

ERIE COUNTY SEWER DISTRICT NO. 6 (ECSO NO. 6)  
BOARD OF MANAGERS MEETING MINUTES  
TUESDAY, JANUARY 31, 2023 @ 3:15 PM  
LACKAWANNA CITY HALL

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

OTHERS PRESENT: Steven Canestrari, Joseph Fiegl, David Hojnacki, Sandra Kocic, and Michelle Oliver

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Balcarczyk called the meeting to order at 3:12 PM.

ITEM NO. 2 – APPROVAL OF OCTOBER 4, 2022 MEETING MINUTES

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the minutes from the October 4, 2022. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

- a. Sanitary Sewer Replacement Project Authorization – Center Street Road Reconstruction (Handout)

Mr. Pecak reviewed the Division of Sewerage Management's (DSM's) acceptance of the bid results received by the City of Lackawanna and the Authorization letter, as required by the Intermunicipal Agreement between the County and the City, to proceed with the DSM's proposed improvements.

ITEM NO. 5 – NEW BUSINESS

- a. Confirmation of Email Poll – Requests for Proposals for Professional Engineering Services (Handout)

On a motion by Mr. Kuwik, seconded by Mr. Balcarczyk, the Board voted to confirm the email poll approving award for professional engineering services. The motion carried 3-0.

- b. Confirmation of Email Poll – Requests for Proposals for Construction Inspection Services (Handout)

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to confirm the email poll approving award for construction inspection services. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Hojnacki provided the following Operational Report for ECSD No. 6:

D6 Collections:

- Completed Sanitary sewer repairs on Kirby, Autumn, Ingham, Olcott, and Victory. Replacing a total of 72ft of main.
- Storm MS8 –2023 focus area for routine cleaning of the Storm system.
- Replaced/repaired 10 catch Basins

D6 Facilities:

- Installed New Breaker Dorrance Pumping Station (PS) Sanitary Pump #3
- Installed new Plant air Compressor at Water Resource Recovery Facility (WRRF)
- Replaced Pillar block bearing for Pump # 3 Wilmuth PS
- Installed New lighting in the WRRF Thickener Bldg. - Lighting upgrade continues at Pumping Stations

Mr. Fiegl referenced that the DSM received a letter from the NYSDEC in December 2022 as a follow-up from an inspection they completed at the Lackawanna WRRF earlier in the year. The inspection report enclosed with the letter included no facility deficiencies; however, the NYSDEC's letter noted amongst other items that an update is needed for the 2016 No Feasible Alternative Analysis and for the next steps associated with the ammonia removal pilot study. GHD will be retained through the engineering term contracts to assist with that effort.

Mr. Fiegl wanted to formally recognize the dedication of the Division's staff during the recent historic winter storms. He noted they worked around the clock in harsh conditions to keep the Division's facilities cleared and operating properly.

b. Construction Report:

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

- Dorrance Ave pump station fuel tank replacement, bypass pump around structure & Gen Set Muffler Replacement – received bid package (plans & specifications) from GPI. DSM will review and finalize then advertise for Bid in early Spring 2023.
- Contract No. 62 – Lackawanna WRRF and ORF Disinfection Project – The design is complete and NYSDEC approval is expected in early February. Bids are anticipated to be received for this project in March. Award approval requests will either be by phone

poll or at the next BOM meeting (April 18<sup>th</sup>). This project is being funded in part through a Water Quality Improvement Project Grant.

- Contract No. 64 – Lackawanna WRRF Digester and Solids Management Improvements Project – Notice to Proceed was issued in November for Contract 64-A with H & K Services and Contract 64-D with Frey Electric. On-site construction is scheduled to begin in May 2023. The project was designed by AECOM and uses ARP Federal Funding.
- Contract No. 65 – Lackawanna WRRF and Wilmuth PS HVAC Replacement – Replacement is in design and expected to bid in February through purchasing. This project is planned to use ARP Federal Funding.
- Contract 75 (Cured-in-Place Pipe (CIPP) Term Lining) (United Survey; Kenyon Pipeline) Kenyon Pipeline has been working on punch list items for Work Order 10K (ARP) (various locations). Approximately 9 more sewer lines remain to be completed before work order may be closed. Kenyon Pipeline performed prep and cleaning work on Work Order 13K (Ridgewood Village area). Lining work was scheduled to start the week of 1/23/23. United Survey completed prep work under Work Order 15, which consists of CIPP lining on Abbott Road between Weber Road and the NYS Thruway. Abbott Road is anticipated to be reconstructed within the next few years by EC Highways.
- Contract 86 – Sanitary Sewer Open Cut Repair Term Contract (Kandey Company) In December, Kandey Company completed Work Orders No. 11 & 12, which consisted of spot repairs on Abbott Road near Martin Road to address broken / cracked pipe and prepare for CIPP lining.
- Contract 60 – Center Street Sanitary Laterals/Storm System Spot Repairs – In October, the city received bids for the Center Street road reconstruction project. The project was awarded to the low bidder, 716 Site Contracting, including the DSM bid alternate work. The scope of work includes spot repairs to the existing ECSD No. 6 owned storm system, and bid alternate work for sanitary lateral replacements from the mainline to the right-of-way, both of which are to be funded by ECSD No. 6, per an intermunicipal agreement with the City of Lackawanna. A pre-construction meeting was held in December and shop drawings are being reviewed.
- Contract 93 (Multi-District) -Sanitary Manhole Rehabilitation Term Contract – Camden Group completed the majority of work under Work Order 1. A final walkthrough was performed in December and a few punch list items remain and will be addressed in the spring. A new work order is anticipated to be assigned in the early 2023 and will consist of approximately 16 manholes in the Ridgewood Village area.
- Contract 95 (CIPPL Term Contract) – the DSM received bids for Contract 95 CIPPL Term Contract through purchasing in November. The project is currently in the process of being awarded to the lowest bidders, United Survey and Kenyon Pipeline. It is anticipated that a

pre-construction meeting will be held in early 2023 and work orders will subsequently be issued to the contractors.

c. Payments (Handout)

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

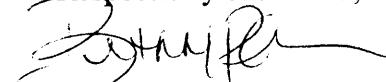
On a motion by Mr. Pecak seconded by Mr. Balcarczyk, the Board voted to receive the informational items on the agenda. The motion was carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the meeting was adjourned at 3:23 PM. The motion carried 3-0.

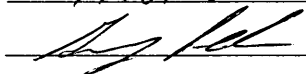
Next meeting is scheduled for Tuesday April 18, 2023 at 3:15pm at Lackawanna City Hall.

Respectfully submitted,

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

GSP:sk

Motion to Approve the January 31, 2023 Meeting Minutes

Moved by: J. Balcarczyk  
Seconded by: M. Kuwik  
App./Disapp.: 3/0  
Date: 4/18/23  
Signed: 

ERIE COUNTY SEWER DISTRICT NO. 6 (ECSO NO. 6)  
BOARD OF MANAGERS MEETING MINUTES  
TUESDAY, APRIL 18, 2023 @ 3:15 PM  
LACKAWANNA CITY HALL

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

MEMBERS ABSENT: None

OTHERS PRESENT: Steven Canestrari Sr., Joseph Fiegl, David Hojnacki, and Sandra Kocic

ITEM NO. 1 – CALL THE MEETING TO ORDER

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

ITEM NO. 2 – APPROVAL OF JANUARY 31, 2023 MEETING MINUTES

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the minutes from the January 31, 2023 meeting. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

None

ITEM NO. 5 – NEW BUSINESS

- a. Award of Ridgewood Village Sanitary Sewer Service Lateral Lining Contract (Handout)

Mr. Pecak presented the Bid results for the Ridgewood Village Sanitary Sewer Service Lateral Lining Contract No. 66. On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the Resolution to recommend award of the Contract to United Survey Inc. The motion carried 3-0.

Mr. Balcarczyk asked about projects in District No. 6 being funded by American Rescue Plan (ARP) Federal Funding. Mr. Fiegl provided a summary of ARP funded projects including the Ridgewood Village Lateral Lining, the Digester improvements at the water resource recovery facility (WRRF), the Center Street project, a substantial portion of the Disinfection project that will soon be presented for award, and various Cured in Place Pipe (CIPP) lining projects throughout the District.

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

Mr. Pecak presented the list of properties that have not complied with house inspection requirements and are recommended for Enforcement Hearings.

On a motion by Mr. Balcarczyk, the seconded by Mr. Pecak, the Board voted to refer the aforementioned properties to a hearing. The motion was carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

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

ECSD No. 6 Collections:

- Completed Sanitary sewer repairs on Swan St, Colton Ave, Steelawanna Ave, Maple Grove, Electric Ave, Date St, and Holbrook Ave. – replacing a total of 107ft of main.
- Televising of Mini Systems 8 & 11 (2023 focus areas) are nearing completion.
- Center St. Project – All lateral replacements to right-of-way (ROW) have been completed by contractor.
- Replaced/repared 3 catch Basins

ECSD No. 6 Facilities:

- Replaced WRRF Control room SCADA Computers
- Repairing Station Entrance Gates from Blizzard
- Lighting upgrade continues at Pumping Stations

b. Construction Report:

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

ECSD No. 6 Construction Updates

- Contract 60 - Center Street Sanitary Laterals/Storm System Spot Repairs (716 Site Contracting) - Construction commenced on the City's road reconstruction project in early March. The scope of work includes spot repairs to the existing ECSD No. 6 owned storm system, and bid alternate work for sanitary lateral replacements from the mainline to the ROW. All the lateral replacements have been completed.

- Contract No. 64 Lackawanna WRRF Digestion and Solids Management Upgrades - On-site construction is expected to begin in May based on the design by AECOM through the Term Engineering Contract. The completion date is anticipated to be 2/12/24.

- Contract No. 62 Lackawanna WRRF and ORF Disinfection Improvements – Bids were received on April 12<sup>th</sup> for Contracts 62-A, 62-B, and 62-D. An email Poll will need to be conducted for Award after the 10-day public comment period ends. This project was designed by GHD and is partially funded by a NYS grant and ARP Federal Funding.

- Contract 75 (Cured-in-Place (CIPP) Term Lining) (United Survey; Kenyon Pipeline) – All CIPP lining installations in this contract have been completed. Minor punch list items /repairs are being completed, and this contract is expected to be closed out this spring.

- Contract 79 Sewer Repair Contract (Visone) – Work Order 51 Fernald Avenue Spot Repairs was issued in March and consists of 2 spot repairs, 2 lateral extensions, and abandonment of approximately 210 linear feet of existing sewer. The work is anticipated to commence this spring.

- Contract 93 (Multi-District) -Sanitary Manhole Rehabilitation Term Contract -Work Order 2 was issued in February 2023 and consists of 16 manholes in the Ridgewood Village area and Abbott Road near Fernald Avenue. Camden Group has applied for a road permit from County Highways and anticipates completing this work in the spring/summer. Under Work Order 1, a few punch list items remain and will be addressed upon warmer weather in the spring/summer.

- Contract 95 (CIPP lining Term Contract) – the Division of Sewerage Management (DSM) received bids for Contract 95 CIPP lining Term Contract through Purchasing in November. The project has been awarded to the 2 lowest bidders, United Survey and Kenyon Pipeline, and contracts are being executed. Upcoming lining work anticipated in District 6 includes Abbott Road and various lines on Firestone St, Grand Blvd, North Drive, and Meadowbrook Drive.

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. Kuwik, the Board voted to receive the informational items on the agenda. The motion was carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the meeting was adjourned at 3:25 PM. The motion was carried 3-0.

The next meeting is scheduled for Tuesday, June 13, 2023 at Lackawanna City Hall.


Respectfully submitted,



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

GSP:sk

Motion to Approve the April 18, 2023 Meeting Minutes

Moved by: J. Balcarczyk  
Seconded by: G. Pecak  
App./Disapp.: 3/0  
Date: 6/13/23  
Signed: 



ERIE COUNTY SEWER DISTRICT NO. 6 (ECSD NO. 6)  
BOARD OF MANAGERS MEETING MINUTES  
TUESDAY, JUNE 13, 2023 @ 3:15 PM  
LACKAWANNA CITY HALL

MEMBERS PRESENT: James Balcarczyk, Mark Kuwik, Garry Pecak

MEMBERS ABSENT: None

OTHERS PRESENT: Steven Canestrari, Sr., Joseph Fiegl, David Hojnacki, Kevin Kaminski, and Sandra Kocic

ITEM NO. 1 – CALL THE MEETING TO ORDER

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

ITEM NO. 2 – APPROVAL OF APRIL 18, 2023 MEETING MINUTES

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the Board voted to approve the minutes from the April 18, 2023 meeting. The motion carried 3-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

None

ITEM NO. 5 – NEW BUSINESS

a. Presentation and Approval of the 2024 Budget

i. Proposed 2024 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 20% 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 7.3% in 2024 when compared to the 2023 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 \$21 annually when compared to 2023.

Personnel costs are increasing this year, primarily due to new collective bargaining agreements with the County's AFSCME and CSEA unions representing the Division's employees. Fringe benefits for employees are being calculated at 58% based on discussions with the County's Budget Department. Actual numbers are not available at this time.

The 2024 equipment line items represent over \$504,000 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 and pumping station equipment, 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, landfill costs, capital reserves, debt service costs, utilities, and personnel costs.

Fund balance usage as an offsetting revenue is budgeted at 68% of available balance. The available district fund balance at 12/31/22 represents approximately 4.4 months of 2023 budgeted appropriations. As this amount is slightly above the Division's fund balance policy target, the percentage utilized in the 2024 budget is higher than 2023. 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.

After a question-and-answer period, on a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the proposed 2024 Budget. The motion carried 3-0.

ii. Resolution (Handout)

Mr. Fiegl discussed the details and changes to the Resolution to address new connections after the tax rolls have been established.

On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to approve the Resolution. The motion was carried 3-0.

b. Confirmation of Email Poll – Award Lackawanna Disinfection Systems Improvements Project Contract No. 62 (Handout)

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

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

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

ECSD No. 6 Collections:

Sanitary:

- Completed Sanitary sewer repairs on McKinley Pkwy, Steelawanna Ave., and Holbrook St, replacing a total of 44 feet of main.
- Televising of Mini Systems 8 & 11 (2023 focus areas) has been completed.

Storm:

- Replaced / repaired 3 Catch Basins on Palm St and Julian Ave.

ECSD No. 6 Facilities:

- Repaired all Station entrance gates
- Lighting upgrade continues at Pump Stations

All other work was relatively routine in nature.

b. Construction Report:

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

- Contract 60 - Center Street Sanitary Laterals/Storm System Spot Repairs (716 Site Contracting) - The sanitary lateral pipe replacements have been completed. Storm sewer repairs began in June.

- Contract No. 62 Lackawanna WRRF and ORF Disinfection Improvements – Bids were received on April 12<sup>th</sup> for Contract Nos. 62-A, 62-B, and 62-D. A phone poll was conducted in May to award Contract No. 64-A to H&K Services, Contract 64-B to JW Danforth Company, and Contract 64-D to Frey Electric. Notice to Proceed is expected in June or July.

- Engineering/Design - An engineering work order was issued to JMDavidson Engineering for design services for the replacement of an existing sanitary and storm air release valves and associated chamber on South Park Avenue north of the intersection with Ridge Road. Survey and preliminary inspection and investigation work is anticipated to start in June.

c. Payments (Handout)

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

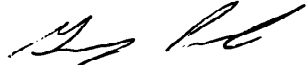
On a motion by Mr. Balcarczyk, seconded by Mr. Kuwik, the Board voted to receive and file the informational items on the agenda. The motion was carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Balcarczyk, seconded by Mr. Pecak, the meeting was adjourned at 3:51 PM. The motion was carried 3-0.

The next meeting is scheduled for Tuesday, October 3, 2023 at Lackawanna City Hall.

Respectfully submitted,



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

GSP:sk  
Motion to Approve the June 13, 2023 Meeting Minutes

Moved by: J. Balcarczyk  
Seconded by: G. Pecak  
App./Disapp.: 3/0  
Date: 10/3/23  
Signed: [Signature]