

ERIE COUNTY SEWER DISTRICT NO. 6 (ECSO NO. 6)
BOARD OF MANAGERS MEETING MINUTES
TUESDAY, FEBRUARY 1, 2022 @ 3:15 PM
VIDEO/TELEPHONE CONFERENCE

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

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

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Fiegl called the meeting to order at 3:16 PM.

a. Nominations for Board Officers

Mr. James Balcarczyk, Mr. Mark Kuwik, and Mr. Garry Pecak were asked and agreed to continue to serve in their same capacities as Chair, Vice Chair, and Secretary respectively.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to confirm the Board member appointments. The motion carried 3-0.

The meeting was turned over to Mr. Balcarczyk as Chair.

ITEM NO. 2 – APPROVAL OF OCTOBER 5, 2021 MEETING MINUTES

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve the minutes from the October 5, 2021 meeting. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

There were no items from the public.

ITEM NO. 4 – OLD BUSINESS

There was no old business to discuss.

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ITEM NO. 5 – NEW BUSINESS

a. Erie County Sewer Districts – Fund Balance Policy January 2022

i. Policy (Handout)

Mr. Balcarczyk inquired about the Fund Balance Policy. Mr. Fiegl informed the Board that inquiries about Fund Balance Management warranted the development of a clear policy regarding the process used, and after working with the Department's accountants and the County's Budget Director, this policy was developed. This proposed policy follows the "informal" procedures followed by the Division of Sewerage Management over the years. Mr. Fiegl intends for the policy to be included alongside the annual budget package going forward.

ii. Resolution (Handout)

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the Erie County Sewer Districts Fund Balance Policy – January 2022. The motion carried 3-0.

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

The Board reviewed a list of properties recommended for an Enforcement Hearing. On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve sending the listed properties to an Enforcement Hearing. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Baldwin provided the following Operational Report for District 6:

Collection System:

- Completed assessments and repairs of manholes, catch basins and sewer mains on Ridge Road from South Park to Rt.5. City's paving project completed.
- Investigated storm system for Center Street ahead of reconstruction project.
- Completed multiple dye tests for pre-lining investigation.
- Continue updating our GIS mapping as we find discrepancies.

D6 Facilities:

- Repaired ECSD No. 6 Overflow Retention Facility (ORF) screw pump
- Repaired Water Resource Recovery Facility (WRRF) Hypo Pump #2
- Rebuilt WRRF Sample Pump #2
- Continued WRRF LED upgrades

b. Construction Report

Mr. Pecak presented the following Construction update to the Board:

Lackawanna WRRF and ORF Disinfection Project

Design is being completed. Bid is expected in the next few months.

Contract 75 (Cured-in-Place (CIPP) Term Lining) –

- Kenyon Pipeline continued work on Work Order 10K (ARP), which includes approximately 35,000 linear feet in the City of Lackawanna (various locations). This work order is utilizing American Rescue Plan (ARP) funding. Lining work is anticipated to be completed in 2022.
- In January 2022, Kenyon Pipeline was issued Work Order 12K (ARP) which includes approximately 15,200 lateral feet in the City of Lackawanna (various locations). This work is utilization ARP funding. Prep work and cleaning are anticipated to start in the coming months.

Contract 79 – Sewer Repair Contract (Visone Construction) –

- A work order consisting of 7 sanitary sewer spot repairs in the City, including on Odell Street, James Street, Homestead Avenue, Eaton Street, Gates Avenue, and Franklin Street, was completed in late fall 2021 by Visone Construction.
- A work order consisting of 2 sanitary manhole installations in the City, on Ingham Avenue and Keever Avenue, was completed in late fall 2021 by Visone Construction.

c. Payments (Handout)

Mr. Balcarczyk inquired as to the progress of the Ammonia Study referenced in the Payments handout. Mr. Fiegl informed the Board that the consultant has reviewed the data collected as part of the pilot operations and although the site facilities are congested, there are a variety of implementation directions to be considered. Preliminary information will be presented at the Greater Buffalo Environmental Conference in March.

d. Drainage Storm Sewer System – South Drive (Handout)

Mr. Pecak informed the Board of a letter being sent to Steven Tanner, P.E. regarding storm water drainage from the Queens Landing subdivision in West Seneca.

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

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Kuwik, seconded by Mr. Balcarczyk, the Board voted to adjourn the meeting at 3:31 PM. The motion carried 3-0.

The next meeting is scheduled for Tuesday, April 5, 2022 at 3:15 PM


Respectfully submitted,



Garry Pecak, Secretary
ECSD No. 6 Board of Managers

GP:em

Motion to Approve the February 1, 2022 Meeting Minutes

Moved by: James Balcarczyk
Seconded by: Garry Pecak
App./Disapp.: 3/0
Date: 4/5/22
Signed: 

ERIE COUNTY SEWER DISTRICT NO. 6 (ECSO NO. 6)
BOARD OF MANAGERS MEETING
TUESDAY, APRIL 5, 2022 @ 3:15 PM
LACKAWANNA CITY HALL
MINUTES

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

MEMBERS ABSENT: None

OTHERS PRESENT: Christopher Baldwin, Steve Canestrari Sr., Joseph Fiegl, and Lynn Sullivan

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Balcarczyk called the meeting to order at 3:15 PM.

ITEM NO. 2 – APPROVAL OF FEBRUARY 1, 2022 MEETING MINUTES

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve the minutes from the February 1, 2022 meeting. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

a. Tax Bill Waiver Request – 87 Relich Street (Handout)

The homeowner at 87 Relich Street stated she had a water leak and due to Covid had no one able to come fix it. She received a bill for \$300 from Erie County Water Authority, which she was unable to pay as she is on a fixed monthly income. She obtained a grant to cover that cost, but has since received her Property Tax bill that included an additional \$300 above typical sewer charges. She has written to request a waiver of the amount.

She does not meet the Board established criteria for a waiver as there is was no error in the calculation of her tax bill. She will however receive a discount on her 2023 tax bill due to the water allowance credited by the water authority. As she is now in arrears she may also be able to get relief under the New York State Low Income Household Water Assistance Program (LIHWAP). The LIHWAP likely would provide the resident the most assistance.

On a motion by Mr. Kuwik, seconded by Mr. Pecak, the Board voted to refer the homeowner to the LIHWAP. The motion carried 3-0. Mr. Pecak will write a letter to the homeowner informing her of the decision and providing her with information on applying for relief under LIHWAP.

ITEM NO. 4 – OLD BUSINESS

None

Item 2

ITEM NO. 5 – NEW BUSINESS

a. Confirmation of Email Poll – Out of District Customer Request Willett Road (Handout)

An email poll was conducted on February 18, 2022 for approval of an Out of District Customer Agreement for a vacant parcel on Willet Road. The property is within the Town of Hamburg and Erie County Sewer District No. 3; however, the adjacent sanitary sewer is tributary to, and treated by, ECSD No. 6, necessitating the agreement. The result of the poll was an approval of 3-0.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to formally confirm the results of the email poll to approve the Out of District Customer Agreement. The motion carried 3-0.

b. Amended IMA – Center Street Project – (Handout)

Mr. Fiegl outlined to the Board the need to amend the Intermunicipal Agreement (IMA) between the City of Lackawanna and Erie County regarding the planned reconstruction of Center Street from Ridge Road to Kirby Avenue. Based on the Division's inspection of the storm system, an option was identified to address several defects that would benefit from repair as part of the City's project. It is therefore, necessary to amend the IMA to incorporate additional betterments to be funded by ECSD No. 6, namely rehabilitation of the storm sewer system, to the scope of work under the City's project.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve a resolution recommending approval of the amendment to the IMA. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Baldwin provided the following Operational Report for District 6:

Collection System:

- Staff are continuing with assessing manholes, catch basins and sewer mains for repairs on Ridge Road from South Park to Route 5 before City's paving project begins.
- Planning continues for overnight Flushing/Vectoring of sanitary and storm sewer in high traffic areas is continuing. (South Park Avenue)
- Staff are updating our GIS mapping as we find discrepancies.
- 18 linear feet of 8-inch diameter pipe and 40 linear feet of 10-inch diameter sewer were replaced

D6 Facilities:

- Repaired the west bar screen at the Willmuth Pumping Station
- Continued LED upgrades at the Water Resource Recovery Facility (WRRF)
- Finalized installation of new Hypo Pump at the WRRF

b. Construction Report:

Mr. Pecak presented the following Construction update to the Board:

ECSD No. 6 Construction Updates

- Contract No. 64 - Lackawanna WRRF Digester Project design is being completed. The project is expected to bid in April.
- Contract No. 62 - Lackawanna WRRF and ORF Disinfection Project design is being completed. Bid is expected in a few months.

Contract 75 (Cured-in-Place (CIPP) Term Lining)

- Kenyon Pipeline continued CIPP lining on Work Order 10K (ARP), which includes approx. 35,000 LF in the City of Lackawanna (various locations). This work order is utilizing ARP funding. Lining work is anticipated to be completed later this year. Under this work order, Kenyon performed night work the week of March 28th for CIPP work on South Park and Ridge Road.
- Kenyon Pipeline is anticipated to begin prep work and cleaning within the next couple months under Work Order 12K (ARP). This work order includes approx. 15,200 LF in the City of Lackawanna (various locations including Autumn Lane, Cloister Court, Highview Circle, Sunrise Drive, Ridge Road, Wasson Avenue, Ingham Avenue, Olcott Street, etc.) and utilizes ARP funding.

Contract 86 – Sanitary Sewer Open Cut Repair Term Contract

- Work Order No. 2 was issued to Kandey Company in February and consists of an approximately 40 LF spot repair on Meadowbrook Drive at South Shore Boulevard. The DSM is awaiting a schedule from the Contractor.

c. Payments (Handout)

The Board reviewed payments made to consultants and contractors since the last Board meeting.

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

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the meeting was adjourned at 3:40 PM. The motion carried 3-0.

Next meeting is scheduled for Tuesday June 14, 2022 at 3:15pm at Lackawanna City Hall

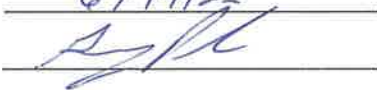
Respectfully submitted,



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

GP:ls

Motion to Approve the April 5, 2022 Meeting Minutes

Moved by: James Balcarczyk
Seconded by: Garry Pecak
App./Disapp.: 3/0
Date: 6/14/22
Signed: 

ERIE COUNTY SEWER DISTRICT NO. 6 (ECSD NO. 6)
BOARD OF MANAGERS MEETING MINUTES
TUESDAY, JUNE 14, 2022 @ 3:15 PM
LACKAWANNA CITY HALL

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

OTHERS PRESENT: Steve Canestrari Sr., Joseph Fiegl, David Hojnacki, Kevin Kaminski, and Lynn Sullivan

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Balcarczyk called the meeting to order at 3:15 PM.

ITEM NO. 2 – APPROVAL OF FEBRUARY 1, 2022 MEETING MINUTES

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve the minutes from the April 5, 2022 meeting. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

a. Tax Bill Waiver Request – 87 Relich Street (Handout)

As discussed at the April 5th meeting, a letter was sent to homeowner advising her to apply to New York State's Low-Income Water Assistance Program (LIHWAP) for relief for the past due portion of her bill.

Mr. Pecak received a call from New York State to confirm the amount past due and confirm that she has been approved.

ITEM NO. 4 – OLD BUSINESS

None

ITEM NO. 5 – NEW BUSINESS

a. Presentation and Approval of the 2023 Budget

i. Proposed 2023 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% based on the ratio of units served by ECSD No. 6 to the total units served by all Districts. For centralized laboratory expenses, ECSD No. 6 contributes

almost 19% based on the volume of laboratory work, while for centralized vehicle maintenance the share is 15% based on the ratio of the number of vehicles serviced for ECSD No. 6 to the total number serviced Division-wide.

Reviewing the Detail Summary for ECSD No. 6, total appropriations or expenses are budgeted to increase 1.8% in 2023 when compared to the 2022 budget. The overall appropriation increase is influenced by budgeted chemicals, landfill costs, utilities, and personnel. These changes in expenses are offset by increased revenues; specifically, an increase in fund balance utilization. Considering all impacts, the typical ratepayer in ECSD No. 6 would experience an increase of approximately \$19-20 annually when compared to 2022. Mr. Fiegl explained the impact 2021 water consumption data have on the proposed rate structure.

Mr. Fiegl explained that there were a few adjustments in the 2023 personnel budget. Personnel costs are increasing this year, primarily due to a new collective bargaining agreement with the County's AFSCME union representing the Division's blue-collar employees and projections for a tentative agreement with the County's CSEA union representing the Division's white-collar employees. Fringe benefits for employees are being calculated at 60% based on discussions with the County's Budget Department – same overall percentage as 2022. Actual numbers are not available at this time.

The 2023 equipment line items represent over \$479,000 of the ECSD No. 6 budget. The major items include shared items with the other Erie County Sewer Districts, the purchase of new/replacement treatment plant equipment, a new telespection unit, three (3) new vehicles, and the ECSD No. 6 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. 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, chemical costs, certain adjustments in Maintenance and Repair supply codes, training needs, landfill costs, maintenance contracts, capital reserves, debt service costs, utilities, and personnel costs.

Fund balance usage as an offsetting revenue is budgeted at 67% of available balance. The available district fund balance at 12/31/21 represents approximately 4.1 months of 2022 budgeted appropriations. As this amount is slightly above the Division's fund balance policy target, the percentage utilized in the 2023 budget is higher than 2022. As always, this will be monitored in future years and adjustments will be made as warranted.

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. If any major changes are necessary, the Board of Managers will be informed.

On a motion by Mr. Kuwik, seconded by Mr. Balcarczyk, the Board voted to accept the Proposed 2023 Budget. The motion was carried 3-0.

ii. Resolution (Handout)

The prepared budget for 2023 includes amounts which must be assessed on the lots and parcels of land within the District and for properties served by out-of-district customer agreements. It was noted that the new resolution has additional language to remove the parcel charge for a small number of parcels that are split between municipal borders where the majority of that parcel resides in and is serviced by the neighboring municipality but still resulted in an additional parcel charge from District No. 6.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to accept the resolution with approximately 6% and 94% of the total sanitary sewer tax levy of \$2,031,052 raised from the assessed value and parcel charges respectively (parcel charge set at \$104). The motion carried 3-0.

b. Changes – Field Management/Supervision

Mr. Fiegl announced that Glenn Absolom retired after almost 44 years as Chief Treatment Plant Supervisor. Mr. Kaminski was welcomed as Glenn's successor and head of all field operations.

Mr. Balcarczyk said that Mr. Absolom was a true professional and would be missed and asked that a *Thank You* to Glenn for his service be recorded in the minutes.

c. Confirmation of Email Poll – Out of District Customer Request 310 Ship Canal (Handout)

On a motion by Mr. Pecak, seconded by Mr. Kuwik, the Board voted to confirm the email poll from May 11th approving the Out-of-District customer request by Laborers Way 1, LLC for the property at 310 Ship Canal Parkway. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Hojnacki provided the following Operational Report for District 6 (D6):

D6 Collection System:

- Completed investigation of Roland & Cleveland, sinkholes and storm lines ahead of the City of Lackawanna's construction project. Replaced two catch basins before paving.
- Investigated all Storm Outfalls. Two Outfall repair jobs are planned.
- Continue updating our GIS mapping as we find discrepancies.

D6 Facilities:

- Installed new rotors and stators on both filter press feed pumps at the Water Resource Recovery Facility (WRRF).
- Completed repairs on the drying beds.
- Repaired East Grit conveyor at Wilmuth Pumping station.
- Installed new HVAC units at the D6 Overflow Retention Facility (ORF).
- Continued WRRF LED Light upgrades.

b. Construction Report:

Mr. Pecak presented the following Construction update to the Board:

ECSD No. 6 Construction Updates

- Contract No. 62 - Lackawanna WRRF and ORF Disinfection Project design is being completed. Bid is expected in the fall, after NYSDEC approval.
- Contract No. 64 - Lackawanna WRRF Digester and Solids Management Improvements Project bids will be opened on Thursday, 6/16. A phone poll will be performed for award of the Contract. The project was designed by AECOM.
- Contract 75 (Cured-in-Place (CIPP) Term Lining) (United Survey; Kenyon Pipeline) –
 - Kenyon Pipeline continued CIPP lining on Work Order 10K (ARP), which includes approx. 35,000 LF in the City of Lackawanna (various locations). This work order is utilizing American Rescue Plan (ARP) funding.
 - Prep work and cleaning is underway by Kenyon Pipeline for Work Order 12K (ARP), which is approximately 50% complete. This work order includes approx. 15,200 LF of lining in the City of Lackawanna (various locations) and utilizes ARP funding.
- Contract 86 – Sanitary Sewer Open Cut Repair Term Contract (Kandey Company) Kandey Company started Work Order No. 2 the week of June 6th. The work order consists of an approximately 40 LF spot repair on Meadowbrook Drive at South Shore Boulevard.
- Contract 93 (Multi-District), Sanitary Manhole Rehabilitation Term Contract – Bids were received May 31st for a term contract for manhole rehabilitation (chimney seals and epoxy lining). This project was bid through Purchasing. The apparent low bidder is Camden Group, and bids are being reviewed.

- Center Street Road Reconstruction Project - Approval was received from the County Legislature for the County to enter the amended intermunicipal agreement (IMA) for the Center Street storm and sanitary lateral improvements. The DSM drafted an amended IMA and the City is presently reviewing. The City's engineering consultant is finalizing the design documents.
- Lackawanna WRRF Digester Improvements Inspection RFP – An RFP for construction inspection for the digester improvements project (Contract No. 64) will be reviewed in the next few weeks and an email poll will be conducted for approval.

c. Payments (Handout)


The Board reviewed payments made to consultants and contractors since the last Board meeting.

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

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the meeting was adjourned at 4:02 PM. The motion carried 3-0.

Next meeting is scheduled for Tuesday October 4, 2022 at 3:15pm at Lackawanna City Hall.

Respectfully submitted,

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

GP:ls
Motion to Approve the June 14, 2022 Meeting Minutes

Moved by: J. Balcarczyk
Seconded by: M. Kuwik
App./Disapp.: 3-0
Date: 10/14/22
Signed: 