

**ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
APRIL 7, 2017 9:30 A.M.
CHEETOWAGA TOWN HALL**

MEMBERS PRESENT: Ms. Diane Benczkowski, Mr. Patrick Bowen, Mr. Daniel Higgins, and Mr. Matt Salah

MEMBERS ABSENT: Ms. Sheila Meegan

OTHERS PRESENT: Mr. Joseph Fiegl, Ms. Brenda Rehac, Mr. Richard Rehac, and Mr. William Strzeszynski

ITEM NO.1-CALL MEETING TO ORDER

Ms. Benczkowski called the meeting to order at 9:30 am.

ITEM NO.2-APPROVAL OF DECEMBER 9, 2016 MINUTES

Mr. Higgins moved, seconded by Mr. Bowen to approve the December 9, 2016 meeting minutes. The motion carried 4-0.

ITEM NO.3-ITEMS FROM THE PUBLIC

There were no items from the public.

ITEM NO.4-OLD BUSINESS

a. I/I Enforcement Hearing Update-Fine Letters Sent

Mr. Salah explained fine letters were sent to those homeowners still in noncompliance after the enforcement hearing which was held on November 16, 2016. District #1 had one homeowner, who has since corrected their violation and no fees will be assessed.

b. Classification of Sewer Taxes/Fees (Handout)

The Board received a copy of a memo prepared by Hodgson Russ Attorneys concerning the classification of taxes and fees for sewer districts in the 2016 and 2017 Erie County Budget. The memo confirmed what was noted by the Division of Sewerage Management during the December 2016 Board meeting regarding this topic.

c. EPA Inspection

Mr. Fiegl noted a report was received from the EPA inspection completed last spring. The Division of Sewerage Management is reviewing the report and Mr. Fiegl anticipates the County's response will likely be an item for the next Board of Manager's agenda.

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ITEM NO.5-NEW BUSINESS

a. **Confirmation of Email Poll-3941 Broadway, Depew Out of District Customer Request (Handout)**

Mr. Salah moved, seconded by Mr. Higgins to confirm the e-mail poll for approval of this Out-of District Customer Request. The motion carried 4-0.

ITEM NO.6-MISCELLANEOUS & INFORMATIONAL ITEMS

a. **Operational Report (November-February)**

Mr. Strzeszynski updated the Board with the operational reports for District #1. The 12" and 30" valve replacement at Industrial Park pumping station is complete. The Moscad telemetry was replaced at Woodlands pumping station with a new omni-site system. The Union Road pumping station's telemetry has been wired for additional monitoring parameters. The cured-in-place pipe (CIPP) lining of the 18" diameter sewers through the Garden Village Plaza has been completed. Staff televised nearly 30,000 feet of sewer. The majority was in mini-system 10, to assess the condition of the ACP pipe. Also, staff televised and root cut 35 additional runs throughout the District and installed 12 pipe patch repairs.

b. **Pretreatment Report**

There was nothing new to report.

c. **Construction Report**

Mr. Salah stated sewers were CIPP lined in Cheektowaga along Union and French Rd.

d. **District Payments**

The Board received a copy of the payment made to Arold pipe lining in the amount of \$334,650.00.

Mr. Salah asked the members their opinion on discontinuing the paper operational reports and electronic transmission of the initial Board of Manager's minutes which are sent after the meeting. The members were in favor of electronic reports and meeting minutes.

Mr. Higgins moved, seconded by Mr. Bowen to receive and file the miscellaneous and informational items on the agenda. The motion carried 4-0.

ITEM NO.7-ADJOURNMENT & NEXT MEETING

Mr. Salah moved, seconded by Mr. Higgins to adjourn the meeting at 9:38 am. The motion carried 4-0

*****NEXT MEETING***
FRIDAY, June 23, 2017 @ 9:30 AM
CHEEKTOWAGA TOWN HALL**

Respectfully submitted,



Matt Salah, P.E.
Secretary-ECSD No.1
Board of Managers

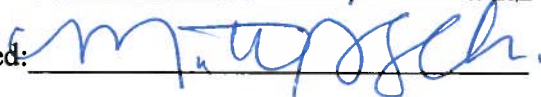
Motion to approve minutes of APRIL 7, 2017

Moved By: MS. MEEGAN

Seconded By: MS BENICZKOWSKI

Approved/Disapproved: (5,0)

Date: JUNE 23, 2017

Signed: 

MS:br

**ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
JUNE 16, 2017 - 9:30 AM
CHEEKTOWAGA TOWN HALL**

MEMBERS PRESENT: Ms. Diane Benczkowski, Mr. Patrick Bowen, Mr. Daniel Higgins, Ms. Sheila Meegan and Mr. Matt Salah

OTHERS PRESENT: Mr. Joseph Fiegl, Mr. Richard Rehac, Ms. Brenda Rehac and Mr. William Strzeszynski II

ITEM NO.1-CALL MEETING TO ORDER

Ms. Meegan called the meeting to order at 9:30 am.

ITEM NO.2-APPROVAL OF APRIL 7, 2017 MEETING MINUTES

Ms. Meegan moved, seconded by Ms. Benczkowski to approve the April 7, 2017 meeting minutes. The motion carried 5-0.

ITEM NO.3-ITEMS FROM THE PUBLIC

Mr. Fiegl discussed an issue referred to the County by Supervisor Benczkowski's office regarding 27 Castlewood in the Town of Cheektowaga. The homeowner reported a cracked sidewalk and driveway that they believed to be caused from a faulty manhole. Northern Region Staff televised the sewer line and found no defects. No manhole defects were found either. The cracks most likely were due to the freeze/thaw cycle affecting the surface concrete. These findings were relayed to the homeowner.

ITEM NO.4-OLD BUSINESS

There were no old business items to report.

ITEM NO.5-NEW BUSINESS

- a. Presentation and Approval of 2018 Budget
 - i. Proposed 2017 Budget (Handout)

Mr. Fiegl presented the proposed ECSD No. 1 Budget to the Board.

ECSD No. 1 is one of three sewer districts that comprise the Division of Sewerage Management's "Northern Region." The Northern Region budget is developed based upon a Memorandum of Understanding dated 6/19/91. The Memorandum of Understanding essentially outlines which costs or expenses are shared items and which items are exclusive to individual districts and their respective budgets. In summary:

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- Costs such as personnel, supplies, equipment, “Division-wide” expenses, etc. are shared based upon the ratio of units in each sewer district and the total units in Northern Region.
- Contractual treatment charges, debt service, revenues, fund balance, and capital reserve are exclusive to each sewer district.

For this year, Northern Region shares in approximately 47.5% of the Division-wide expenses and 3% of Laboratory expenses (as noted on Page 5). Within Northern Region, ECSD No. 1 is responsible for approximately 35% of the costs.

Reviewing the Detail Summary for ECSD No. 1, total appropriations are projected to increase almost \$193,000 when compared to 2017. The change can be most attributed to a proposed \$110,000 increase in debt service, a \$150,000 increase in Northern Region’s “I/I Repair / Sewer Relining”, and a \$150,000 increase in capital reserves. On the revenue side, the major changes include a projected “user charges” increase of approximately \$383,000, a zeroing out of the inter-district garage/administration building debt transfer, and a decrease in the ECSD No. 1 fund balance allocation of approximately \$125,000 when compared to the 2017 budget.

The proposed budget is such that it is estimated that there will be little-to-no impact to the typical ratepayer (single family home) in ECSD No. 1 in 2018. A proposed increase in the footage rate is offset by a decrease in the assessed valuation rate, which for the typical ratepayer means the total amount paid will essentially be the same as 2017.

The total number of positions proposed in the Northern Region for 2018 is the same as 2017. There were a few swaps of positions within the County’s various sewer districts, but the total number of positions remained the same.

Fringe benefits for employees are being calculated at 64% in this budget – a small increase from 2017. Actual numbers are not available at this time, but this is a conservative estimate.

The 2018 equipment line items represent approximately \$372,000 of the Northern Region budget. The major items include shared purchases amongst all of the Erie County Sewer Districts, the replacement of assets at pumping stations and buildings throughout the Northern Region, two (2) vehicle purchases, and Northern Region’s standard unanticipated replacement item.

Before going into specific details of the budget line codes, Mr. Fiegl explained that the budgets are developed conservatively, with the understanding that monies left over at year end are transferred to fund balance and utilized as revenue to offset future rate impacts. Items listed in the budget as “DSM” are expenses for the Downtown office. Northern Region contributes approximately 47.5% of these Downtown office expenses.

A review of the individual budget codes was provided. Specific items highlighted included the budgeting on fuel, the \$150,000 increase in I&I repair / Sewer Lining, the Buffalo Sewer Authority bills, the \$150,000 increase in the District’s capital reserve allocation, debt service, utility costs, and personnel costs.

Fund balance usage as an offsetting revenue is budgeted at 50%. The available district fund balance at 12/31/16 represents approximately 3.1 months of 2018 budgeted appropriations. Observing recent trends on amount available and amount used, it is believed that this allocation of fund balance is prudent. Mr. Fiegl discussed the affect the expected increase in treatment bills could have on fund balances.

It is recommended for the 2018 Budget that the flat usage charge remain unchanged at \$200.00 per unit and the footage charges in ECSD No. 1 be increased at \$0.80 / foot. At this time, the Board would be voting on the budget for ECSD No. 1. At the Combined Budget Meeting on June 21st, the entire Northern Region budget is voted upon. If any changes are proposed by either the ECSD No. 4 or ECSD No. 5 Board of Managers that would impact the ECSD No. 1 budget, said changes would be presented and discussed at the July 2017 ECSD No. 1 Board of Managers meeting.

Ms. Meegan moved, seconded by Mr. Bowen to approve the 2018 Budget. The motion carried 5-0.

ii. 271 Resolution

Mr. Fiegl presented the 271 resolution to the board for review and approval. Approximately 82%, and 18% of the total sanitary sewer tax levy of \$3,309,114 will be raised from the assessed value, and footage charges, respectively.

Ms. Meegan moved, seconded by Ms. Benczkowski, to approve the 271 Resolution with a flat usage charge of \$200.00 and footage charge of \$0.80. The motion carried 5-0.

Mr. Fiegl noted that the 271 Resolution has been passed under the assumption that the combined budget for the Northern Region will remain unchanged after the upcoming ECSD Nos. 4 and 5 Board meetings. It was noted that if there are any modifications necessary, the budget and this resolution may need to be amended at the already scheduled July 14th ECSD No. 1 meeting.

Mr. Fiegl's final comments related to the 2% Tax Cap. As the sewer district levies are part of the County's overall tax cap calculation, there is additional coordination required prior to finalization. If any major changes are necessary, the Board of Managers will be informed.

b. I&I Approval for Enforcement Hearing (Handout)

Prior to the vote, a question was asked about the steps after a Board referral to an enforcement hearing. Mr. Fiegl explained that the hearing stage is for those homeowners who have not completed their house inspection or have not corrected a violation to present their case in front of a hearing officer. The County then presents its case as well. The Hearing Officer will make a recommendation based on the provided information. The Board has the ultimate authority to proceed with the Hearing Officer's recommendations, which in the past has been levying penalties for nonconformance with the "Rules and Regulations for Erie County Sewer Districts." Typically, a hearing is held approximately every 1 ½ years.

The Division of Sewerage Management is recommending referral to an Enforcement Hearing for the six (6) property owners provided in this correspondence to the Board Members. Ms.

Meegan moved, seconded by Ms. Benczkowski to move forward with an Enforcement Hearing referral. The motion carried 5-0.

ITEM NO.6-MISCELLANEOUS &INFORMATIONAL ITEMS

a. Operational Report

Mr. Strzeszynski reported staff root cut (28) sections in the French Road area, east and west of Towers. Restrictions during wet weather conditions were identified on a few trunk lines in ECSD No. 1. To remedy one particular issue, mechanical cleaning of a section on the 18" diameter Clinton Trunk was completed to remove a large amount of rock and sections of an exhaust pipe. Also, staff televised the sections upstream and downstream of this area and removed a number of heavy root masses. Mechanical cleaning of a nearby siphon removed what appeared to be shredded carpet.

In the French Road area between Brentwood and Pleasant staff located and removed (2) large bricks from the 12" diameter line. The crew identified a stretch of sewer which had sheets of water rushing down through a good portion of the joints. The Erie County Water Authority will be completing a water main leak repair and this should prove to be a considerable victory with the ongoing inflow battle.

Additionally, a 26' repair on Brian Lane was completed, along with a handful of pipe patches, in the French Rd., neighborhoods.

Mr. Strzeszynski also noted improvements and repairs completed to some of the Northern Region pumping stations. All other work performed in this reporting period were typical operation and maintenance activities.

b. Pretreatment Report

There was nothing new to report.

c. Construction Report

i. Contract No. 75, CIPP Lining-Work Order No. 1 (Handout)

For the Board's review, a copy of Work Order No.1, Contract No. 75 to United Survey, Inc. for Cured-in-Place Pipe Lining for Erie County Sewer District Nos. 1,2,3,4,5, and 6 was provided. A list of the sewer sections to be investigated and lined was also provided.

d. District Payments

None

e. Basement Bathroom Facility Resident Letter(Handout)

The Board received a copy of the informational letter sent to homeowners identified as having basement bathroom facilities noted during their house inspection. Mr. Fiegl explained this is not a violation, but rather a pathway for sanitary sewer basement backups.

Mr. Salah moved, seconded by Ms. Meegan to receive and file the informational items on the agenda. The motion carried 5-0.

ITEM NO.7-ADJOURNMENT & NEXT MEETING

Mr. Fiegl explained the combined budget meeting will be held on June 21, 2017 and Mr. Salah will be present to represent District #1. Typically a July meeting is scheduled in the event the budget does not pass. Ms. Meegan moved, seconded by Ms. Benczkowski to cancel the July 14, 2017 contingent on Combined Budget Meeting results. The motion carried 5-0.

Ms. Benczkowski moved, seconded by Ms. Meegan to adjourn the meeting at 10:14 am. The motion carried 5-0.

**Friday, October 13, 2017 @ 9:30 A.M.
Cheektowaga Town Hall**

Respectfully submitted,



Matt Salah, P.E.
Secretary-ECSD No.1
Board of Managers

Motion to approve minutes of JUNE 16, 2017

Moved By: MS. MEEGAN

Seconded By: MR. BOWEN

Approved/Disapproved: (4,0)

Date: OCTOBER 13, 2017

Signed: M. Salah

MS:br

**ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
OCTOBER 13, 2017 9:30 A.M.
CHEETOWAGA TOWN HALL**

MEMBERS PRESENT: Ms. Diane Benczkowski, Mr. Patrick Bowen, Ms. Sheila Meegan
Mr. Matt Salah

MEMBERS ABSENT: Mr. Daniel Higgins

OTHERS PRESENT: Mr. Glenn Absolom, Mr. Joseph Fiegl, Ms. Angela Horton, Mr. Dan
Lelito (9:32), Mr. Greg Magnuszewski (9:34) Ms. Brenda Rehac, Mr.
Richard Rehac, and Mr. William Strzeszynski

ITEM NO.1-CALL MEETING TO ORDER

Ms. Meegan called the meeting to order at 9:30 am.

ITEM NO.2-APPROVAL OF JUNE 16, 2017 MINUTES

Ms. Meegan moved, seconded by Mr. Bowen to approve the June 16, 2017 meeting minutes.
The motion carried 4-0.

ITEM NO.3-ITEMS FROM THE PUBLIC

There were no items from the public.

ITEM NO.4-OLD BUSINESS

None

ITEM NO.5-NEW BUSINESS

a. 2018 User Charge

i. Public Hearing Notice & Meeting Minutes (Handout)

The Board received a copy of the proposed 2018 User Charge Rates Public Hearing Notice and meeting minutes from the hearing on September 20, 2017. Now that the public hearing was held, the next step is for the individual Board of Managers to adopt the rates. A notice of Adoption will be published in the Buffalo News and the County's official papers. If there are no objections, the rates will take effect on January 1, 2018.

ii. Approval of Resolution (Handout)

The Board reviewed the copy of the User Charge Resolution. Ms. Benczkowski moved, seconded by Ms. Meegan, to approve the 2018 User Charge Rates for ECSD No. 1. The motion carried 4-0.

Hand 2

b. 2018 Meeting Schedule (Handout)

Ms. Meegan proposed an amendment to tentatively have the 2018 meetings scheduled for July, October and December at the new West Seneca Community Center. Ms. Meegan moved, seconded by Mr. Bowen to approve the 2018 meeting schedule as amended. The motion carried 4-0.

Mr. Fiegl explained the current Board's term will be ending as of December 31, 2017. He asked if the Board members would be interested in serving another next term. The members present replied in the affirmative; however, Ms. Meegan informed the Board that Mr. Higgins will not be able to continue. She stated that she will suggest another person for consideration.

c. I/I Approval for Enforcement Hearing (Handout)

The Board received an amended copy of the property owners, who upon Board approval, will be scheduled for the next Enforcement Hearing. Ms. Meegan moved, seconded by Mr. Bowen to approve these referrals to an Enforcement Hearing. The motion carried 4-0.

ITEM NO.6-MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Strzeszynski stated that at the Cayuga Road Pumping Station, sewer district staff replaced check valves on pump Nos. 2 & 4 and also programmed pump runs/flow recordings into the SCADA system. For the Industrial Parkway Pumping Station, the LED lighting upgrade within the wet well and the dry well stairways were completed. Sewer district staff also replaced the bubbler level monitoring system with a pressure transducer system for the Clinton/Borden Pumping Station.

In addition, the Central Maintenance crew televised (82) line segments, approximately 23,000 feet of pipe, of which most were tributary to the Seneca Creek Trunk. This was necessary for the assessment of the condition of the ACP pipes. Of the 82 line segments televised 48 segments were root cut simultaneously. Seven pipe patch repairs were completed throughout the district. Three open-cut repairs were made on Diane Drive, 1709 Union Rd and 18 Maplewood Dr. Chemical root treatment was applied to another 175 line segments, approximately 48,000 feet of pipe, primarily in the neighborhoods off of French Road.

All other work was relatively routine in nature.

b. Pretreatment Report

There was nothing new to report.

c. Construction Report

i. Contract No 75, CIPP Lining-Work Order No. 2 (Handout)

The Board received a copy of the letter to United Survey, Inc., regarding Contract 75, Work Order 2, outlining the term agreement for Cured-in-Place Pipe Lining. The Work Order

covers work to be complete in Erie County Sewer Districts Nos. 1, 2, 3, 4, 5, 6 and 8. Mr. Salah also mentioned Contract No. 79 was awarded to Visone for Sewer Repairs and a notice to proceed will follow as soon as an executed Agreement is in place.

d. District Payments (Handout)

The Board received a copy of the payment made to United Survey for pipe lining in the amount of \$31,966.50.00.


Mr. Salah moved, seconded by Mr. Bowen to receive and file the miscellaneous and informational items on the agenda. The motion carried 4-0.

ITEM NO.7-ADJOURNMENT & NEXT MEETING

Mr. Fiegl notified the Board that the DSM recently received a copy of an internal NYSDEC memorandum that described the NYSDEC eliminating overflow retention facilities and emergency bypasses from SPDES permits. This change could have a major impact on the District. The DSM has already been in contact with the NYSDEC regarding this item and anticipates further dialogue in the future. As more is known, the Board will be informed.

Ms. Meegan moved, seconded by Mr. Salah to adjourn the meeting at 9:59 am. The motion carried 4-0.

*****NEXT MEETING***
FRIDAY, December 8, 2017 @ 9:30 AM
CHEEKTOWAGA TOWN HALL**

Respectfully submitted,


Matt Salah, P.E.
Secretary-ECSD No.1
Board of Managers

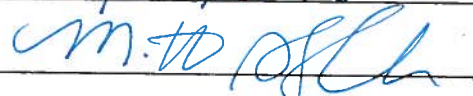
Motion to approve minutes of 10/13/2017

Moved By: Ms. BENCKZKOWSKI

Seconded By: MR. BOWEN

Approved/Disapproved: 5/0

Date: 2/15/2018

Signed: 

MS:br