

ERIE COUNTY SEWER DISTRICT (ECSD) NO. 6
BOARD OF MANAGERS MEETING MINUTES
TUESDAY FEBRUARY 11, 2020
LACKAWANNA CITY HALL

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

OTHERS PRESENT: Chris Baldwin, Joseph Fiegl, Tammy Laurito, Michelle Oliver, Lynn Sullivan

ITEM NO. 1 – CALL MEETING TO ORDER

Chairman Balcarczyk called the meeting to order at 3:13 p.m.

a) Welcome New Member

The Board welcomed Mr. Mark Kuwik who was recently appointed by the Erie County Executive for the new term.

b) Nominations for Board Officers

On a motion by Mr. Pecak, seconded by Mr. Balcarczyk, the Board voted to appoint Mr. Balcarczyk as Chairman, Mr. Kuwik as Vice Chairman, and Mr. Pecak as Secretary of the Erie County Sewer District No. 6 (ECSD No. 6) Board of Managers for the new term. The motion carried 3-0.

ITEM NO. 2 – APPROVAL OF OCTOBER 8, 2019 MEETING MINUTES

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve the minutes from the October 8, 2019. The motion carried 2 – 0. Mr. Kuwik abstained from voting as he was not present for the referenced meeting.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

i. Tax Discussion (Handout)

Mr. Abdul Noman had contacted Mr. Pecak regarding the 2020 tax bill for a property owned by the Lackawanna Yemen Soccer Club and was invited to attend the Board Meeting. The protest was in regards to paying any sewer tax as a tax-exempt organization. A review of the bill showed no errors or inconsistencies with conformance to the tax-exempt status and NYS laws, nor in comparison to similar properties in the City of Lackawanna. Mr. Noman was not present to discuss further.

Ms. Mary Ann Bratek submitted a written petition and request for relief to the Board regarding the sewer portion of 2020 tax bill for 48 Modern Ave. It was apparent that the bill was atypical in that the sewer portion of the bill totaled \$8,376.58 whereas the average bill for a single family home in the City of Lackawanna was anticipated as \$506.76 during the 2020 budgeting process. The significant increase in her bill was due to a substantial water usage as reported by the

Erie County Water Authority (ECWA) for the 2018 year (used for calculating 2020 sewer charges). Based on information provided by both ECWA and Mrs. Bratek it was confirmed that the excessive usage was due to a water leak resulting from two burst pipes in the house. Mrs. Bratek confirmed that the water entered the sanitary sewer system through a floor drain in the basement. A house inspection by the DSM in 2012 reflects the floor drains connected to the sanitary sewer system and the absence of a sump pit. As such the water was then treated at the Lackawanna Water Resource Recovery Facility (WRRF). The total units of usage on the tax bill reflect adjustments by ECWA and no more adjustments are pending for the 2018 usage.

The Board discussed that this type of residential sewer bill was unprecedented, with adjusted water usage charges for this residential property at 1,862,000 gallons. Considering the intent of the ECSD No. 6 charge formula and the burden this sewer bill provides to a homeowner, Mr. Pecak proposed a policy whereby in these situations the units subject to the usage charge would be limited to two times the anticipated average usage (120), with the remainder of the units charged at cost for treatment of hydraulic flow (calculated annually by ECSD No. 6 staff). In Mrs. Bratek's instance, this would result in an adjustment of the usage charge from \$8,192.80 to approximately \$650. All other ECSD No. 6 charges (parcel and assessed valuation) would remain the same. The board agreed this was a logical and fair resolution. Mr. Fiegl noted a formal document would be drafted to memorialize this policy, setting clear circumstances when this may be applied to protect both the District and homeowners.

On a motion by Mr. Kuwik, seconded by Mr. Balcarczyk, the Board voted to approve the reduction. The motion carried, 3 – 0.

ITEM NO. 4 – OLD BUSINESS

None.

ITEM NO. 5 – NEW BUSINESS

a. Confirmation of Email Poll – Engineering Term Agreements (Handout)

The Board reviewed a copy of the Engineering and Construction Term Agreements handout. On a motion by Mr. Pecak, seconded by Mr. Balcarczyk, the Board voted to confirm the November 1, 2019 poll. The motion carried 3 – 0.

b. Confirmation of Phone Poll – Proposed Lease of Land – Solar Panels (Handout)

The County has selected Montante Solar as the developer to advance with this project. The projected annual benefit would be \$20,000. A 20-year lease of 2 parcels owned by ECSD No. 6 would be necessary to advance the solar projects and allow for implementation of a power purchase agreement.

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to confirm the November 4, 2019 poll recommending award to Montante Solar and the 20-year lease. The motion carried 3 – 0.

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

The Board reviewed a memorandum of properties recommended for an Enforcement Hearing. On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to move forward with an Enforcement Hearing for the 2 properties listed. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Baldwin presented the following report for operations:

Collections

- 4' of mainline sewer was replaced on Wiesner
- 5' of mainline sewer was replaced on Rudolph, backlot
- 8' of mainline sewer was replaced on Kane
- 13' of mainline sewer was replaced on Lynn
- Two frame & covers were replaced on Warsaw and one on Elkhart
- District staff is continuing to televise the "mystery storm line" on Center Street. The City of Lackawanna has potentially secured funding to reconstruct the street and the District will confirm that there are no active connections prior to abandonment by the City's contractor. The remaining sections require open cut to access the storm line with our telespection unit. Mr. Canestrari will follow up with the City of Lackawanna to be sure project is complete. The area will be restored by the City.

Facilities

- Dorrance Avenue Pumping Station: Genset Circuit repair.
- Seal Street Pumping Station: Genset engine repair.
- Replaced Comm. Wiring for the Lackawanna WRRF genset.
- Repaired the south primary inlet at the WRRF
- New fuel tank for the WRRF Genset was installed
- New fuel tank for the Lackawanna Overflow Retention Facility was installed
- New fuel tank at the Wilmuth pumping station was installed

b. Pretreatment Report

None

c. Construction Report

i. CIPP Lining Term Contract -Work Order Nos. 8 USI & 5K (Handout)

Cured-in-Place (CIPP) Term Lining Contract 75 – Kenyon Pipeline performed lining work under WO#4K in MS 7 (Willow, Spring, Green, Johnson, Pierce, Roland, Milnor, Keever). WO #8 was issued to USI in January including 1,200 LF on Rosary Avenue. WO#5K was issued to Kenyon Pipeline in February including 6,100 LF on Ridge Rd, South Park Ave, Cleveland Ave, and Electric Ave. Prep work will commence in late winter/early spring.

ii. Sewer Repair Term Contract – Work Order 18 Abbott Rd (Handout)

Sewer Repair Contract 79 – Visone Construction completed restoration work (pavement, curb) on Abbott Road (at Ridge Rd) from a previous sewer repair. WO#18 was issued to Visone for another repair on Abbott Road – broken/collapsed sewer pipe caused a small sinkhole at the corner of a sidewalk/driveway on the west side of Abbott Road near Fisher. This work is anticipated to be completed in early February.

iii. Well & Wilmuth Electrical Upgrades – CIR Electrical Change Order No. 1 (Handout)

Contract 57R – The new generator at the Wilmuth Ave/Well Street site has been tested and operates well with a pre-set delay. The Wilmuth Avenue pumping station has been completely switched over to the new electrical service and will receive emergency power from the new generator. The Well Street pumping station has been switched to the new power and the electrical contractor is currently in the process of switching the pumps over to the new service. That station should be fully connected to the new electrical service and generator within the week. The old generator and fuel storage tank are being removed. The General contract will be completed in February. The Heating and Ventilating and Electrical contractors should also be completed in February if parts arrive as scheduled.

d. Payments (Handout)

The Board reviewed a handout of the Capital Construction Payments.

e. Lackawanna WRRF and ORF Disinfection Project – Basis of Design Report (Handout)

The Board reviewed a handout of the Lackawanna WRRF and ORF Disinfection Project.

f. Basement Bathroom Facility/Floor Drain Resident Letters (Handout)

The Board reviewed a handout of the basement bathroom facility/floor drain letters that will be sent to homeowners. Mr. Pecak stated basement drains are no longer permitted with new builds. Mr. Fiegl stated these letters are to inform homeowners about a potential problem.

g. 64 Shamokin – Premium Assessment Waive Request (Handout)

Mr. Pecak confirmed that the waiver of 2019 premium assessment fees as approved by the Board at the October 8, 2019 meeting was finalized.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik the Board voted to receive and file the above informational items. The motion carried 3 – 0.

Mr. Fiegl noted the Division of Sewerage Management was recognized by the New York Water Environment Association with its Collection System Operation and Maintenance award. A significant component of this award is the endorsement of the New York State Department of Environmental Conservation.

Mr. Fiegl dedicated this meeting to Matt Weaver, Chief Operator of the Lackawanna WRRF. Mr. Weaver was laid to rest on February 11, 2020.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Pecak, seconded by Mr. Balcarczyk, the meeting was adjourned in memory of Mr. Weaver at 3:48 p.m. The motion carried 3 – 0.

Next meeting is scheduled for Tuesday, April 7, 2020 at 3:15p.m.

Respectfully submitted,



Garry S. Pecak, Secretary
ECSD No. 6 Board of Managers

GP:mo

Motion to Approve the February 11, 2020 Meeting Minutes

Moved by: J. Balcarczyk

Seconded by: M. Kunik

App/Disapp: 3-0

Date: 6/16/20



Garry S. Pecak, Secretary
ECSD No. 6 Board of Managers

ERIE COUNTY SEWER DISTRICT NO. 6 (ECSD NO. 6)
BOARD OF MANAGERS MEETING
JUNE 16, 2020 @ 3:15 P.M.
VIA VIDEO/TELEPHONE CONFERENCE
MEETING MINUTES

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

OTHERS PRESENT: Glenn Absolom, Steven Canestrari Sr., Joseph Fiegl, Eric McFeely

ITEM NO. 1 – CALL THE MEETING TO ORDER

The meeting was called to order at 3:16 by Mr. Balcarczyk.

ITEM NO. 2 – APPROVAL OF FEBURARY 11, 2020 MEETING MINUTES

On a motion from Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the February 11, 2020 Meeting Minutes. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

a. Tax Inquiry – Yemen Soccer Club (Handout)

Mr. Pecak informed the Board that although Mr. Noman was invited to attend the Feb. 11th Board of Managers Meeting, he declined to attend, instead sending a letter to County Executive Mark Poloncarz. Mr. Fiegl responded to Mr. Noman by letter. Mr. Balcarczyk commented that this letter was very precise and clear regarding the charges in question.

Mr. Kuwik inquired into the review process for claims and concerns regarding individual disputes regarding tax assessments. Mr. Fiegl informed the Board that questions of this regard are normally addressed by the Erie County Sewer Tax Group employees. If the matter is of a unique nature and cannot be resolved at that level it can be raised to discussion and action by the Board.

ITEM NO. 4 – OLD BUSINESS

There was no old business to address.

ITEM NO. 5 – NEW BUSINESS

a. Presentation and Approval of the 2021 Budget

i. Proposed 2021 Budget (Handout)

Mr. Fiegl presented the ECSD No. 6 Budget to the Board.

As ECSD No. 6 is part of the Division of Sewerage Management, there are a number of “shared” items including equipment, vehicles, and personnel. For most shared items, ECSD No. 6 contributes approximately 4%. For centralized laboratory expenses, ECSD No. 6 contributes 17.4% while for centralized vehicle maintenance, the share is 17.1%.

Overall, the ECSD No. 6 appropriations or expenses are budgeted in 2021 to remain almost the same, with an increase of approximately \$6,600. In review of the resources available, user charges (flow) and fund balance revenues are budgeted to be lower, with the amount raised through the tax levy (parcel and assessed value) increased. Considering all impacts, the typical ratepayer in ECSD No. 6 would experience an increase of 0.6% when compared to 2020, which equates to approximately \$3 annually.

Mr. Fiegl explained some of the challenges in developing these estimates considering the uncertainty associated with the COVID-19 emergency and the effects on the economy. The Division of Sewerage Management has made a concerted effort to put forth its best estimates, acknowledging that there have been unprecedented impacts throughout our society and hence adjustments may need to be made.

Mr. Fiegl explained that one (1) less position has been budgeted in ECSD No. 6 in 2021. Fringe benefits for employees are being calculated at 60% based on discussions with the County’s Budget Department – same overall percentage as 2020. Actual numbers are not available at this time.

The 2021 equipment line items represent over \$400,000 of the ECSD No. 6. Budget. The major items include shared items with the other Erie County Sewer Districts, the purchase of new/replacement pumping station and treatment plant equipment, the installation of an aboveground storage tank, a replacement flusher truck, and the ECSD No. 6 unanticipated replacement item. The merits of the new CCTV camera system, mini excavator, and service/boom truck were specifically highlighted when discussing the shared purchases.

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. Again, ECSD No. 6 contributes approximately 4% of these Downtown office expenses.

A review of the individual budget codes was provided. Specific items highlighted included the budgeting on fuel, the code for central vehicle maintenance, “holding the line” in Maintenance and Repair supply codes, maintaining the budgets for “I&I repair” and capital reserves, the final payment for the Bethlehem Steel lawsuit, increased debt service costs, and utility costs adjustments.

Fund balance usage as an offsetting revenue is budgeted at 64% of available balance. The available district fund balance at 12/31/19 represents approximately 3.6 months of 2021 budgeted appropriations. It is believed that this level of fund balance is sufficient to protect the ratepayers of the district, particularly considering uncertainty related to regulatory

requirements. As always, this will be an item to monitor.

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) and the uncertainty regarding the COVID-19 emergency. If any major changes are necessary, the Board of Managers will be informed.

After the question and answer period, Mr. Balcarczyk moved, seconded by Mr. Kuwik, to approve the ECSD No. 6 2021 Budget as proposed. The motion carried 3-0.

ii. Resolution (Handout)

Mr. Fiegl presented the proposed Budget Resolution to the Board for review and approval. On a motion from Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the ECSD No. 6 2021 Budget Resolution. The motion carried 3-0.

b. Confirmation of Email Poll – Industrial Development Land Committee Grant (Handout)

An email poll was conducted in March 2020 regarding a proposed grant application partnership between Erie County Sewer District No. 6 and the Erie County Industrial Land Development Corporation (ILDC) to extend public sewer service onto the former Bethlehem Steel Site. The cost of the construction would be funded by the ILDC with no cost to the District. The District would then assume operation and maintenance of the proposed sewer. The result of the email poll was 3-0 approval of the partnership.

On a motion by Mr. Pecak, seconded by Mr. Balcarczyk, the Board voted to confirm the email poll. The motion carried 3-0.

c. Memo to Board – COVID-19 Update (Handout)

Mr. Fiegl addressed the Board regarding the steps that have been taken to ensure operation during the New York State PAUSE due to COVID19. Mr. Kuwik discussed New York's upcoming reopening procedures and inquired as to what steps will be taken if a new spike in COVID cases occurs. Mr. Fiegl summarized that similar behaviors and practices would be continued or reenacted as have previously. Mr. Absolom included that he has identified certain options which may improve efficiency of necessary work under the limitations.

d. Ammonia Pilot Study (Handout)

Mr. Pecak informed the Board of a Request for Proposal (RFP) for an Ammonia Pilot Study pursuant to the SPDES permit for the plant at ECSD No. 6 was issued. A review committee of 5 qualified individuals was assembled to evaluate the submitted proposals. GHD Consulting Engineers (GHD) was rated #1 to conduct the pilot study. The memo submitted by Mr. Fiegl detailing the review process included a proposed Resolution for award of the pilot study to GHD.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the resolution to award the pilot study to GHD. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Canestrari gave the following updates regarding the operations in District 6:

ECSD No. 6 Collections:

- Replaced 3 storm catch basins.
- Flushed 214' of storm sewer.
- During American Pipe's 1343' of bucketing they found a section of mainline sewer on Holbrook in bad shape. District Staff completed a repair of 35' and another 19' of the 15" diameter mainline sewer. The scope of work necessitates using an outside contractor for the paving work.
- Staff also completed repairs to 39' of 8", 5' of 10", and 7' of 12" diameter sewer.
- In March, due to the COVID pandemic, the Sewer District adjusted normal operations.

ECSD No. 6 Facilities:

- Replaced damaged chain on West bar screen at Wilmuth Pump Station.
- Repaired broken cross collector on the North primary tank.
- Repaired leak between Flush basin #1 and Flush basin #2 at ECSD No. 6 ORF.
- Repaired leak on suction line on Plant water pump.

Mr. Balcarczyk inquired as to what aspects of normal operations has ECSD No. 6 fallen behind the most due to the pandemic. Mr. Canestrari replied that routine cleaning and maintenance has fallen behind due to a need for a more reactionary based staffing model.

b. Pretreatment Report

There was nothing to address for the Pretreatment Report.

c. Construction Report

i. Well St & Wilmuth Ave Pumping Station (PS) Electrical Upgrades

A. Quackenbush Change Order No. 1 (Handout)

A Change Order was necessary to upgrade the exhaust dampers to better handle the air flow created by the new generator.

B. 57R-A, B, & D – Acceptance of Work (Handout)

The DSM has accepted the work under the Well St & Wilmuth Ave PS as substantially complete for all three prime contractors.

C. GHD Change Order No. 3 (Handout)

A Change Order was necessary to extend the construction inspection services by GHD to coincide with some delays in construction.

ii. Sewer Repair Term Contract – Visone – Revised Work Order 18 (Handout)

A Work Order was issued to Visone under the Sewer Repair Term Contract to address a sinkhole forming over a failure in the sanitary sewer along Abbott Rd.

iii. Cured-In-Place Pipe Lining, Contract No. 75, United Survey-Work Order 9 (Handout)

A Work Order was issued to United Survey to clean and televise the trunk sewer line along Willet Road and under the Thruway.

iv. Sanitary Sewer Replacement Project, Contract No. 82 - Bid Schedule (Handout)

An open cut sewer repair project was advertised for bid that includes the repair of approximately 900 lineal ft along Balen Ave in Sewer District No. 6. The opening will be on June 26th. The Board was informed that an email poll to approve award of the project would likely follow shortly after opening.

d. Payments (Handout)

The Board received a copy of the payments made to various Engineering Consultants and Construction Contractors since the last Board meeting.

e. Lackawanna Collection System & Sanitary Sewer Overflow Annual Report (Handout)

The 2019 CSP annual report for Erie County Sewer District No. 6 was submitted to the NYSDEC on February 26, 2020.

f. Lackawanna Taxpayer Letter (Handout)

A copy of the May 14, 2020 taxpayer letter from Annette Iafallo, Mayor City of Lackawanna was addressed to the Board.


On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to receive and file the miscellaneous and informational items. The motion carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

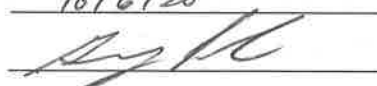
On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to adjourn the meeting. The motion carried 3-0. The meeting was adjourned at 4:20 p.m.

The next meeting is scheduled to take place on
Tuesday, October 6, 2020 @ 3:15 p.m.
Lackawanna City Hall

Respectfully submitted,


Garry S. Pecak, P.E., Secretary
ECSD No. 6 Board of Managers

GP:em
Motion to Approve the June 20, 2020 Meeting Minutes

Moved by: J. Balcarczyk
Seconded by: M. Kuwik
App./Disapp.: 3-0
Date: 10/6/20
Signed: 

**ERIE COUNTY SEWER DISTRICT NO. 6 (ECSD NO. 6)
BOARD OF MANAGERS MEETING
OCTOBER 6, 2020 @ 3:15 P.M.
VIA VIDEO/TELEPHONE CONFERENCE
MEETING MINUTES**

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

OTHERS PRESENT: Glenn Absolom, Steven Canestrari Sr., Joseph Fiegl, Eric McFeely

ITEM NO. 1 – CALL THE MEETING TO ORDER

The meeting was called to order at 3:17 by Mr. Balcarczyk.

ITEM NO. 2 – APPROVAL OF JUNE 16, 2020 MEETING MINUTES

On a motion from Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the June 16, 2020 Meeting Minutes. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

There were no new items from the public to address.

ITEM NO. 4 – OLD BUSINESS

There was no old business to address.

ITEM NO. 5 – NEW BUSINESS

a. 2021 User Charge

i. Public Hearing Notice & Meeting Minutes (Handout)

Mr. Pecak informed the Board of a Public Hearing that took place on September 22, 2020 to discuss the proposed 2021 User and Utilization Charges in regards to Erie County Sewer District Numbers 1, 2, 3, 4, 5, 6, and 8. Mr. Mutasem Salah from the Division of Sewerage Management attended this meeting and discussed the proposed charges. There were no comments from the public. The Board has been presented with the Minutes for this meeting.

ii. Approval of Resolution (Handout)

On a motion from Mr. Kuwik, seconded by Mr. Balcarczyk, the Board voted to approve the proposed resolution establishing the 2021 User and Utilization Charges for Erie County Sewer District No. 6. The motion carried 3-0.

b. 2021 Meeting Schedule (Handout)

The Board was presented with a proposed Sewer District No. 6 Board of Managers meeting schedule for 2021. On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve the 2021 Meeting Schedule. The motion carried 3-0.

c. Connection Permit, Inspection, & Equity Fee Schedule – Rules and Regulations: Article XIII, Section 1301 (Handout)

The Board reviewed a memorandum regarding an update to the sanitary sewer connection permit, inspection, and equity fees charged by the Erie County Sewer Districts. Per Article 5A of New York State County Law and County Legislative authorization, the Board of Managers have been empowered to determine the amounts charged for various permit and inspection fees pursuant to Section 1301 of the “Rules and Regulations for Erie County Sewer Districts.” The Erie County Sewer District Boards last went through the process of updating the various fees approximately 15 years ago and based on the analysis included in this memorandum, it has been determined the existing fees are not reflective of the actual costs incurred by the sewer districts. As a result, it is the recommendation of the Division of Sewerage Management to update the fees as proposed.

This is a two (2) step process for the Board. Today, the Board is asked to consider for approval the updated fees for the purpose of advertising them to the public. Should all seven (7) Boards endorse the updated fees, a public hearing will be held to solicit outside input over these changes. It is the intention of the Division of Sewerage Management to host this public hearing sometime in November 2020. After the public hearing, any comments will be considered and a final fee schedule will be developed for approval by the Erie County Sewer District Boards via resolution during their December 2020 meetings. The final fee schedule would be published in the official newspapers of the County and become effective in 2021.

Mr. Balcarczyk inquired as to whether there were plans to update these fee schedules more frequently than every fifteen years. Mr. Fiegl responded that while doing so on a more regular basis would prevent large changes, it may present challenges for contractors and bookkeeping issues for the County. Mr. Balcarczyk agreed that yearly adjustments would be unrealistic, but proposed that adjustments every five or ten years might be more suitable. Mr. Fiegl stated that is something certainly to consider as the fees are evaluated in the future.

Mr. Kuwik inquired as to whether all seven of the District Boards had to unanimously approve these charges, and what consequences would result in any one board voting against. Mr. Fiegl informed the Board that another Board has already delayed voting and requested more information, but that he felt it was important for the Boards to centralize fees across all districts in order to maintain consistency.

After consideration, on a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to endorse the updated fee schedule and the Division of Sewerage Management holding a public hearing on this matter. The motion carried 3-0.

d. Confirmation of Email Poll – Award of Sanitary Sewer Replacement Project (Handout)

An email poll was conducted in July to award Contract No. 82 to Kandey Company, Inc. for sewer repair work on Balen Road in Lackawanna. On a motion by Mr. Pecak seconded by Mr. Kuwik the Board to vote confirm the email poll to award Contract No. 82 Sanitary Sewer Replacement Project to Kandey Company, Inc. The motion carried 3-0.

- e. Contract Closeout – Well Street and Wilmuth Avenue Pumping Station
- i. 57-A: STC Construction Inc. – General (Handout)
 - ii. 57-B: Quackenbush – HVAC (Handout)
 - iii. 57-D: CIR Electrical Construction Corp. – Electrical (Handout)

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the board voted to approve closeout of the three contracts for General, Plumbing, and Electrical work for the Well Street and Wilmuth Pumping Station. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

- a. Operational Report

Mr. Canestrari gave the following updates regarding the operations in District 6:

ECSD No. 6 Collections:

- Due to the ongoing COVID pandemic, the Sewer District is continuing its normal operations by reactively responding to complaints with split shift crews.
- Replaced 4 storm catch basins.
- Flushed and Vactored multiple storm outfall sheds.
- While investigating West Elmview outfall shed, due to multiple street flooding complaints, District Staff flushed and vactored the whole system. The District Staff requested assistance from the engineering group to evaluate the capacity of the system and determine what modifications may be appropriate.
- Replaced 19 feet of 8-inch diameter and 37 feet of 10-inch diameter sanitary sewer.

Mr. Kuwik expressed thanks for the District's rapid response to the flooding complaints regarding West Elmview. Mr. Pecak added that there are plans being discussed on how to resolve the West Elmview issues which should be moving forward next year. Mr. Balcarczyk asked if the plan was to replace the current outfall with a larger one, or if the plan is to add additional outfalls. Mr. Pecak responded that both are viable options and the best choice is being reviewed.

Mr. Fiegl informed the Board that an audit by the Environmental Protection Agency would soon be occurring for District 6 as well as Districts 5 and 8. This is not in response to any complaints, but rather a routine audit that other districts have been subject to within the past 5 years. The EPA has requested various data and reports which were sent back to them a few weeks ago. Mr.

Balcarczyk inquired about what the EPA would be looking for. Mr. Fiegl explained that the audit reviews the procedures taken by the District Operations to minimize sanitary overflows and stay in compliance with rules and regulations. The SPDES permit for the Lackawanna Water Resource Recovery Facility has requirements for collection systems, including an approved CMOM program, and those requirements will be reviewed as well.

ECSD No. 6 Facilities:

- Repaired damaged chain on the West grit collector at the Wilmuth Pumping Station.
- Replaced a high head sump pump at the Wilmuth Pumping Station.
- In the process of upgrading lighting at the District 6 Plant as well as Overflow Retention Facility by installing LED fixtures.
- In the process of upgrading gas detection at water resource recovery facility.
- In the process of upgrading one sanitary pump to VFD at the Dorrance Avenue pumping station.
- Completed a generator upgrade at the Wilmuth Pumping Station.
- Replaced the suction line for hypochlorite delivery at the District 6 Overflow Retention Facility.

b. Pretreatment Report

There was nothing to address for the Pretreatment Report.

c. Construction Report

Mr. Pecak conveyed the following information regarding on-going construction projects in Erie County Sewer District 6:

Well Street And Wilmuth Avenue Pumping Stations Electrical Systems

Upgrade Project (Contract Nos. 57R-A, 57R-B, and 57R-D) - A final walk through was performed in July and all work has been completed. Resolutions to close out each of the three Contracts associated with the project are included for approval at this meeting.

Cured-in-Place (CIPP) Term Lining Contract 75 – United Survey completed 1,200 LF of CIPP lining on Rosary Avenue under WO 8 and televised 2,100 LF of sewer at Willett Road near the Thruway (cleaned and televised only - no lining assigned at this time) under WO 9.

WO 6K was issued to Kenyon Pipeline in August and included approximately 6,700 LF in D6 (Steelawanna, Wasson, Washington, Firestone, South Shore, Cheryl, Abbott, Weber, Rosary, Ridge). Kenyon has cleaned and prepped these lines, and they are anticipated to be CIPP lined in October.

Sewer Repair Contract 79 – On Monday 7/20/2020, DSM was notified of a leak in the middle of South Park Avenue, south of Dorrance Avenue. Visone Construction was called to perform an emergency repair of the Dorrance Ave PS forcemain at this location. Work was completed between Tuesday 7/21 and Monday 7/27 that involved a forcemain repair and roadway restoration including concrete roadbase and pavement.

Contract 82 - (multi-district open cut sewer replacement contract) was awarded to Kandey Company Inc. and NTP was issued on September 11, 2020. Contract includes sewer replacement on Balen Drive in D6, which is anticipated to start in October. Kandey indicated that they may propose an alternate construction method in lieu of open cut contract replacement.

Mr. Pecak then went on to add that a consultant has been tasked with evaluating the digesters at the treatment facility. They are currently reviewing inspection procedures.

Mr. Fiegl added that in review of the EPA's recent requested for information on how many miles of sewer pipe existed in District 6, it is clear that significant strides have been made in updating the system. Of the 72 miles of pipe in Lackawanna, 9 miles have been lined so far. Nearly 25% of the D6 sanitary system is either lined or PVC. Mr. Balcarczyk asked how many years it has taken to line 9 miles. Mr. Fiegl responded that the lining process started in earnest in 2011, making it roughly 9 years.

d. Payments (Handout)

Mr. Pecak reviewed payments issued to contractors and consultants since the last meeting.

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to receive and file the miscellaneous and informational handouts. The motion carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to adjourn the meeting. The motion carried 3-0. The meeting was adjourned at 3:44 p.m.

**The next meeting is scheduled to take place on
Tuesday, December 1, 2020 @ 3:15 p.m. at Lackawanna City Hall**

Respectfully submitted,



Garry S. Pecak, Secretary
ECSD No. 6 Board of Managers

GP:em

Motion to Approve the October 6, 2020 Meeting Minutes

Moved by: J. Balcarczyk

Seconded by: G. Pecak

App./Disapp.: 3-0

Date: 12/1/2020

Signed: [Signature]

**ERIE COUNTY SEWER DISTRICT NO. 6 (ECSD NO. 6)
BOARD OF MANAGERS MEETING
DECEMBER 1, 2020 @ 3:15 P.M.
VIA VIDEO/TELEPHONE CONFERENCE
MEETING MINUTES**

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

OTHERS PRESENT: Glenn Absolom, Christopher Baldwin, Steven Canestrari Sr., Joseph Fiegl, David Hojnacki, Beth Pfalzer

ITEM NO. 1 – CALL THE MEETING TO ORDER

The meeting was called to order at 3:20 pm by Mr. Balcarczyk.

ITEM NO. 2 – APPROVAL OF OCTOBER 6, 2020 MEETING MINUTES

On a motion from Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve the October 6, 2020 Meeting Minutes. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

There were no new items from the public to address.

ITEM NO. 4 – OLD BUSINESS

There was no old business to address.

ITEM NO. 5 – NEW BUSINESS

Mr. Pecak introduced Mr. David Hojnacki, the new Sewer District Manager for Central Region.

a. Connection Permit, Inspection, & Equity Fee Schedule – Rules and Regulations:
Article XIII, Section 1301

i. Public Hearing Minutes (Handout)

Mr. Pecak advised the Board that a Public Hearing for the permit fee schedules took place on November 5, 2020. These schedules were discussed at the October Board meeting. No members from the public attended the hearing. There were no objections.

ii. Approval of Resolution (Handout)

The Board voted on a resolution to adopt the fee schedule as presented at the public hearing and listed in the resolution.

Item 2

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik the Board approved adoption of the fee schedule resolution. The motion carried 3-0.

b. Center Street Reconstruction Project (Handout)

Mr. Pecak advised the Board of a City of Lackawanna construction project to perform a full depth replacement of Center Street. In these circumstances, it is in the best interest of all to replace infrastructure in the construction zone as there are economies of scale savings and no restoration required. The County typically will attempt to incorporate replacement of the main line sewer and laterals within the right-of-way; however, the sanitary sewer along Center Street was recently lined and hence not in need of repair. The County would like to take this opportunity to replace the laterals in the right of way, along with other improvements to be determined after additional investigations are completed. The County would take ownership of these connections up to the new clean out installed, per the County's standard detail.

The City will finalize the design and bid the project and the County's work would be separate bid items to clearly separate cost. Mr. Fiegl advised the Board that the Sewer District's practice while performing full depth road reconstruction is to address laterals in everyone's best interest, so brand-new roadways are not disturbed if the lateral fails in the future while assisting with infiltration/inflow removal. In order for the County to complete this project they would need the Board's approval to enter into an intermunicipal agreement with the City of Lackawanna.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik the board approved entering an intermunicipal agreement with the City of Lackawanna. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Baldwin gave the following updates regarding the operations in District 6:

ECSD No. 6 Collections:

- Replaced 12 feet of 8-inch diameter sewer main.
- Installed 5 catch basin risers, and 2 manhole frames for the Keever Ave/Milnor Ave paving projects.
- In preparation for next year's Center St reconstruction project District is working on completing the following investigations.
 - Continuing the investigation of the inactive storm main.
 - Continuing the video inspection of the sanitary mains of all cross streets.
 - Dye testing with video inspection of all properties on Center St to confirm location of all active lateral connections to main.
- Minisystem 7 – District staff will be completing several sewer repairs in preparation of continued Cured in place pipe production lining.

- Investigation of the West Elmview storm outfall shed continues with video inspection of storm mains planned.

ECSD No. 6 Facilities:

- Completed LED lighting upgrade Administration Building at the Water Resource Recovery Facility (WRRF)
- Rebuilt flooring and valve support WRRF valve building.
- Replaced sprockets and shaft, grit collection at the Wilmuth Pumping Station
- Repaired suction line ODS pump at the WRRF.
- Prepared for dechlorination of tanks at the Hypochlorite Building.

Mr. Balcarczyk inquired about the dechlorination of the hypochlorite tanks. Mr. Baldwin advised that they were preparing for the hypochlorite bids. Mr. Fiegl added that the NYSDEC permit posed stricter limits on chlorination. The Division of Sewerage Management (DSM) hired an engineer to find a solution to upgrading the current system. It was proposed that replacement of hypochlorite tanks would be the economical solution; the project is expected to be bid next year.

b. Pretreatment Report

There was nothing to address for the Pretreatment Report.

c. Construction Report

Mr. Pecak conveyed the following information regarding on-going construction projects in Erie County Sewer District 6:

i. Sanitary Sewer Replacement Project – Change Order No. 1 (Handout)

Contract 82 - Contract 82 (multi-district open cut sewer replacement contract) has substantially completed a sewer replacement on Balen Drive. Kandey has installed temporary asphalt driveway aprons for the winter. Final concrete restoration of driveway aprons and sidewalk will be completed in the spring. It is noted there was a design change due to conflict with an existing steel low pressure gas line. The sewer alignment was shifted to the south to avoid conflict with the gas line. There will be no change to the contract price for the Balen Drive work which falls under the Bid Alternate of the Contract. As the work will no longer be clearly definable by the Bid Items, a new item designated as Bid Alternate Item No. 15 will be added as a lump sum and with a not to exceed cost of the original Bid Alternate Items of \$323,200.00.

Cured-in-Place (CIPP) Term Lining Contract 75 – Kenyon Pipeline completed 6,800 LF of CIPP lining in Lackawanna in September/October (Steelawanna, Wasson, Washington, Firestone, South Shore, Cheryl, Abbott, Weber, Rosary, Ridge).

d. Payments (Handout)

Mr. Pecak reviewed payments issued to contractors and consultants since the last

meeting including the Ammonia Pilot Study, Disinfection system design, final payment for the Well St / Wilmuth pumping station improvements and cured in place pipe lining.

Mr. Fiegl added that the Disinfection system design is ongoing and expects a change order from GHD for additional work outside of the original scope, including replacement of the sodium hypochlorite tanks, new chemical unloading station and additional HVAC improvements.

Mr. Kuwik inquired if the other Boards had approved the fee schedule. Mr. Fiegl responded in the affirmative, noting that one Board had a supplemental meeting to discuss the fees but all had approved unanimously.

Mr. Fiegl updated the Board on the Sewer District No. 6's audit by the Environmental Protection Agency (EPA). The EPA is finalizing the final report and an update will be provided to the board once received.

Mr. Fiegl also provided an update on COVID-19 to the board, stating that several employees had either tested positive or had to quarantine due to COVID-19 symptoms or close contact with a positive COVID-19 case. DSM employees are continuing precautions to limit exposure. All essential functions of ECSD No. 6's daily operations have been maintained.

On a motion by Mr. Pecak, seconded by Mr. Balcarczyk, the Board voted to receive and file the miscellaneous and informational handouts. The motion carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak the Board voted to adjourn the meeting. The motion carried 3-0. The meeting was adjourned at 3:37 p.m.

**The next meeting is scheduled to take place on
Tuesday, February 2, 2021 @ 3:15 p.m. at Lackawanna City Hall**

Respectfully submitted,



Garry S. Pecak, Secretary
ECSD No. 6 Board of Managers

GP:bp
Motion to Approve the December 1, 2020 Meeting Minutes

Moved by: J. Balcarczyk

Seconded by: M. Kuwik

App./Disapp.: 3-0

Date: 2/2/21

Signed: 