
Unit Price:	22.11	23.65
Rank:	1	2
Total Val.:	50,910.00	52,950.00
Unit Price:	16.97	17.65
Rank:	1	2
Total Val.:	48,000.00	50,180.00
Unit Price:	24.00	25.09
Rank:	1	2
Total Val.:	37,668.00	38,628.00
Unit Price:	31.39	32.19
Rank:	1	2
Total Val.:	59,385.00	60,810.00
Unit Price:	39.59	40.54
Rank:	1	2
Total Val.:	28,555.00	27,130.00
Unit Price:	57.11	54.26
Rank:	2	1
Total Val.:	1,476.80	1,322.80
Unit Price:	73.84	66.14
Rank:	2	1
Total Val.:	1,852.80	1,886.80
Unit Price:	92.64	94.34
Rank:	1	2
Total Val.:	249,957.60	256,557.60
Rank:	1	2

is a correct Tabulation of Bids, received, 02/21/2021  
TILE IRON PIPE, 11:00 AM, prevailing time, Oakdale, New York

OF CEMENT LINED DUCTILE IRON PIPE

21/2021

Quot.:	6000005597	6000005596
Bidder:	105244	100209
Name:	FERGUSON WATERWORKS	T MINA SUPPLY INC
House No:	300	
Street:	OSER AVE	17 EXPRESSWAY DRIVE NORTH
City:	HAUPPAUGE	MEDFORD
Region:	NY	NY
Post Code:	11788	11763
Item Text:	ELECTRONIC BID BOND	BID BOND

**CONTRACT NO. 7751**  
**Furnishing and Delivery of Cement Lined Ductile Iron Pipe**

**Bid Opening: February 22, 2021**

**CONTRACT DOCUMENTS SENT TO:**

Atlantic States Cast Iron	183 Sitgreaves St.	Phillipsburgh, NJ 08865 <a href="mailto:fran.tone@atlanticstates.com">fran.tone@atlanticstates.com</a>
Blackman Plumbing Supply	2700 Route 112	Medford, NY 11763 <a href="mailto:kreagan@blackman.com">kreagan@blackman.com</a> <a href="mailto:mfair@blackman.com">mfair@blackman.com</a>
Capitol Supply Construction Products, Inc	149 Old Turnpike Road	Wayne, NJ 07470 <a href="mailto:hughmalley@capitolsupplyconstruction.com">hughmalley@capitolsupplyconstruction.com</a>
Ferguson Enterprises Inc.	190 Oberlin Ave N	Lakewood, NJ 08701 <a href="mailto:Rory.Budds@Ferguson.com">Rory.Budds@Ferguson.com</a>
Griffin Pipe Products	10 Adams St.	Lynchburg, VA 24504 <a href="mailto:sales@griffinsupply.com">sales@griffinsupply.com</a>
Metro Fab	15 Fairchild Court	Plainview, NY 11803 <a href="mailto:info@metrofabinc.com">info@metrofabinc.com</a> <a href="mailto:frank@metrofabinc.com">frank@metrofabinc.com</a>
T. Mina Supply	44-41 Douglaston Parkway	Douglaston, NY 11363 <a href="mailto:michael.voyias@tmina.com">michael.voyias@tmina.com</a> <a href="mailto:michelle.olsen@tmina.com">michelle.olsen@tmina.com</a>
SIP Industries	2900 Patio Drive	Houston, TX 77017 <a href="mailto:sales@sipindustries.com">sales@sipindustries.com</a>
U.S. Pipe & Foundry Co.	Two Chase Corporate Dr Suite 200	Birmingham, AL 35244 <a href="mailto:info@uspipe.com">info@uspipe.com</a>
Sigma Corp	700 Goldman Drive	Cream Ridge, NJ 08514 <a href="mailto:crmcsr@sigmaco.com">crmcsr@sigmaco.com</a> <a href="mailto:oemusa@sigmaco.com">oemusa@sigmaco.com</a>

**PRESENT AT BID OPENING:**

Marlon Torres: Purchasing Director  
Linda Fox: Purchasing Clerk



**EXHIBIT D**

**CONTACT INFO**

**CONTRACT NO. 7751**

The purpose of this document is to clearly identify who has been delegated the authority to sign your Agreement / Offer or Contract on behalf of the named firm as well as identify pertinent company information. Pursuant to our policy, the only person(s) with the ability to delegate authority is an officer of the company. Therefore, please list the officers of the company. In addition please list those persons to whom authority has been delegated to sign, negotiate and/or administer your Agreement / Offer or Contract.

The full name and residence of all persons and parties interested in the foregoing bid as principals are as follows:

NAME / TITLE	ADDRESS
RICK GAMBONE	2619 MEDFORD AVE, MEDFORD, NY

NOTE: Give the first and last name in full, and in case of corporation, give the name of President, Vice-President, Treasurer, Secretary

Contractor:	FERGUSON WATERWORKS
Signature:	<i>[Handwritten Signature]</i>
Name:	RICK GAMBONE
PRINT OR TYPE NAME OF PERSON SIGNING BID	

**PLEASE CHECK IF APPLICABLE**

- MINORITY OWNED BUSINESS
- WOMAN OWNED BUSINESS

Business Name:	FERGUSON WATERWORKS
Business Address of Contractor:	2619 MEDFORD AVE, MEDFORD, NY
Contact Person for Contract Follow-Up:	RICK GAMBONE
Business Contact Telephone:	646-331-6780
Cell Number:	1
E-Mail Address:	RICK.GAMBONE@FERGUSON.COM
Fax Number:	516-874-7595
Federal Employee Identification Number:	54-1211771
Suffolk County Department of Consumer Affairs License Number (If Applicable)	
Date:	2-18-21

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Item:	6000005600 10 105690 PIONEER CONSTRUCTION COMPANY	6000005601 10 102907 BENSIN CONTRACTING INC	6000005602 10 106790 EAST END MATERIALS DBA EAST END GROUP
Address:	217 WOODBINE AVE NORTHPORT NY 11768	PO BOX 388 HOLTSVILLE NY 11742	31 OLD DOCK ROAD YAPHANK NY 11980
Project:	Bid Bond	Bid Bond	Bid Bond
Location:	7752 - Well Head Enclosure Buildings	7752 - Well Head Enclosure Buildings	7752 - Well Head Enclosure Buildings
Value:	687,000.00	981,400.00	1,075,760.00
Price:	68,700.00	98,140.00	107,576.00
	1	2	3
Value:	41,600.00	92,000.00	129,540.00
Price:	4,160.00	9,200.00	12,954.00
	1	3	4
Value:	728,600.00	1,073,400.00	1,205,300.00
Price:	728,600.00	0.00	0.00
	1	2	3

Item:	6000005603 10
	101099
	SJ HOERNING CONSTRUCTION INC
Address:	1471 FIFTH AVE
	BAY SHORE
	NY
Zip:	11706
Amount:	Bid Bond
Description:	7752 - Well Head Enclosure Buildings
Value:	1,550,000.00
Price:	155,000.00
	4
Value:	80,000.00
Price:	8,000.00
	2
Value:	1,630,000.00
Price:	0.00
	4

Correct Tabulation of Bids, received, 03/10/2021  
 10 AM, prevailing time, Oakdale, New York

**Addresses:**

**Documents To:**

Bensin Contracting, Inc.  
East End Materials, Inc. d/b/a East End  
Group  
Essemce Enterprises, Inc.  
KJB Industries, Inc.  
LoDuca Associates, Inc.  
Milcon Construction Corp.  
More Consulting Corp.  
Murtha Construction  
Pioneer Construction Co. of Northport, Inc.  
S.J. Hoerning Construction, Inc

**Represented at Opening of Bids by:**

M. Torres, SCWA  
L. Fox, SCWA

Bensin Contracting, Inc.  
652 Union Avenue  
Holbrook, NY 11742  
Attn: Sue Sanchez  
631-758-7000  
631-758-7219 – FX  
631-758-7200 – Cell  
[sue.sanchez@bensincontracting.com](mailto:sue.sanchez@bensincontracting.com)

East End Materials, Inc. d/b/a East End Group  
31 Old Dock Road  
Yaphank, NY 11980  
Attn: James Funfgeld  
631-849-6464  
631-849-6463 – FX  
631-849-6464 – Cell  
[Estimating@eastendgroup.net](mailto:Estimating@eastendgroup.net)

Essemce Enterprises, Inc.  
PO Box 512  
Remsenburg, NY 11960  
Scott Christ  
631-325-2119  
631-325-6971 - FX  
[s.christ26@hotmail.com](mailto:s.christ26@hotmail.com)

KJB Industries, Inc.  
58 Tyler Drive  
Riverhead, NY 11901  
Attn: Bob Panchak  
631-727-5600  
631-727-0577 – FX  
631-774-7458 - Cell  
[kjbindustries@aol.com](mailto:kjbindustries@aol.com)

LoDuca Associates  
113 Division Avenue  
Blue Point, NY 11715  
631-567-3144  
631-567-3371 – FX  
631-875-0324 – Cell  
[www.loducagc.com](http://www.loducagc.com)  
[richard@loducagc.com](mailto:richard@loducagc.com)

Milcon Construction corporation  
142 Dale Street  
West Babylon, NY 11704  
JoAnn Petruzzo  
631-756-9530  
[jpetruzzo@milconconstruction.com](mailto:jpetruzzo@milconconstruction.com)

More Consulting Corp.  
19 Old Dock Road  
Yaphank, NY 11980  
Attn: Brian J. Morrell  
631-924-1414  
516-790-7275 Cell  
631-924-5514 – FX  
[office@morecontracting.com](mailto:office@morecontracting.com)

Murtha Construction  
1100 Prospect Avenue  
West Islip, NY 11795  
631-422-4922  
[info@murthaconstruction.com](mailto:info@murthaconstruction.com)

Pioneer Construction Co. of Northport, Inc.  
217 Woodbine Avenue  
Northport, NY 11768  
Attn: Chris Penders  
631-757-3989  
631-757-5360 – FX  
631-838-3302  
[pioneer.northport@gmail.com](mailto:pioneer.northport@gmail.com)

S.J. Hoerning Construction, Inc.  
1471 Fifth Avenue  
Bay Shore, NY 11706  
631-206-1676  
631-968-0344 - FX  
[joe@sjhoerning.com](mailto:joe@sjhoerning.com)  
[Brian@sjhoerning.com](mailto:Brian@sjhoerning.com)



**EXHIBIT D**

**CONTACT INFO**

**CONTRACT NO. 7752**

The purpose of this document is to clearly identify who has been delegated the authority to sign your Agreement / Offer or Contract on behalf of the named firm as well as identify pertinent company information. Pursuant to our policy, the only person(s) with the ability to delegate authority is an officer of the company. Therefore, please list the officers of the company. In addition, please list those persons to whom authority has been delegated to sign, negotiate, and/or administer your Agreement / Offer or Contract.

The full name and residence of all persons and parties interested in the foregoing bid as principals are as follows:

NAME / TITLE	ADDRESS
Gregg Sporing VP	83 Maple Ave, Northport NY 11768
Chris Penders Treasurer	35 Burt Ave, Northport NY 11768
Janet Wells Secretary	217 Woodbine Ave, Northport NY 11768

NOTE: Give the first and last name in full, and in case of corporation, give the name of President, Vice-President, Treasurer, Secretary.

Contractor:	Pioneer Construction Co of Northport Inc
Signature:	<i>Chris Penders</i>
Name:	Chris Penders

PRINT OR TYPE NAME OF PERSON SIGNING BID

PLEASE CHECK IF APPLICABLE

- MINORITY OWNED BUSINESS
- WOMAN OWNED BUSINESS

Business Name: Pioneer Construction Co of Northport Inc
Business Address of Contractor: 217 Woodbine Ave, Northport NY 11768
Contact Person for Contract Follow-Up: Chris Penders
Business Contact Telephone: 631 757-3989
Cell Number: 631 838-3302
E-Mail Address: pioneer.northport@gmail.com
Fax Number: 631 757-5360
Federal Employee Identification Number: 464911318
Suffolk County Department of Consumer Affairs License Number (if Applicable)
Date: 3/8/2021

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SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: March 15, 2021  
TO: Chairman/Board Members  
FROM: Jeff Szabo, Chief Executive Officer  
SUBJECT: Contract No. 7753 – Furnish & Deliver Steel Hydropneumatic Tank, Bull Path Well Field

---

Opened: March 9, 2021 Published: February 23, 2021  
No. of Bids received : 1 Documents Sent: 20

Bid Opened: Fred Burack Co.  
Amount: \$98,026

**Recommendation: Reject Single Bid and Re-Bid**

Comments: We are seeking the Board's approval to reject the single bid received for the above referenced contract based on the following:

- Insufficient bids received
- Specified delivery date could not be met, disqualifying the Bidder

The Authority will conduct an outreach and re-issue this bid after evaluating an appropriate delivery date considering updated project needs.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy, CEO Operations  
T. Kilcommons, Chief Engineer & Director  
of Research & Engineering



Attachments: 1 memo & 1 tabulation,  
List of Firms Invited to Bid

LISTING OF BIDS  
LOT NO. 7753

1 & Deliver a Steel Hydropneumatic Tank for Bull Path Well Field  
Opening, 03/09/2021

	Quot. Item: 6000005604 10 Bidder: 101069 Name: FRED BURACK CO INC Address: 15 PURITAN RD City: RYE State: NY Zip Code: 10580 Item Text: Check \$4,901.30 Description: 7753 - Bull Path Hydropneumatic Tank	
Ordered	Total Val.: Unit Price: Rank: 1	98,026.00 98,026.00
	Val.: Rank: 1	98,026.00 98,026.00

that this is a correct Tabulation of Bids, received,  
Hydropneumatic Tank, 11:00 AM, prevailing time, Oakdale, New York

for

**DOCUMENTS TO:**

Buckeye Fabricating Company  
Charles Ross & Son Co.  
Chivvis Enterprises, Inc.  
Coastal Technical Sales  
Design Tanks, Inc.  
FMC Tanks North America LLC  
Fred Burack Co., Inc.  
Highland Tank & Mfg. Co.  
Huntington Welding & Iron Works  
K-Tank Industries  
Mass Tank Inspection Services, LLC  
Modern Welding Company, Inc.  
Philip Ross Industries  
Process Equipment Sales & Service, Inc.  
Ross Engineering, Inc.  
Ross Metal Fabricators  
Ryan Herco Flow Solutions  
Sims Steel  
Trusco Tank, Inc.  
USA Bluebook

**Represented at Opening of Bids by:**

**M. Torres, SCWA**

**L. Fox, SCWA**

Buckeye Fabricating Company  
245 S. Pioneer Blvd.  
Springboro, OH 45066  
1800-688-9821

Charles Ross & Son Co.  
710 Old Willets Path  
P.O. Box 12308  
Hauppauge, NY 11788-0615  
staticmixers@mixers.com

Chivvis Enterprises  
10 Grant  
Copiague, NY 11726

Coastal Technical Sales  
102 A Park Drive  
Montgomeryville, PA 18936  
215-628-1965  
215-628-1649 - FX  
[ctooffice@mindspring.com](mailto:ctooffice@mindspring.com)  
[sales@coastaltechnical.com](mailto:sales@coastaltechnical.com)

Design Tanks, Inc.  
612 W. Blackhawk Street  
Sioux Falls, SD 57104-0321  
888-830-0061

FMC Tanks North America LLC  
423 W. Coleman Blvd.  
Mt. Pleasant, SC 29454-3473

Fred Burack Co., Inc.  
15 Puritan Road  
Rye, NY 10580  
914-921-4146  
914-921-2109 - FX  
[sara@fredburackco.com](mailto:sara@fredburackco.com)  
[Fred@fredburackco.com](mailto:Fred@fredburackco.com)

Highland Tank & Mfg. Co.  
99 West Elizabethtown Road  
Manheim, PA 17545

K-Tank Industries  
310 W. Richey Road  
Houston, TX 77090  
281-444-0212

Mass Tank Inspection Services, LLC  
29 Abbey Lane  
Middleboro, MA 02346  
Attn: Randy Kuferberg  
508-947-8826  
508-947-3342 – FX  
508-560-1600 – Cell  
[randyk@masstank.com](mailto:randyk@masstank.com)

Modern Welding Company, Inc.  
1 Modern Way  
Newark, OH 43055  
Bob Holland  
740-504-4022  
740-504-4022 Cell  
740-344-6018 FX  
[bholland@modweldco.com](mailto:bholland@modweldco.com)

Philip Ross Industries  
88 Duryea Road, Suite 204  
Melville, NY 11747  
631-253-3077  
631-253-0180 – FX  
[Janice@philiprossind.com](mailto:Janice@philiprossind.com)

Process Equipment Sales & Service, Inc.  
11 Melanie Lane, Unit 2  
E. Hanover, NJ 07936  
973-884-4111  
973-884-4551 - FX

Ross Engineering, Inc.  
32 Westgate Blvd.  
Savannah, GA 31405-1475  
[soneal@mixers.com](mailto:soneal@mixers.com)  
912-238-3300  
912-238-5983 - FX

Ross Metal Fabricators  
225 Marcus Blvd.  
Deer Park, NY 11729

Ryan Herco Flow Solutions  
3010 N. San Fernando Blvd.  
Burbank, CA 91504  
Attn: Mark Friedel  
818-841-1141  
908-534-5287 – FX  
908-434-4076 – Cell  
[mfriedel@rhfs.com](mailto:mfriedel@rhfs.com)

Sims Steel  
650 Muncy Avenue  
Lindenhurst, NY 11757  
Robert J. Clark  
631-587-8670  
631-587-2077 - FX  
[simmssteel@aol.com](mailto:simmssteel@aol.com)  
[www.simmssteel.com](http://www.simmssteel.com)

Trusco Tank Inc.  
4388 Santa Fe Road  
San Luis Obispo, CA 93401

USA Bluebook  
3781 Burwood Drive  
Waukegan, IL 60085  
Mark Jazwierski  
800-548-1234  
847-689-3030 - FX  
[quotes@usabluebook.com](mailto:quotes@usabluebook.com)

USA Bluebook  
PO Box 9006  
Gurnee, IL 60031-9006  
[ckayton@usabluebook.com](mailto:ckayton@usabluebook.com)  
(3781 Burwood Drive  
Waukegan, IL 60085)  
Mark Jazwierski  
800-548-1234  
847-377-5160 - FX

EXHIBIT D

CONTACT INFORMATION DOCUMENT  
 CONTRACT NO. 7753

The purpose of this document is to clearly identify who has been delegated the authority to sign your Agreement / Offer or Contract on behalf of the named firm as well as identify pertinent company information. Pursuant to our policy, the only person(s) with the ability to delegate authority is an officer of the company. Therefore, please list the officers of the company. In addition, please list those persons to whom authority has been delegated to sign, negotiate, and/or administer your Agreement / Offer or Contract.

The full name and residence of all persons and parties interested in the foregoing bid as principals are as follows:

NAME / TITLE	ADDRESS
FRED BURCH, PRESIDENT	15 PURITAN RD, RYE, NY 10586

NOTE: Give the first and last name in full, and in case of corporation, give the name of President, Vice-President, Treasurer, Secretary

Contractor:	FRED BURCH CO INC.
Signature:	<i>Fred Burch</i>
Name:	FRED BURCH

PRINT OR TYPE NAME OF PERSON SIGNING BID

PLEASE CHECK IF APPLICABLE

- MINORITY OWNED BUSINESS
- WOMAN OWNED BUSINESS

Business Name:	FRED BURCH CO INC.
Business Address of Contractor:	15 PURITAN ROAD, RYE, NY 10586
Contact Person for Contract Follow-Up:	FRED BURCH
Business Contact Telephone:	914-921-4149
Cell Number:	914-715-2979
E-Mail Address:	fred@fredburchco.com
Fax Number:	914-921-2109
Federal Employee Identification Number:	13-3908709
Suffolk County Department of Consumer Affairs License Number (If Applicable)	
Date:	3/7/2021

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Suffolk County Water Authority  
Purchasing

MEMORANDUM

**DATE:** March 15, 2021  
**TO:** Jeffrey Szabo, CEO  
**FROM:** Marlon Torres, Director of Purchasing  
**SUBJECT:** Procurement of Goods / Services Classified as Sole Source / Single Source – Contract# 7756 – Hydra-Stop Company Inc.

---

At the February 27, 2018 Board Meeting, the Purchasing Department was given authorization to proceed (Resolution# 065-02-2018) and enter into negotiations with Hydra Stop Inc., the sole manufacturer of Linestop / Side Tap Fittings. The fittings are heavily used by our Construction Maintenance Crews. Within the last three years we have purchased between \$33,000 to \$132,000 worth of miscellaneous products. These specialized items are expensive, necessitating the need to establish fixed pricing.

Hydra-Stop does not have any additional contracts with the Authority except the previous contract, #7674, which expired February 2021. Hydra-Stop Inc., has performed in a satisfactory manner on the previous contracts they had with the Authority.

As a result of negotiations with the sole manufacturer we received the following proposal for core list items, refer to attachment.

- Unit prices are guaranteed for one (1) year, based on updated list price.

Based on the above we hereby request approval from the Board to enter into agreement with Hydra-Stop Inc., for a one (1) year term, with two (2) one year options for a proposed annual estimated amount of \$297,144. This is an Open Requirements Contract, orders will be placed as items are needed, no guaranteed volume.

Cc: T. Hopkins  
P. Kuzman  
C. Givens

STOCK NO.	DESCRIPTION	BID QUANTITY	UNIT PRICE	AMOUNT
4030	4" Line Stop Clamp with Flange for Iron Pipe	1	\$935.00	\$935.00
4031	6" Line Stop Clamp with Flange for Iron Pipe	1	\$1,166.00	\$1,166.00
4032	8" Line Stop Clamp with Flange for Iron Pipe	1	\$1,338.00	\$1,338.00
4033	10" Line stop Clamp with Flange for Iron Pipe	1	\$2,462.00	\$2,462.00
4034	12" Line Stop Clamp with Flange for AC Pipe	1	\$2,626.00	\$2,626.00
4035	10" Line Stop Clamp with Flange for Iron Pipe	1	\$2,462.00	\$2,462.00
4036	12" Line Stop Clamp with Flange for AC Pipe	1	\$2,626.00	\$2,626.00
7962	IV Adapter Kit, Linestop 4" - 12" Hydra Stop Part #: 3-412AK HS-1.0	1	\$Obsolete	\$Obsolete
7950	4" Insta-Valve Complete Fitting O.D. Range 4.65 - 4.95 Hydra Stop Part #: 25480250-CS	4	\$1,929.00	\$7,716.00
'950B	IV 250 4" LH BULLET ASSY Hydra Stop Part # :25CARTLH04-250	4	\$1,343.00	\$5,372.00
7951	6" Insta-Valve Complete Fitting O.D. Range 6.75 - 7.05 Hydra Stop Part #: 25690250-CS IV-250 6" LH BULLET ASSY	6	\$2,260.00	\$13,560.00
'951B	Hydra Stop Part #: 25CARTLH06-250	6	\$1,468.00	\$8,808.00
7952	8" Insta-Valve Complete Fitting O.D. Range 8.90 - 9.20 Hydra Stop Part #: 25905250-CS	4	\$2,562.00	\$10,248.00

	IV 250 8" LH BULLET ASSY			
'952B	Hydra Stop Part #: 25CARTLH08-250	4	\$1,658.00	\$6,632.00
7953	10" Insta-Valve Complete Fitting O.D. Range 10.95 – 11.25 Hydra Stop Part #: 251110250-CS IV 250 10" LH BULLET ASSY	2	\$4,821.00	\$9,642.00
'953B	Hydra Stop Part #: 25CARTLH10-250	2	\$2,434.00	\$4,868.00
7954	12" Insta-Valve Complete Fitting O.D. Range 13.35 – 13.65 Hydra Stop Part #: 251350250-CS IV 250 12" LH BULLET ASSY	1	\$5,681.00	\$5,681.00
'954B	Hydra Stop Part #: 25CARTLH12-250	1	\$2,881.00	\$2,881.00
8380	Drill, Pilot Bit, Sidetap, 4"76" Carbide	5	\$209.00	\$1,045.00
8381	Drill, Pilot Bit, Sidetap, 8" Carbide	5	\$222.00	\$1,110.00
8382	Drill, Pilot Bit, Sidetap, 10"712" Carbide	2	\$364.00	\$728.00
8554	4" Replacement Cutter (Line- Stop) Mfr: Hydra Stop Model No: Part # 8CTSTHS3.8R	1	\$754.00	\$754.00
8555	6" Replacement Cutter (Line- Stop) Mfr: Hydra Stop Model No.: Part # 8CTSTHS5.8R	2	\$1,171.00	\$2,342.00
8556	8" Replacement Cutter (Line- Stop) Mfr: Hydra Stop Model No.: Part # 8CTSTHS7.9R	2	\$1,799.00	\$3,598.00

8557	10" Replacement Cutter (Line Stop) 6.875" Mfr: Hydra Stop Model No.: Part # 8CTSTHS9.8R	1	\$2,559.00	\$2,559.00
9084	12" Replacement Cutter (Line Stop) 6.875" Mfr: Hydra Stop Model No.: Part # 8CTSTHS11.8R	1	\$3,183.00	\$3,183.00
8565	4" Replacement Cutter (Side Tap) Mfr: Hydra Stop Model No.: Part # 8CTSTHS53.5R	6	\$755.00	\$4,530.00
8566	6" Replacement Cutter (Side Tap) Mfr: Hydra Stop Model No.: Part # 8CTSTHS5.5R	6	\$1,096.00	\$6,576.00
8567	8" Replacement Cutter (Side Tap) Mfr: Hydra Stop Model No.: Part # 8CTSTHS5.5R	6	\$1,096.00	\$6,576.00
8568	10" Replacement Cutter (Side Tap) Mfr: Hydra Stop Model No.: Part # 8CTSTHS7.5R	1	\$1,616.00	\$1,616.00
8569	12" Replacement Cutter (Side Tap) Mfr: Hydra Stop Model No.: Part # 8CTSTHS11.5R	1	\$3,126.00	\$3,126.00
8551	6" Replacement Rubber Stopper 10-1/2" Mfr: Hydra Stop Model No.: Part # RBSTPRSH06	1	\$1,140.00	\$1,140.00
8553	8" Replacement Rubber Stopper 14" Mfr: Hydra Stop	1	\$1,359.00	\$1,359.00

	Model No.: Part # RBSTPRLG08			
8552	8" Replacement Rubber Stopper 12" Mfr: Hydra Stop Model No.: Part # RBSTPRSH08	1	\$1,359.00	\$1,359.00
8558	Screw for 4", 6" & 8" Saw Mandrel Mfr: Hydra Stop Model No.: Part # SHC5381610	24	Obsolete	Obsolete
8559	1-1/4" Stop Collar Mfr: Hydra Stop Model No.: Part # STPCLR1142-NEW	12	\$123.00	\$1,476.00
8560	Packing Nut Assembly Mfr: Hydra Stop Model No.: Part # 8TMPNUTASY	24	\$841.00	\$20,184.00
8561	Packing Nut Hex 1-1/4" Mfr: Hydra Stop Model No.: Part # 8TMHEXPNU	36	\$166.00	\$5,976.00
8562	Packing Cord Mfr: Hydra Stop Model No.: Part # PACKCHRD18	12	\$41.00	\$492.00
8563	Bushing (press fit) Mfr: Hydra Stop Model No.: Part # 8BUSH114112	12	\$70.00	\$840.00
8564	Set Screw for 4", 6", 8" Mandrel Mfr: Hydra Stop Model No.: Part # SSETALL516	36	\$7.00	\$252.00
	Tapping Machine Unit, OS&Y, 250 PSI Hydra Stop Part #: 3- TAPMACH-OSY-250	4	\$7,386.00	\$29,544.00
	HYD-POWER PACK, UNIT 13 HP, 9 GPM,			

MR@1800 PSI, with hoses and quick connects. Hydra Stop Part #: HYDPOWERPACK-01	1		\$6,313.00	\$6,313.00
4-12 Hyd Motor Restraint Assembly, Hydra Stop Part #: 3-TMMDRVHYD-412	1		\$6,565.00	\$6,565.00
4-12 Motor Restraint Assembly Hydra Stop Part #: 3-TMMDRVAIR-412	4		\$16,154.00	\$64,616.00
Full 8" PT C-Plug Assy Hydra Stop Part #: 8QKCMPLIV08-250-ASY	1		\$1,590.00	\$1,590.00
Full 12" PT C-Plug Assy Hydra Stop Part #: 8QKCMPLIV12-250-ASY	1		\$2,665.00	\$2,665.00
8" Gate Valve – 250 PSI Hydra Stop Part #: 8GATEVALVE08-250	1		\$6,086.00	\$6,086.00
12" Gate Valve – Finished Hydra Stop Part #: 8GATEVALVE12	1		\$6,298.00	\$6,298.00
TS8 Saw Mandrel 4", 6", 8", Black Oxide Hydra Stop Part #: 8TS468SM41	2		\$1,226.00	\$2,452.00
TI12 Saw Mandrel 10" & 12" Hydra Stop Part #: 8TI112SM55	2		\$874.00	\$1,748.00
IV 250 Alignment Gauge Kit Hydra Stop Part #: 8IVALIGNGAUGEKIT4-8	1		\$391.00	\$391.00
IV 250 10-12 ALIGNMENT GAUGE KIT Hydra Stop Part #: 8IVALIGNGAUGEKIT10-12	1		\$470.00	\$470.00
Auto-E Insertion Tool Retrofit Hydra Stop Part #: 8AUTOERETRO	2	Obsolete		Obsolete
IV-250 SUB-ASSY, 12", 14.40-24", CS FLANGE-NO				

083A	BULLET ASSY Hydra Stop Part #: 251440250-CS	1	\$5,681.00	\$5,681.00
083B	IV 250 12" LH BULLET ASSY Hydra Stop Part #: 25CARTLH12-250	1	\$2,881.00	\$2,881.00
	Hydra Stop Part #: 8AUTOEPIN		\$140.00	
	Hydra Stop Part #: 8TI416PLTE		\$90.00	

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

**DATE:** March 11, 2021  
**TO:** Jeff Szabo, Chief Executive Officer  
**FROM:** Marlon Torres, Director of Purchasing  
**SUBJECT:** RFP# 1566 – Inspection of Authority Pipeline and Road Restoration Projects

---

**Solicitation Process:**

The Authority issued a Request for Proposal (RFP) on February 5, 2021 to seek proposals from qualified firms to provide for Inspection Services for Authority Pipeline and Road Restoration Projects. This procurement was posted on BidNet (Empire State Purchasing Group). As a result, the Authority received five (5) proposals:

- H2M Architect & Engineers.
- M & J Engineering P.C
- N & P Engineering Architecture .and Land Surveying PLLC
- Shahrish Consulting LLC
- Tristate Planning Engineering & Land Surveying P.C

**Description / Background of Project:**

The Authority seeks to partner with an experienced firm to provide inspection services for Authority pipeline and road restoration projects, conducted at night in NYSDOT ROW'S at various locations in SCWA service areas during the term described. Daytime overtime and weekend rates shall be provided as well. The successful provider will be responsible for providing a NICET inspector to provide inspection oversight, on a as need basis, in lieu of the NYSDOT resident engineer.

**Evaluation / Selection Process:**

An Evaluation / Selection Committee was formed which included representatives of management within the Construction Maintenance Department. The criteria for selection of the successful vendor were based on the following:

1. Experience of the company / personnel.
2. Past Performance.
3. The degree in which the proposal meets or exceeds the requirements of the RFP, as outlined in Section II (Proposal Requirements).
4. The Fee (Cost) Proposal

Each criterion listed above was assigned a weight for scoring, representatives met as a group to discuss the proposals received but individually evaluated and scored each proposal received. All scores were tallied and a ranking of scores was established (Appendix A). The proposal submitted by H2M Architects & Engineers scored the highest. The Authority has past experience with H2M Architects & Engineers., they have performed in a satisfactory manner on previous Authority Contracts.

**Contract Term: June 1, 2021 – May 31, 2022, with two (2) one-year options to extend.**

**Cost:**

The proposed contract is a fixed price contract based on the Pricing Schedule submitted by H2M Architects & Engineers, refer to Appendix B.

**Based on the above we seek the Boards approval of the subject agreement as presented above for the unit pricing structure, Term for an initial one (1) year period.**

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy CEO for Operations  
P. Kuzman, Director of Construction Maintenance

✓  
✓  
✓  
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Appendix A

# 1566 - Inspection Services for Authority Pipeline and Road Restoration Projects (CLOSED)

**Final Score**  
**Status** Finalized  
**Deadline** 03/22/2021 12:00 PM EDT

Bidders	Final Score (/100)
H2M architects + engineers Org No: 1336578	88.5 pts 88.5%
M&J Engineering, P.C. Org No: 2007067	55.33 pts 55.33%
N & P Engineering, Architecture and Land Surveying, PLLC Org No: 209213	74.5 pts 74.5%
Shahrish Consulting LLC Org No: 1076909	52.33 pts 52.33%
TriState Planning Engineering & Land Surveying, P.C. Org No: 1985162	57.33 pts 57.33%

Appendix B



Based upon the information provided in the RFP, we have prepared the below listed cost breakdown for the personnel requested.

H2M proposes the following personnel and hourly rates:

TITLE	REGULAR TIME	OVERTIME	NIGHTSHIFT	WEEKEND
Project Manager	\$150.00	\$150.00	\$150.00	\$150.00
Senior Construction Inspector NICET IV	\$140.00	\$200.00	\$140.00	\$200.00
Construction Inspector NICET III	\$110.00	\$175.00	\$110.00	\$175.00

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

DATE: March 17, 2021  
TO: Jeff Szabo, Chief Executive Officer  
FROM: Marlon Torres, Director of Purchasing  
SUBJECT: RFP# 1568 – Diversity, Equity, and Inclusion Program for SCWA Employees

---

**Solicitation Process:**

The Authority issued a Request for Proposal (RFP) on February 17, 2021 to seek proposals from qualified firms to provide for a Diversity, Equity, and Inclusion Program for SCWA Employees. This procurement was posted on BidNet (Empire State Purchasing Group). As a result, the Authority received two (2) proposals:

- CCA Inc.
- Metropolitan Systems Consulting Inc., DBA HR Computes

As a result of the low response to this solicitation the Purchasing Director contacted numerous firms that were solicited to inquire why they did not submit a proposal. Listed below are some of the reason's firms did not submit proposals:

- At the time the RFP was issued firm did not have staff available, but will respond if provided another opportunity
- They would not be competitive, concerned about overall cost based on the proposed scope of work
- Not sure if the firm had to be physically located and/or incorporated in NY State..

**All firms contacted indicated that they would submit proposals if given another opportunity.**

**Recommendation:**

Based on the above, we are seeking the Board's approval to reject the two (2) proposals received and to re-issue the RFP. The Purchasing Department will conduct an outreach and add additional firms to our bidder's list to increase the receipt of proposals.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

**DATE:** March 17, 2021  
**TO:** Jeffrey Szabo, Chief Executive Officer  
**FROM:** Janice E. Tinsley, Deputy CEO for Customer Service  
**SUBJECT:** Request Approval to Apply \$7050.00 Wasted Water Credit  
CA 300806959 – 12 Goose Creek Lane, Wainscott

---

Customer Service is requesting authorization to apply a wasted water credit in the amount of \$ 7,050.00 to CA 300806959 (12 Goose Creek Lane, Wainscott)

Customer Service Technicians were dispatched to this location to investigate leaks in May 2020 and again in October 2020. During the initial visit, the technician found the dual check cartridge inside the meter vault was leaking. The technician tightened the coupling and the leak stopped. When a second technician was called to the premises in October, he found the entire area under water. The technician pumped the water out of the vault and found that the double check valve had completely blown off the meter setting and the rubber inside the unit was twisted.

Construction Maintenance Supervisor Paul Greenwood was on scene and Customer Service Supervisor Lou Coppola was later called to the scene to investigate. While unable to determine what may have caused the dual check cartridge to blow off the meter, they both agree this was SCWA's responsibility and not the customers. The dual check cartridge was supplied by SCWA and installed by our contractor, Asplundh.

Thus, for the reasons stated above, Customer Service is requesting authorization to credit CA 300806959 (12 Goose Creek Ln, Wainscott), \$ 7,050.00 for wasted water.

If this meets with your approval, please place it on the next meeting of the board.

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

DATE: March 25, 2021  
TO: Jeff Szabo, Chief Executive Officer  
FROM: Elizabeth K. Vassallo, Chief Financial Officer

*Elizabeth Vassallo*

**SUBJECT: WIAA Grant AOP amend Board Resolution 303-10-2019**

---

The New York Clean Water Infrastructure Act invests \$3 Billion in clean and drinking water infrastructure projects and water quality protection across New York and provides at least \$1 Billion for the New York State Water Infrastructure Improvement Act of 2017 (WIAA) which authorizes the New York State Environmental Facilities Corporation (EFC) to provide grants to assist municipalities in funding water quality infrastructure. On September 13, 2019, SCWA submitted 12 applications to the EFC for WIAA grant funding to pay for, in part, the capital costs.

On October 15, 2019 at a Special meeting of the Board, board resolution 303-10-2019 was approved stating the funding of the specialized treatment technology, known as Advanced Oxidation Treatment system, identified several methods for paying the systems' capital cost, including, a pay as it goes funding option, which will utilize existing funds within SCWA's Capital Budget, an option involving using bond proceeds, which option is subject to review by SCWA's Bond Counsel, or an option of implementing a water treatment surcharge to be placed on each SCWA account to generate the necessary capital funds.

On November 21, 2019, board resolution 359-11-2019 was approved creating a water quality and treatment charge to be applied on all Authority accounts.

Recently, when conferring with the Environmental Facilities Corporation regarding the form of the original resolution, it was recommended that the Authority amend the resolution to reflect the fact that the Authority established a water quality and treatment charge to pay for the new treatment systems. Therefore, it is recommended to amend of the seventh whereas clause of the subject resolution to read as follows:

Whereas, SCWA will pay for the systems costs with funds from SCWA's Capital Budget, which funds are generated from a water quality and treatment charge on each SCWA account.

I respectfully request this be placed on the agenda for the March 25<sup>th</sup>, 2021 board meeting

C: C. Cecchetto, S. Hannan

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

**DATE:** March 25, 2021  
**TO:** Jeff Szabo, Chief Executive Officer  
**FROM:** Elizabeth K. Vassallo, Chief Financial Officer  
**SUBJECT:** **Rate Recommendation**

---



Based upon recommendations of a rate study conducted by Raftelis Financial Consultants, Inc., supplemented by additional information and recommendations, please amend the Authority's rates in accordance with the attached schedule effective June 1, 2021.

These proposed rates will be published in Newsday on March 23, 2021.

If you are in agreement, please place the following items on the March 25, 2021 Board agenda.

cc. C. Cecchetto, S. Hannan

FIN-21-

NOTICE IS HEREBY GIVEN a Public Hearing will be held on March 25, 2021 at 2:00PM at the Offices of Suffolk County Water Authority, 4060 Sunrise Highway, Oakdale, New York, to consider rate increases for certain Suffolk County Water Authority service classifications as stated below:

Please submit any questions to [info@scwa.com](mailto:info@scwa.com) by 12:00 PM EST on March 25, 2021.

		CURRENT April 1, 2020	PROPOSED June 1, 2021
<b>Minimum Service Charge</b>			
Service Classification 1 – Quarterly	General	27.91	29.17
Service Classification 1 – Monthly	General	9.30	9.72
Service Classification 1D – Annual	Fire Island	233.45	243.96
<b>Commodity Charge</b>			
Service Classification 1 – Quarterly	General	2.028	2.119
Service Classification 1 – Monthly	General	2.028	2.119
Service Classification 1D – Annual	Fire Island	2.829	2.956
<b>Conservation Rate *</b>			
Service Classification 1 – Quarterly	General	2.925	3.057
Service Classification 1 – Monthly	General	2.925	3.057
		CURRENT January 1, 2021	PROPOSED January 1, 2022
<b>Commodity Charge</b>			
Service Classification 1B – Special Service Water			
Districts wholesale rate per 1,000,000 gallons		1,622.00	1,695.00
Wholesale rate per 1,000 gallons		1.622	1.695

\* Consumption in excess of the following thresholds for the respective meter sizes will be billed at the Conservation Rate:

Meter Size	Quarterly Consumption (CURRENT: April 1, 2020)		Quarterly Consumption (PROPOSED, June 1, 2021)	
	Gallons	CCF	Gallons	CCF
5/8"	78,540	105	89,760	120
3/4"	78,540	105	89,760	120
1"	78,540	105	89,760	120
1 1/2"	448,800	600	291,720	390
2"	448,800	600	291,720	390
3"	291,720	390	291,720	390
4"	2,244,000	3,000	1,795,200	2,400
6"	3,725,040	4,980	2,244,000	3,000
8"	3,725,040	4,980	2,244,000	3,000

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

DATE: March 9, 2021  
TO: Jeff Szabo, Chief Executive Officer  
FROM: Elizabeth Vassallo, Chief Financial Officer *E. Vassallo*  
SUBJECT: **Budget Amendment #2 – F/Y/E May 31, 2021**

---

In accordance with the attached memo from Tim Kilcommons, approved by Joseph Pokorny, we are requesting the following budget amendment:

<u>Decrease</u>		
040-21	New Wells	\$ 31,153.81
<u>Increase</u>		
100-21	Facilities	\$ 31,153.81

This increase will not change the current core Capital Budget of \$116,777 million.

If you are in agreement, please include this on the Board Agenda for members' consideration, at their next meeting of March 25, 2021

EV:ms  
attachment

c: J. Pokorny, T. Kilcommons, C. Cecchetto, D. Reynolds, C. Given, S. Hannan, L. Preller

FIN-21-023

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**INTEROFFICE CORRESPONDENCE**

**DATE:** March 11, 2021  
**TO:** Joseph M. Pokorny, P.E., Deputy CEO for Operations  
**FROM:** Timothy J. Kilcommons, P.E., Chief Engineer/Dir. R&D   
**SUBJECT:** **Budget Transfer from Budget Line Item 040 New Wells to Budget Line Item 100: Facilities**

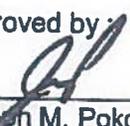
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The Engineering department designed and built a fueling system at the CM east Hampton office complex in Bridgehampton under Authorization 100-17-00-0027. The initial estimate was for \$83,200. After bidding and constructing the project, the authorization was over-expended by \$31,153.81. Facilities does not have the funds to transfer to this project.

The overage is a result of two extras paid on this project. One extra was for the rigging contractor who staged the equipment and then transported it and offloaded it on site (the cost to transport was not included in the initial estimate). The bulk of the extra cost was for the contractor's labor and material to replace various existing sensors, relay modules, program panel and associated parts which were either not working properly or not compatible with the new equipment because of their outdated technology. As per standard operating procedure, memos detailing these extras were attached, reviewed, and approved prior to payments being made to the contractors.

The Engineering department is requesting that \$31,153.81 be transferred from the 040 New Wells item to the 100 Facilities item to fully fund and close out this project. If this meets with your approval, please place on the agenda for the March 2021 Board meeting.

Approved by :

  
\_\_\_\_\_  
Joseph M. Pokorny, P.E.  
Deputy CEO for Operations

  
\_\_\_\_\_  
Date

**SUFFOLK COUNTY WATER AUTHORITY  
OAKDALE, NEW YORK**

**INTEROFFICE CORRESPONDENCE**

**DATE:** March 25, 2021  
**TO:** Jeffrey W. Szabo, Chief Executive Officer  
**FROM:** Elizabeth Vassallo, Chief Financial Officer *Elizabeth Vassallo*  
**SUBJECT:** **BUDGETS – FISCAL YEAR ENDING MAY 31, 2022**

---

I respectfully submit the Suffolk County Water Authority budgets for the fiscal year ending May 31, 2022. In accordance with Public Authorities Law, these budgets must be approved by the Board and accessible to applicable agencies by March 31, 2021.

The 2022 Suffolk County Water Authority's focus is to support the future obligations and recently enacted regulations associated with 1,4-dioxane, PFOS, and PFOA.

The Authority's Strategic Plan 2025 blueprint, located on the website, are goals the Authority monitors and updates within the process of the budget.

The following summarizes the proposed budgets for fiscal year ending May 31, 2022:

<b>Operating &amp; Maintenance Expenses:</b>	<b>\$140,277,000</b>
<b>Capital Budget:</b>	<b>\$ 98,740,000</b>
<b>Debt Service:</b>	<b>\$ 37,806,000</b>

I respectfully request this be placed on the agenda for the March 25<sup>th</sup>, 2021 board meeting.

C: C. Cecchetto, S. Hannan

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

**DATE:**           **MARCH 23, 2021**

**TO:**             **JEFF SZABO, CEO**

**FROM:**         **CHAS FINELLO, DIRECTOR OF RISK MANAGEMENT**

**SUBJECT:**      **Property/Casualty Insurance Renewal Effective 4/1/21**

---

The following insurance policies will expire on April 1, 2021: 1) Property, 2) General Liability and Auto Liability, 3) Excess Liability, 4) Directors & Officers Liability, 4) Crime, 5) One Owners and Contractors Protective Liability policies, 6) Surety (28 Street Opening Permit Bonds) and 7) Workers Compensation.

- **The insurance Property Casualty market has undergone significant price increases over the past year. Excess Liability, Property, and Directors and Officers Liability pricing has increased in general by 25-50%. Cyber Insurance even more.**

**KEY INDUSTRY METRICS CAUSING OF PREMIUM INCREASES:**

- Global losses in all lines (Property and Casualty) have caused significant reduction in overall market capacity and reduction in limits forcing rate increases across the board.
- Increased frequency and loss severity has forced changes to underwriting guidelines in excess markets and increased scrutiny on premium to limit ratios. Underwriters realized premiums below \$50k for \$10M in capacity are largely unsustainable and frequency of losses between \$10M-\$50M have been occurring at rates higher than actuarial models predicted.
- Signs point to a healthy, yet unsettled, insurance market, due to the unknowns of **COVID-19, weather extremes**, sea level rise, **wildfires**, catastrophic losses, **social inflation** and **investment earnings**. All remain areas of **concern for insurers**.

A detailed analysis by line of coverage is provided in my Power Point presentation previously forwarded to you. Also included in the presentation are the items the Board will be voting on.

cc:    T. Hopkins

# Schedule 1

A Schedule of Policies,  
Claim Costs, Legal Fees,  
Broker fees, and  
Assessments that the  
Board will be voting on

Suffolk County Water Authority  
Insurance Recommendations for the period: 4/1/21 to 4/1/22  
Prepared March 2021

## Schedule 1

2021-22  
Renewal  
Premium

### RENEW or PURCHASE NEW the following:

Property		\$255,932
Willis/Starr Indemnity Ins. Co. - Ace American - Renewal		
General Liability, Automobile Liability and Lead Umbrella (\$10 Million)	\$	263,881 (a)
USI/Zurich American Insurance Company - Renewal		
Claims Administrators - Network Adjusters		N/A
Deductible Plan Assumed by Insurer		
Legal Defense Costs (For Claims Prior to 4/1/17 only)	\$	200,000
Excess Liability		
1st Layer - \$10 Million - Zurich (Part of Package Above)	\$	85,648
2nd Layer - \$10 Million - Allied World Ins Co. - New	\$	77,329
3rd Layer - \$15 Million - Great American Ins. Co - New	\$	92,500
Owners and Contractors Protective Liability - 1 Policy	\$	209
Zurich American Insurance Company - Renew		
Directors & Officers Liability	\$	87,877
Willis Towers Watson/AIG - Chubb Insurance Co. - Renew		
Comprehensive Crime	\$	13,022
Willis Towers Watson/Travelers - Renew		
Cyber Insurance	\$	29,884
Willis Towers Watson/Beazley Insurance - Renew		
Surety - Street Opening Permit Bonds	\$	4,675 (a)
Willis Towers Watson/Hartford - Renew		
Brokers/Agent Service Fees:		
Alliant Ins Services: General Liab., Auto, and Excess Liability - New	\$	25,000
Willis Towers Watson: Property, Cyber, Public Officials Not-For-Profit, Crime and Surety Renew	\$	40,000
Total Property Program Cost	\$	1,175,957
Workers Compensation:		
Sedgwick TPA Agreement (3 yr @ Estimated Cost \$275,000 Yr 2)	Prev Approved	
WC Excess Liability - Safety National Ins. Co. Side A Limit Unlimited	\$	184,482
New York State WC Assessments (estimated)	\$	110,000
Broker: Arthur J. Gallagher - Excess Liability Policy	\$	15,000
Estimated Cost of Claims	\$	3,450,000
Total	\$	3,759,482

#### Notes:

(a) General Liability Only subject to SCWA Self Audit

(b) Estimated

Additional Coverages Required During the Policy Year Are Subject to Additional Charges

# Schedule 2

A Cost Comparison of last year's program cost as compared to this year's recommended renewal program

Workers Compensation Budget  
Fiscal Year 6/1/21 to 6/1/22  
Policy Periods: 4/1/19 to 4/1/22

	Fiscal 2021	Fiscal 2022
WC Losses Projected to be Paid Fiscal Yrs 2021 and 2022*	\$2,993,007	\$3,448,290
TPA Service Fee 2020, 2021 (Sedgwick)	\$173,404	\$184,382
NYSL WC Assessments	\$70,000	\$120,000
Excess Insurance (Each Claim Capped at \$750,000)	\$17,935	\$223,516
Arthur J. Gallagher (Purchase & Service Excess Insurance)	\$12,500	\$15,000
Loss Control	\$0	\$0
	\$3,176,846	\$3,991,198

\* From Actuarial Report dated 7/15/20 From By-The-Numbers Actuarial Consultant's Inc.

Additional Coverages Required During the Policy Year Are Subject to Additional Charges  
Notes:  
(a) Based on actual payments 6/1/19-20 - Cost is for Legal Fees of Claims incurred prior to 4/1/17  
(b) Estimated - Cost is for Legal Fees for Claims incurred prior to this year's program  
(c) Based on Projections from Actuarial Report dated 7/15/19 and 7/15/20

Coverage	Premium		Increase/Decrease
	2020-21	2021-22	
Property - Willis Tower Watson/Ace American Insurance Company \$75,000,000 Blanket Limit, Deductible \$75,000 subject to sub-limits Includes: Building & Contents, Water Storage Tanks, Pump Stations, Flood/Windsbrm, Earthquake Data Processing, Equipment, Communication Equipment Property in Transit, Contractors Equipment Unscheduled and Newly Acquired Locations (limited) Vehicle Cabotage/Ship Coverage, \$5 million limit, \$100k Ded	\$236,191	\$265,932	\$19,741
General Liability, Auto - USI 2020, Alliant 2021 - Zurich Ins Co GL Auto & Load Umbrella \$1M/\$3M Occ/Aggregate-\$100,000 Deductible Vehicles Liability Only - No Physical Damage 339-2020, 341-2020	\$243,689	\$263,991	\$20,302
Claims Handling - Zurich Ins. Co. Claims Team	held in Premium	held in Premium	
Defense Costs - SCWA outside counsel - Estimated Cost Defense Costs For claims incurred prior to 4/1/17 only, Defense for Claims Incurred after 4/1/17 Pd by Insurer and included in Premium	\$225,000 (a)	\$200,000 (a)	-\$25,000
Excess Liability			
1st Layer \$10 Million Aggregate - USI/Alliant Zurich Ins Co	\$66,751	\$65,948	-\$803
2nd Layer \$15 Million Aggregate - USI/Great American	\$90,000	\$77,329	-\$12,671
3rd Layer \$25 Million Aggregate - USI/XL Insurance Co	\$84,500	\$22,500	-\$61,999
Additional \$5 Million Available at a cost of \$30,000 Excess Premium Total 2020-21 \$241,251, 2021-22 \$255,477	\$19,209	\$29,884	\$10,675
Cyber Insurance - Willis Towers Watson - Beazley Ins. Co. \$3M Limit 2020 - For 2021 Bus Interruption, E.xortion and Ransomware \$250,000	\$509	\$209	-\$300
Owners & Contractors Liability Policies Issued - USI/Zurich American Ins. Co. for the Town of Brook Haven	\$70,000	\$67,677	-\$2,323
Directors and Officers Liability - Willis Towers Watson - Chubb Ins Limit: \$5 Million Directors & Officers and Employment Practices Liability Self Insured Retention: D&O & EPL \$100,000K	\$1,743	\$13,022	\$11,279
Comprehensive Crime - Willis Towers Watson/Travelers Limit: \$5 Million, Deductible: \$50,000	\$4,875	\$4,875	\$0
Surety - Street Opening Permit Bonds - Willis Towers Watson Hartford Ins. Co., Currently 28 Outstanding	\$25,000	N/A	
Broker/Agent Service Fee USI Insurance Services, USA, Inc. - Casualty Alliant Ins Services, Inc	N/A	\$25,000	\$25,000
Willis Towers Watson - Property, Cyber, D&O, Crime, & St. Opening Bonds	\$38,157	\$40,000	\$1,843
Total Premium Casualty Premium and Service Fee	\$384,507	\$975,967	\$591,460
Add: Estimated Cost of Claims	\$29,342	\$34,343 (a)	\$5,001
Total Cost of Property/Casualty Program	\$1,161,149	\$1,210,305	\$49,156
Workers Compensation Excess Liability Insurance Excess over \$800,000 per Occurrence, Arthur J. Gallagher, Safety National Ins Co.	\$171,935	\$184,492	\$12,557
	\$1,333,084	\$1,394,797	\$61,713

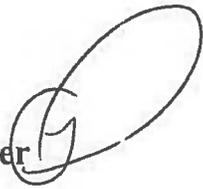
Suffolk County Water Authority  
Property/Casualty Insurance Cost Comparison  
Policy Years 2020-21 to 2021-22  
EFFECTIVE DATE: APRIL 1

Prepared March 2021  
1:11:02:47 Z

# SUFFOLK COUNTY WATER AUTHORITY

## Interoffice Correspondence

**TO:** Jeffrey Szabo – CEO

**FROM:** Lisa Cetta, New Construction Manager 

**SUBJECT:** Deer Way Designated Surcharge area - Rescind

**DATE:** February 8, 2021

---

I am seeking Board Approval to rescind Board Resolution# 293-08-12 which created a designated surcharge area in Montauk known as Deer Way (see attached map).

Based upon a recent request to extend water main to serve an existing home at 8 Big Reed Path, Montauk, conflicting data led to questions regarding the boundaries of the Deer Way designated surcharge area. Deer Way was established in 2012 under Board Resolution# 293-08-12 for 15 homes and 1,941' of water main. Since its creation, no water main has been installed within this surcharge area.

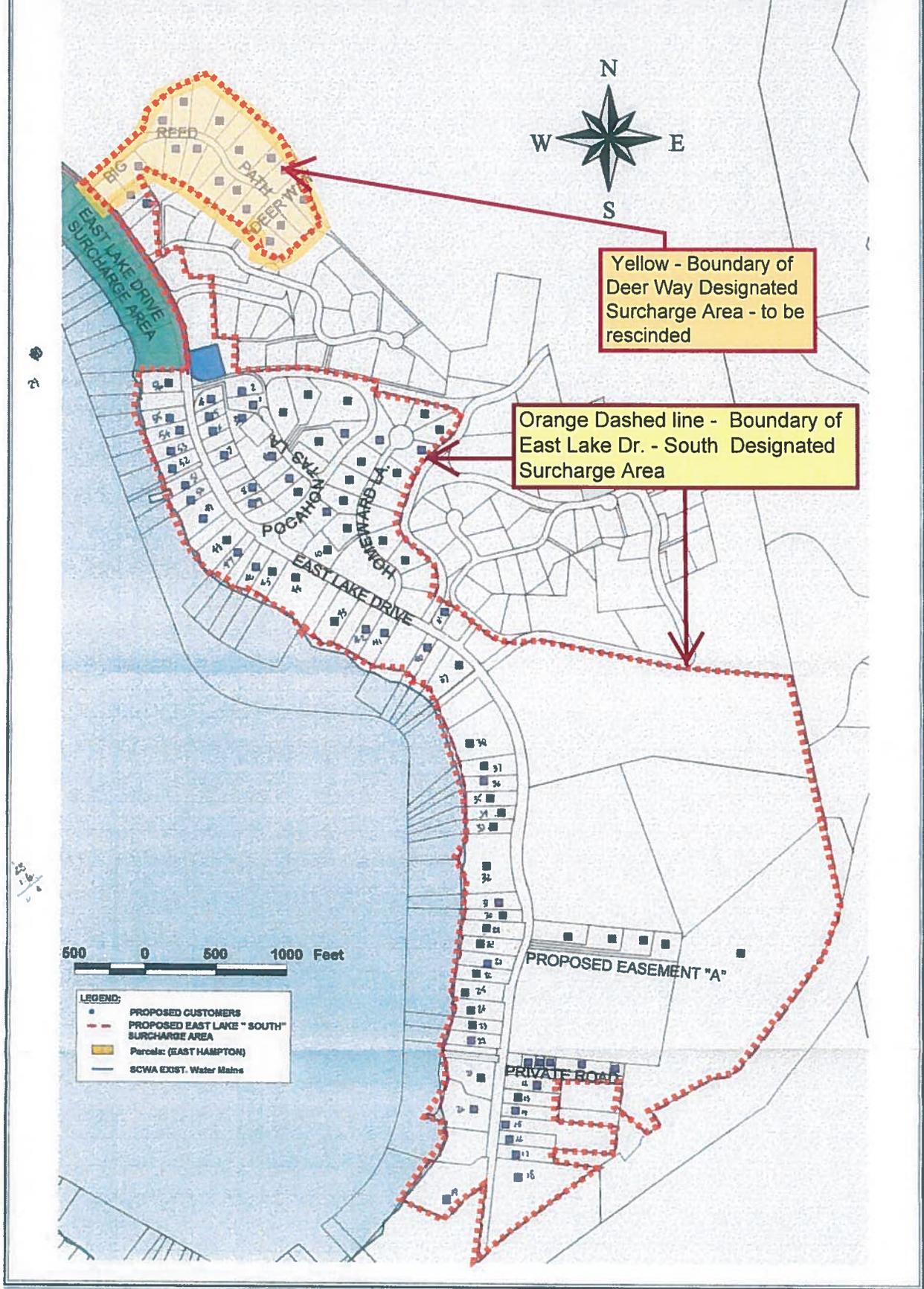
Upon further research, it has been confirmed that the entirety of Deer Way was already included in another designated surcharge area, East Lake Drive Phase 1 (aka South) established in 2004. East Lake Drive Phase 1 was created under Board Resolution# 284-08-2004 for 101 homes and 13,919' of water main at a cost of \$2,700.00 per home.

lc

cc: Joseph Pokorny, Deputy CEO Operations  
Paul Kuzman, Director of Construction Maintenance

Approved  Date 3/10/21

# EAST LAKE DRIVE SOUTH SURCHARGE AREA



and conditions contained in the Stipulation of Settlement annexed hereto and made a part hereof, subject to the approval of the Suffolk County Legislature; and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this agreement on behalf of the Authority.

Mr. Jones referred to two memoranda from Herman Miller, Deputy CEO for Operations relating to water main extensions. After further explanation of each and on motion made by Mr. Brady, duly seconded by Mr. Proios, and unanimously carried, it was

(284-08-2004) RESOLVED, To establish a surcharge area covering 101 homes on South East Lake Drive in Montauk, and establish the surcharge cost of Two Thousand Seven Hundred Dollars (\$2,700) per home; and be it

FURTHER RESOLVED, To notify all homeowners along the route of the main extension in writing that unless the required fees and deposits, etc. have been paid within one-year of the date the main is placed in service, they will be required to pay a late participation surcharge in addition to the standard connection fees.

On motion made by Mr. Russo, duly seconded by Mr. Proios, and unanimously carried, it was

(285-08-2004) RESOLVED, To authorize the execution of a special contract with the Town of Brookhaven Community Development Agency to provide a water main extension to serve 22 homes (2 of which have been impacted by MTBE contamination) on Horseblock Road (Victory Avenue) in Yaphank prior to obtaining required participation; the town will contribute Thirty-three Thousand Dollars (\$33,000) and the individual surcharge will be set at Five Hundred Eighty-nine Dollars (\$589) per home; and be it

FURTHER RESOLVED, That any Member and/or the Chief Executive Officer be and hereby is authorized to execute this contract on behalf of the Authority.

The Members reviewed several items relating to Authority equipment. After further explanation of each and on motion made by Mr. Brady, duly seconded by Mr. Russo, and unanimously carried, it was

(286-08-2004) RESOLVED, To renew the maintenance agreement for voice and data multiplexer equipment (ADTRAN) at Oakdale, with Dimension Data of Hauppauge, for a one-year period beginning July 1, 2004, in the amount of One Thousand Two Hundred Sixty-five Dollars (\$1,265); and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this agreement on behalf of the Authority.

# SUFFOLK COUNTY WATER AUTHORITY

Oakdale

## Interoffice Correspondence

**TO:** Jeffrey W. Szabo, CEO  
**FROM:** Lisa Cetta - Manager New Construction   
**SUBJECT:** FINS Lighthouse Tap and meter fees  
**DATE:** March 11, 2021

---

As approved under Board Resolution# 249-08-2019 Fire Island National Seashore (FINS) installed water main to supply their ranger station and lighthouse facilities at the Fire Island Lighthouse which was served by a private well. This resolution also included SCWA accepting the water main as part of the agreement, which we will own and maintain as part of our distribution system. The details of the 8" water service feeding the complex from this new main were not in the scope of the project at that time.

Presently the water main has been installed and FINS is preparing to take service. In coordination with SCWA, FINS tapped the water main and installed an 8" water service to their facility coincident to the water main install. As FINS supplied the materials and performed the installation work it is appropriate to waive the normal tap fee for an 8" service and only charge them the labor cost for SCWA crews to install the meter. This is consistent with how we charge actual cost for large services on state and county roads on the mainland. In addition to any tap fee there is a fee charged to cover the cost for a 6" Protectus meter used for combined domestic supply and fire service.

Therefore, it is proposed to waive the \$16,700 tap fee for an 8" service supplying FINS Fire Island Lighthouse and Ranger Station facility and charge \$4,500 actual cost for SCWA labor to install the meter, in addition to the \$5,809 fee for the Protectus meter. The total is \$10,309.

Approved  Joe Pokorny P.E.

cc: Paul Kuzman  
Brenden Warner

**SUFFOLK COUNTY WATER AUTHORITY**  
**Construction Maintenance - Oakdale, New York**

**INTER-OFFICE CORRESPONDENCE**

**DATE:** August 7, 2019  
**TO:** Jeffrey W. Szabo, CEO  
**FROM:** Paul J. Kuzman, Director, Construction - Maintenance  
**SUBJECT:** FINS Lighthouse Water Main Extension

PK

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Fire Island National Seashore (FINS) is seeking to take service from SCWA to supply their ranger station and the lighthouse facilities at the Fire Island Lighthouse. This complex is currently supplied by a private well. FINS would connect to our system via approximately 2,835' of water-main they plan to construct. The main would extend from our Kismet system westerly to a meter vault at their gatehouse on Burma Road. We have in the past considered a water main extension connecting our Kismet system with the Robert Moses State Park water system and while there is no plan currently in place for this connection the FINS main extension would cover a significant portion of the distance.

In cooperation with FINS and in consideration of this conceptual future SCWA main extension to the west, I am seeking approval to enter into an agreement with Fire Island National Seashore (FINS) to oversee the installation of the water main and to take possession of this pipeline once installed, FINS will construct the water main, and SCWA will be responsible for inspection during the construction. SCWA would also supply 4 valves and a hydrant (requested by the Kismet fire department). FINS only needs 8" pipe for their system, however, we would want any conceptual transmission main to the west to be 12" diameter pipe. Therefore it is proposed that SCWA pay for the cost to upgrade the diameter of the water main from 8" to 12" for the 2,835' of pipeline. The difference is \$8.85 per foot for a total of \$25,089.79. This amount is derived from bid results solicited by FINS to procure the water main for their project. Upon completion and acceptance of the 2,835' pipeline and as part of the agreement, SCWA will own and maintain it as part of its distribution system. A map of the proposed project is attached.

This approach is similar to the agreement we had with FINS for the extension of water main they installed from Fire Island Pines to their system at Talisman which the board approved a few years ago. That project facilitated the extension of main to provide fire protection to the Water Island community and allowed for the inter-connection of our formally isolated Davis Park system.

It is also proposed to furnish 2 hydrants FINS will install on their service side to provide fire protection within the complex. FINS would purchase these hydrants at our current contract cost plus the stores load of 21% - about \$1,500 per hydrant. We have done this for other governmental agencies in the past. They will be entering into a private hydrant maintenance agreement whereby SCWA inspects and maintains their private hydrants.

Approved \_\_\_\_\_ Joe Pokorny P.E.

Cc: Fred Berg

# Proposed Main Extension - Fire Island National Seashore Lighthouse



8/8/2019

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

DATE: March 16, 2021  
TO: Jeffrey W. Szabo, Chief Executive Officer  
FROM: Donna Mancuso, Deputy CEO for Administration *DM*  
SUBJECT: NEW Policy 112-A – COVID-19 Vaccinations

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On March 12, 2021, Governor Cuomo signed legislation authorizing private and public employers to provide up to four (4) hours of paid excused time for each dose of the vaccination. Attached please find Policy 112-A which is an addition to the Personal Leave policy. As the new policy expires December 31, 2022, it has been added as a separate policy.

**SUFFOLK COUNTY WATER AUTHORITY**  
**POLICIES AND PROCEDURES**

**SUBJECT: COVID-19 VACCINATIONS**

**FILE UNDER SECTION NO.: 1**

**EFFECTIVE DATE: March 12, 2021**

**POLICY NO.: 112 -A**

**SUPERSEDES: NEW**

**APPROVED:**

**POLICY:**

Effective March 12, 2021, Governor Cuomo signed legislation which authorizes private and public employers in NYS to provide up to four (4) hours of paid excused time for each dose of the COVID-19 vaccination. This legislation is effective March 12, 2020 and expires December 31, 2022.

SCWA employees are eligible to schedule an appointment through the NYS website <https://covid19vaccine.health.ny.gov/> effective March 17, 2021.

**PROCEDURE:**

The COVID-19 Vaccination form is attached to this policy and will be posted on the employee portal. The employee must complete the form and include a copy of the appointment confirmation. This must be sent to their Supervisor and Human Resources when requesting time off. This notification must be provided as soon as an appointment is confirmed. A copy of the proof of vaccination must be provided to Human Resources when the employee returns to work the following day.

COVID Excused time will be provided for up to four (4) hours for each dose of the vaccine. Travel time will be included in calculating the amount of time given for each vaccination.



## COVID Vaccination Leave Form

Governor Cuomo signed legislation on March 12, 2021 to provide employees **up to 4** hours excused time to obtain the COVID-19 vaccine (including travel time). If you are receiving a vaccine that requires two doses, you will receive excused time for each appointment. Please note that excused time is only provided from March 12, 2021 going forward. You are required to submit this form to your supervisor or manager once you have your vaccination appointment so they can plan accordingly for your absence. Proof of your vaccination appointment must be included with this form. Once you receive your vaccination please submit proof to Human Resources.

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To be completed by the employee:

Employee name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Vaccination: \_\_\_\_\_

Time expected to be absent from work: \_\_\_\_\_ TO \_\_\_\_\_

A copy of the vaccination appointment confirmation must be included with this request. Employees will be required to provide a copy of proof of vaccination to HR upon return to work.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Signature of Supervisor/Manager

\_\_\_\_\_  
Date

Approved forms should be submitted to Human Resources

Reviewed and Approved: \_\_\_\_\_ by Human Resources

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

DATE:            March 17, 2021  
TO:                Jeffrey W. Szabo, Chief Executive Officer  
FROM:            Donna Mancuso, Deputy CEO for Administration *DM*  
SUBJECT:        Policy 603 – Employee Health and Safety

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Nick Swain, Safety Supervisor has implemented a procedure for electric gloves in accordance with OSHA 1910.137. He has requested that it be included in Policy 603 under Personal Protective Equipment. The full procedure for inspection and swap-out of electric gloves will be placed in the Authority's Safety Manual.

Please place on the agenda for March 25, 2021.

## SUFFOLK COUNTY WATER AUTHORITY

### POLICIES AND PROCEDURES

**SUBJECT: EMPLOYEE HEALTH AND SAFETY**

**FILE UNDER SECTION NO.:6**

**EFFECTIVE DATE: March 25, 2021**

**POLICY NO.: 603**

**SUPERSEDES: November 21, 2016**

**APPROVED:**

#### POLICY

SCWA believes in an employee working environment that is free of recognized hazards and that promotes the health and well-being of our entire staff. Our commitment to employee health and safety will be demonstrated through the way we train our people, the way management responds to employee concerns, and the way we work together to solve issues that might pose undue risk to a member of our team.

Our goal is to reduce worker injuries, accidents, and near misses through better project planning, job task analysis, employee input and suggestions, and overall focus on resolving issues responsibly. We will utilize regulatory guidelines as a baseline and build on that foundation a program that places great importance on the health and well-being of our entire workforce, regardless of position.

We expect all employees to adhere to company policies, directions, and written programs that are in-place for their benefit with regards to health and safety. There will always be an open-door policy for employees who wish to discuss matters that involve their work environment.

#### **WE ARE COMMITTED TO:**

- Making every effort feasible to minimize potential risk through engineering controls, administrative measures, and providing quality personal protective equipment (PPE).
- Maintaining written programs that provide direction and guidance with regards to worker protection.
- Providing funding to remediate, correct, reduce, or eliminate recognized hazards
- Being open to employee suggestions for overall safety.
- Regularly scheduled monthly Safety Committee meetings with managers and employees for the purpose of recognizing, communicating, and addressing potential safety issues.
- Providing quality employee training wherever necessary.
- Holding our management staff accountable and responsible for employee safety.
- Holding employees accountable and responsible for their own actions. They will be expected to adhere to company safety programs, established procedures and training requirements received throughout the course of their employment.
- Annually review our commitment to the safety program and suggest ways to improve overall quality and communication.

## **PESH and OSHA Compliance**

Compliance with all Public Employee Safety and Health (PESH) and Occupational Health and Safety (OSHA) requirements is mandatory. Each employee is advised to consult with the appropriate health and safety officer when necessary.

The Authority will cooperate with PESH and OSHA inspections and compliance reviews. A manager or division head should be present at such inspections or reviews, along with the Safety and Environmental Manager.

## **Workers' Compensation**

The Authority will administer its Workers' Compensation program in accordance with applicable rules and regulations. (See Policy 604 - Worker's Compensation and Injury Reporting.)

## **Basic Rules and Standard Practices for Management/Supervisors**

1. Attend all safety-related training courses required for supervisors
2. Attend all safety-related training courses required for their employees
3. Plan all projects with employee safety in mind
4. Ensure that any chemicals required for a project are evaluated for their level of toxicity and physical characteristics. Use the chemicals with the lowest risk
5. Ensure that tools provided for employee use are right for the task(s) at hand, and that all tools and equipment are periodically inspected and calibrated where necessary.
6. All projects must be completed efficiently, cost effectively, and safely. Regardless of the time constraints for any project, safety must never be circumvented or compromised.
7. Investigate all accidents, injuries, and near misses for cause factors. Report all injuries using company forms. Use accidents, injuries, and near misses to instruct employees on how to prevent re-occurrence of the same.
8. Lead by example in matters of health and safety.
9. Enforce all company safety rules, policies and procedures.

## **Basic Rules and Standard Practices for Employees**

1. Attend all required safety related training courses.
2. Adhere to training content where applicable.
3. Inspect all tools and equipment prior to usage. Report any deficiencies or defects.
4. Inspect all PPE prior to usage. Report any deficiencies or defects.
5. Use all chemicals safely. Follow instructions received in training and guidelines. from the material safety data sheet (MSDS) with regards to storage and use.
6. Report unsafe conditions, should they exist, to your supervisor.
7. Bring a right attitude and behavior to work each and every day.

## **Safety & Health (Written) Programs**

Utilizing State and Federal guidelines as a foundation, SCWA has set forth policy and procedures governing the way hazard evaluations are performed, and what actions are taken as a result of those risk assessments. Engineering and administrative controls are outlined, as well as the continued issuance of employer provided personal protective equipment (PPE). The following is a list of such written material:

- Working Safely with Electricity

- Hazard Communication and “Right-to-Know”
- Permit-Required Confined Space
- Fleet Safety Program
- Respiratory Protection
- Asbestos – Operations & Maintenance
- Chemical Hygiene Plan
- Building Evacuation & Emergency Response
- Working in Heat-Stress Environments
- Chemical Spill Response
- Personal Protective Equipment
- Trenching and Shoring
- Working Around Underground Utilities

Utilizing State and Federal guidelines as a foundation, SCWA has built a comprehensive training program, providing employee awareness in the following areas:

- Control of Hazardous Energy
- Working with Live Parts
- Hazard Communication & N.Y. State “Right-to-Know”
- Confined Space Awareness
- Atmospheric Monitor Use
- Powered Industrial Trucks – Forklifts
- (Federal) Department of Transportation – Hazardous Materials
- Personal Protective Equipment (PPE)
- Respiratory Protection & Equipment “Fit Testing”
- Ergonomics (task specific)
- Equipment Use (department specific)
- Trenching & Shoring
- Asbestos – Operations & Maintenance
- Working in Heat Stress Environments
- Building Evacuation Exercises
- Portable Fire Extinguisher Use
- Roadside Construction (including Flagging & traffic safety)
- Welding / Acetylene Use
- Lyme Disease / West Nile Virus / Poison Ivy, Sumac, Oak
- Smith System Defensive Driving
- CPR & First-Aid
- Chemical Hygiene
- Chemical Spill Response (mercury, solvent, fuel, hypochlorite)
- Mechanics Shop Safety
- Working Safely around Underground Utilities

### **Safety Committee**

SCWA has a representative committee, which convenes monthly to discuss issues, recommendations, and direction for such topics as workplace hazards (should they exist), unsafe acts of individuals, and accident preventative measures for employee well-being. The committee consists of labor, management, and engineering, and has been involved in tangible acts such as a “Safety Poster” program and underground utility identification awareness. The Safety & Environmental Manager chairs the committee.

## **New Employee Orientation**

Employees are provided training prior to job start from Human Resources (company policies and job requirements), the Safety & Environmental Manager (specific material relevant to job requirements), and from the hiring department (operational and/or equipment training) to ensure that safety is identified, highlighted, and expected before a new-start employee is required to perform an assigned task.

## **Physical Examination**

Physical examinations may be required of all employees:

1. Upon employment or reemployment.
2. Upon return to work after a leave of absence for an illness of one month's duration or longer.
3. At any time deemed necessary for the best interests and the protection of the employee and the Authority.

## **Personal Protective Equipment**

Where necessary, by reason of hazard, the Authority will provide the necessary personal protective equipment to ensure the well-being of the employee. These items may include but are not limited to the following:

1. Safety Glasses, Face Shield and Goggles
2. Ear Protection (Headphones or Ear Plugs)
3. Gloves/Aprons
4. Clothing/TYVEK Suits
5. Safety Shoes/Boots/Waders
6. Hard Hats
7. Respiratory Protection Equipment
8. Arc-Flash Protective Clothing
9. Electric Gloves

Supervisors must review the operation and provide to the employee all necessary personal protective equipment. Supervisors must ensure proper use and maintenance of safety equipment. With respect to Item 9 listed above, a procedure has been put into practice for inspection and swap-out of electric gloves twice per year, compliant with OSHA 1910.137. This procedure is documented in the Authority's Safety Manual.

## **Weekly (Topical) Safety Talks**

Each department (General Services, Engineering, Production Control, Construction Maintenance, and Customer Service) engages in weekly safety talks utilizing material designed specifically for the water utility industry.

## **Medical Surveillance Programs**

Employees are provided, at no cost, medical (health) services and screenings depending upon the job assignments afforded them. Such procedures include:

- Pulmonary Function Testing (PFT)
- Lyme disease testing

- Physical examination for CDL drivers

### **Administrative and Field Safety & Health Inspections**

Daily/weekly/monthly field inspections take place consisting of roadside construction set-ups, employee driving practices, and program evaluations. Building inspections, held quarterly, target exit access and egress, fire extinguishers, emergency lighting and MSDS availability per location.

### **Emergency Evacuation Drills**

Annually, SCWA carries out building evacuation exercises. The simulations target assembly areas, assigned responsibilities for the process, and evacuation routes (building specific). Field personnel are briefed as to the process.

### **Safety Rules for All Departments**

These safety rules have been established by the Safety and Environmental Manager and the Director of Risk Management and approved by division management for the protection of each employee. All employees are required to cooperate in observing these rules and to help maintain a safe and orderly place to work.

1. Obtain full instructions before operating any machine or equipment with which you are not familiar.
2. Never operate any machine or equipment unless you are specifically authorized to do so.
3. Make sure all safety attachments are in place and properly adjusted before operating any machine or equipment.
4. Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use.
5. Do not operate defective equipment. Do not use broken tools. Report defective equipment to your supervisor.
6. Never start any job without being completely familiar with the safety techniques that apply to it. Check with the area supervisor if in doubt.
7. Wear all protective garments and equipment for proper job safety. Use the personal protective equipment (PPE) provided for you and properly wear all required clothing prior to performing any job tasks (i.e safety shoes, vests).
8. Do not wear loose, flowing clothing or jewelry while operating machinery. In addition, extreme caution must be taken with long hair.
9. Never perform repairs, maintenance or adjustments to any machine or equipment unless you are specifically authorized and trained to do so in accordance with the energy control procedures written for that piece of equipment/machinery. These operations should be done in accordance with manufacturers' instructions.
10. Properly store all tools and equipment when not in use.
11. Do not lift items that are too bulky or too heavy to be handled by one person. Ask for assistance and use proper material handling equipment and techniques.

12. Keep all aisles, stairways and exits clear.
13. Do not place equipment and materials where they block emergency exits routes, fire boxes, sprinkler shutoffs, machine or electrical control panels or fire extinguishers.
14. Stack all materials neatly and make sure piles are stable.
15. Keep your work area, machinery and all company facilities clean and neat.
16. Do not participate in horseplay or tease or otherwise distract fellow workers. Do not run on company premises, always walk.

**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

DATE:        March 17, 2021  
TO:            Jeffrey W. Szabo, Chief Executive Officer  
FROM:        Donna Mancuso, Deputy CEO for Administration *DM*  
SUBJECT:    Policy 901 – Contacts During SCWA Procurements

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Although this policy was approved by resolution 090-03-2008, it was not made part of the SCWA Policies and Procedures Manual. I have placed it in Section 9 which includes the board's policies and policies recommended by the Authorities Budget Office.

Please place on the agenda for March 25, 2021.

**SUFFOLK COUNTY WATER AUTHORITY**  
**POLICIES AND PROCEDURES**

**SUBJECT: CONTACTS DURING  
PROCUREMENT PROCESS**

**FILE UNDER SECTION NO.: 9**

**EFFECTIVE DATE: March 25, 2021**

**POLICY NO.: 901**

**SUPERSEDES: March 25, 2008 (Res. 090-03-2008)**

**APPROVED:**

**PURPOSE**

The Suffolk County Water Authority adopts this Policy pursuant to Section 139-j and 139-k of the State Finance Law. This policy provides that the Authority shall (a) designate a procurement officer to be responsible for communications relative to each Authority procurement, (b) undertake the procurement in a manner that is consistent with law and free from any conduct that would be violative of Public Officers Law ethics provisions, (c) requires offerers who contact the Authority about an Authority procurement to contact the procurement officer and not attempt to influence the Authority procurement in a way that violates or attempts to violate the ethics provisions of the Public Officers Law, and (d) require the Authority to record in a procurement record certain information about the persons who contact the Authority concerning a Authority procurement.

**I. DEFINITIONS**

As used herein, the following terms shall have the meanings set forth below:

- A. Article of Procurement:** A commodity, service, technology, public work, construction, revenue contract, the purchase, sale or lease of real property or an acquisition or granting of other interest in real property, that is the subject of Authority Procurement.
- B. Authority:** The Suffolk County Water Authority.
- C. Contacts:** Any oral, written or electronic communication with the Authority under circumstances where a reasonable person would infer that the communication was intended to influence the Authority's Procurement.
- D. Proposal:** Any bid, quotation, offer or response to an Authority solicitation of submissions relating to a procurement.
- E. Authority Procurement:** Shall mean (i) the preparation or terms of the specifications, bid documents, request for proposals, or evaluation criteria for a Procurement Contract, (ii) solicitation for a Procurement Contract, (iii) evaluation of a Procurement Contract, (iv) award, approval, denial or disapproval of a Procurement Contract, or (v) approval or denial of an assignment, amendment (other than amendments that are authorized and payable under the terms of the procurement contract as it was finally awarded or approved), renewal or extension

of a procurement contract, or any other material change in the procurement contract resulting in a financial benefit to the Offerer.

- F. **Offerer:** The individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts the Authority about a Procurement during the Restricted Period of such Procurement.
- G. **Procurement Contract:** Shall mean any contract or other agreement for an article of procurement involving an estimated annualized expenditure in excess of five thousand dollars. Grants, article eleven-B state finance law contracts, program contracts between not-for-profit organizations, as defined in article eleven-B of this chapter, and the unified court system, intergovernmental agreements, railroad and utility force accounts, utility relocation project agreements or orders and eminent domain transactions shall not be deemed procurement contracts.
- H. **Restricted Period:** Shall mean the period of time commencing with the earliest written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from Offerers intending to result in a procurement contract with the Authority and ending with the final contract award and approval by the Authority.
- I. **Ethics Officer:** Shall mean, for the purposes of this policy, the Authority's Chief Executive Officer or his designee.
- J. **Procurement Officer:** Shall mean, unless otherwise specified by the Authority Members, the Authority's Purchasing Manager.

## II. CONTACTS BY OFFERERS

All Contacts concerning an Authority Procurement between an Offerer and the Authority during the Restricted Period, shall be made through the Procurement Officer, unless one of the following exceptions applies:

- A. The submission of written proposals in response to a request for proposals, invitation for bids or any other method of soliciting a response from Offerers intending to result in a Procurement Contract (collectively, "Solicitation Materials");
- B. The submission of written questions from Offerers to a designated contact set forth in any Solicitation Materials, when all written questions and responses are to be disseminated to all Offerers who have expressed interest in the Solicitation Materials;
- C. Participation by an Offerer in a conference provided for in any Solicitation Materials;

- D. Complaints made in writing by an Offerer to the Authority's Office of General Counsel regarding the failure of the applicable Procurement Officer to respond in a timely manner to authorized Offerer Contacts, provided that such written complaints become part of the Procurement Record;
- E. Contacts by an Offerer tentatively awarded a contract and is engaged in communications with the Authority solely for the purpose of negotiating the terms of the contract after being notified of tentative award;
- F. Contact between designated Authority staff and an Offerer in which the Offerer requests the review of a Procurement Contract award;
- G. Contacts by Offerers in protests, appeals or other review proceedings before the Authority seeking a final administrative determination, or in a subsequent judicial proceeding;
- H. Complaints by an Offerer of alleged improper conduct in a Governmental Procurement to the Attorney General, Inspector General, District Attorney, or court of competent jurisdiction; or
- I. Any communication received by the Authority from members of the state legislature, or legislative staffs, when acting in their official capacity.

### **III. PROHIBITED OFFERER ACTIVITIES**

An Offerer shall not:

- A. Attempt to influence the Authority's Procurement in a manner that would result in a violation of the Public Officers Law, the Authority's Code of Ethics or Conflict of Interest Policies; or
- B. Contact any member, officer or employee of the Authority except pursuant to this Policy during the Restricted Period for the specific Authority Procurement, or
- C. Contact any other governmental entity concerning the Authority Procurement.

### **IV. PROCUREMENT RECORD**

For each Authority Procurement, the Procurement Officer shall maintain a Procurement Record containing Contacts made during the Restricted Period. For each Contact, the Procurement Officer shall obtain the name, address, telephone number, place of principal employment and occupation of the person or organization making the Contact and inquire and record whether the person or organization making such contact was the Offerer or was retained, employed or designated by or on behalf of the Offerer to appear before or contact the Authority about the Authority Procurement.

## **V. OFFERER AFFIRMATION, DISCLOSURE AND CERTIFICATION**

The Authority shall seek an Affirmation of Understanding and Agreement from all Offerers. All Offerers shall submit a completed Disclosure of Non-Responsibility Form and Certification to the Authority. To comply with these requirements, an Offerer shall complete Appendix 1. Appendix 1 contains:

- A. Affirmation of Understanding and Agreement: A written affirmation from an Offerer as to the Offerer's understanding of and agreement to comply with the Authority's procedures relating to permissible contacts during the Authority Procurement.
- B. Disclosure of Non-Responsibility: A disclosure by an Offerer to the Authority any findings of non-responsibility made within the previous four years by any governmental entity where such prior finding of non-responsibility was due to:
  - 1. A violation of §139-j of the State Finance Law, or
  - 2. The intentional provision of false or incomplete information to a governmental entity.
- C. Certification: A certification on the form prepared by the Authority that all information provided to the Authority by the Offerer pursuant to this Policy is complete, true and accurate.

## **VI. Policy Implementation**

To implement this Policy the Authority shall:

- A. Include this Policy in its Solicitation Materials.
- B. Prior to conducting an award of a procurement contract, the Authority shall make a final determination of responsibility of the proposed awardee. In making such a determination, the Authority shall consider whether the Offerer failed to timely disclosed accurate or complete information to the Authority concerning:
  - 1. Whether the Offerer was determined to be non-responsible due to
    - a. A violation of §139-j of the State Finance Law, or
    - b. The intentional provision false or incomplete information to a governmental entity, or
    - c. Otherwise fails to cooperate with the Authority in administering this Policy.

2. Notwithstanding the Authority may award a Procurement Contract to any such Offerer, its subsidiaries, and any related or successor entity with substantially similar function, management, board of directors, officers and shareholders if the Authority finds:
  - a. That the award of the Procurement Contract to the Offerer is necessary to protect public property or public health or safety, and
  - b. that the offerer is the only source capable of supplying the required article of procurement within the necessary time frame, provided, that the Authority shall include in the Procurement Record a statement describing the basis for such a finding.
- C. Include within all Authority contracts a provision authorizing the Authority to terminate the contract in the event the Offerer's certification pursuant to this Policy is found to be intentionally false or intentionally incomplete.
- D. Investigate Alleged Violations of this Policy.
  1. Any Member, officer or employee of the Authority who becomes aware that an Offerer contacted the Authority in violation of this Policy shall immediately notify the Ethics Officer, who shall immediately investigate the alleged violation(s).
  2. The Ethics Officer upon receipt of an alleged violation of this Policy, shall investigate the allegation and if after commencing the investigation, the Ethics Officer finds that there is sufficient cause to believe the alleged violation has occurred, the Ethics Officers shall inform the Offerer in writing of the investigation and grant the Offerer an opportunity to be heard in response to the alleged violation.
- E. Distribute this Policy annually to the Authority's Members and officers. It shall also be distributed annually to those employees that have the ability to affect any Procurement. It shall also be distributed to each new Member, officer and applicable employee as soon as practicable following commencement of such position.

## **X. SANCTIONS**

Upon a determination by the Ethics Officers that an Offerer has violated this Policy, the Ethics Officer shall:

- A. Issue a determination of non-responsibility for such Offerer, and such offerer and its subsidiaries, and any related or successor entity with substantially similar function, management, board of directors, officers and shareholders shall not be awarded the procurement contract, unless the Authority finds:
  1. That the award of the procurement contract to the Offerer is necessary to protect public property or public health or safety, and

2. That the Offerer is the only source capable of supplying the required article of procurement within the necessary time frame, provided, that the governmental entity shall include in the Procurement Record a statement describing the basis for such a finding.
- B. Notify the New York State Office of General Services of the determination of non-responsibility.
  - C. Notify the Authority Board of the determination of non-responsibility.





Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

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(Add additional pages as necessary)

Offerer certifies that all information provided to the Suffolk County Water Authority with respect to State Finance Law § 129-k is complete, true and accurate.

By: \_\_\_\_\_

Signature:

Name:

Title: Date:



**SUFFOLK COUNTY WATER AUTHORITY**

**INTEROFFICE MEMORANDUM**

**DATE:** March 15, 2021  
**TO:** Jeffrey W. Szabo, Chief Executive Officer  
**FROM:** Donna Mancuso, Chief Human Resources Officer *DM*

**SUBJECT: *AWWA 2021 ANNUAL CONFERENCES***

The AWWA Annual Conference for 2021 will be held from **June 14 through 17, 2021**, virtually. As the Chair of the Workforce Strategies Committee, my responsibilities include leading the committee meeting at this conference and participating in the Management & Leadership Division Meeting. In addition, I've reviewed abstracts and have put together four (4) half-day sessions for the conference. I will moderate the workforce strategies sessions which include the *Digital Worker Initiative, Recruiting Veterans, Mentorship in a Virtual Environment, Providing Opportunities for Innovation, Building a Strong Learning Development and Management Program, and Leadership and Incorporation of Good to Great by Choice.*

The cost for full attendance at **ACE2021** is \$395. In order to take advantage of reduced registration fees, I would like to register before the deadline on April 23rd.

The AWWA/WEF Utility Management Conference has been rescheduled for **August 3-6, 2021** in Atlanta, Georgia. At this time, they expect to hold it in person. As Chair of the committee, I am required to lead the committee meeting and attend the Management & Leadership Division meeting. I've reviewed abstracts and participated in planning the sessions for this conference as well and will moderate 2 sessions on *HR and Operations Collaboration*. There will be sessions on the *Water Workforce of the Future* and several on *Diversity, Equity and Inclusion in the Water Sector*.

The cost for attendance at **UMC2021** including registration, travel and hotel is estimated to be \$1,750. Early registration rates end on July 2<sup>nd</sup>. If COVID-19 restrictions are still in place in July/August, this will become a virtual conference.

If you approve, please present this request to the board members at their next meeting. Thank you for your consideration.