

ERIE COUNTY SEWER DISTRICT NO. 8 (ECSD NO. 8)  
BOARD OF MANAGERS MEETING MINUTES  
APRIL 18, 2023 at 9:30 A.M.  
VILLAGE OF EAST AURORA HALL

MEMBERS PRESENT: Matthew Hoeh, Joseph McCann, Mary Plesh, Bryan Smith, and Cathryn Thomas

MEMBERS ABSENT: None

OTHERS PRESENT: Joseph Balcarczyk, Steven Canestrari, Joseph Fiegl, Carl Horne, Sandra Kocic and Jill Krafft

ITEM NO. 1 – CALL THE MEETING TO ORDER

Ms. Thomas called the meeting to order at 9:30 a.m.

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

On a motion by Mr. McCann, seconded by Mr. Smith, the Board voted to approve the minutes from the October 4, 2022 meeting. The motion carried 5-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

There were no items from the public.

ITEM NO. 4 – OLD BUSINESS

There was no old business.

ITEM NO. 5 – NEW BUSINESS

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

Ms. Plesh presented to the Board the Confirmation of Email Poll above. On a motion by Ms. Plesh, seconded by Mr. Hoeh, the Board voted to confirm the Poll. The motion was carried 5-0.

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

Ms. Plesh presented to the Board the Confirmation of Email Poll above. On a motion by Ms. Plesh, seconded by Mr. McCann, the Board voted to confirm the Poll. The motion was carried 5-0.

c. Confirmation of Email Poll – Award of East Aurora Water Resource Recovery Facility (WRRF) Driveway Installation (Handout)

Ms. Plesh presented to the Board the Confirmation of Email Poll above. On a motion by Mr. Smith, seconded by Mr. Hoeh, the Board voted to confirm the Poll. The motion was carried 5-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Horne reported that the No. 2 return activated sludge screw pump was out of service due to a coupler failure. A new coupler has been ordered, was received on 4/17/23 and is expected to be installed by 4/21/23. In the meantime, a temporary submersible pump has been installed to maintain reactor operation.

Mr. Horne also reported on Whole Effluent Toxicity (WET) Testing for the week of 4/17/23, which is the second quarter of testing for 2023. No issues were identified in the first quarter. A new discharge permit was issued in 2022 indicating that this testing is to be completed every 5 years, starting in 2023. Ms. Thomas asked about how issues are resolved. Mr. Horne explained that the findings are reported to the New York State Department of Environmental Conservation (NYSDEC) and any issues are resolved at their direction, which usually involves further testing.

Mr. Balcarczyk reported to the Board on the Collection update:

- Mini System 2 (northeast portion of the village): Completed video inspection of the area. Repairs and cured-in-place pipe (CIPP) lining to follow.
- Mini System 3 (southern/middle portion of the village): Smoke testing planned for early summer.
- Completed four manhole repairs in the District.
- Televised Elm Street for Millard Fillmore Place sewer re-design. Ms. Thomas inquired about the status of the design project. Mr. Fiegl explained that the NYSDEC is reviewing the re-design and that funding may be an issue. Ms. Thomas requested that advanced notice be given to residents before the start of work, as it will affect the traffic flow in that area.
- Televised multiple lines on South Grove including recent spot repairs (by a Contractor) and 2 newly installed sewer lines at the Roycroft Inn. Found no defects.
- Investigated 312 Olean for a sewer backup complaint. A plumber recommended repair on the homeowner's lateral - that information was forwarded to the homeowner.

b. Construction Report

Ms. Plesh reported to the Board on the Construction update:

**Contract 75 (CIPP Term Lining)** – 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 52 Maple Road Spot Repair and Beech Road Sewer Abandonment was issued in March and consists of one spot repair at Maple Road at Girard Avenue to replace broken pipe to prepare for future lining, and a sewer abandonment on Beech Road near Fairlawn Drive to address approximately 50 linear feet (LF) of an inactive sewer that requires abandonment. The work is anticipated to commence this spring, pending securing of a highway permit on Maple Road.

**Contract 86 – Sanitary Sewer Open Cut Repair Term Contract (Kandey Company)** - Sanitary sewer replacement work under Work Order 13 (South Grove Street at the Roycroft Inn) was completed in February. The work consisted of replacement of approximately 170 LF of 6-inch diameter vitrified clay tile sewer mainline and a blind tee (located in South Grove St) with a new 8-inch diameter PVC sewer and new manholes to meet current standards. The scheduling of the work was coordinated with the Roycroft Inn to minimize disruption to their operations. Sanitary sewer spot repairs were completed under Work Order 15 (South Grove St) to address pipe defects and make repairs for future CIPP lining work. For all of this work, temporary pavement (concrete) was installed for the remainder of the winter. Final pavement restoration still remains and will be scheduled for 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 two lowest bidders, United Survey and Kenyon Pipeline, and contracts are being executed. It is anticipated that a pre-construction meeting will be held in Spring 2023 and work orders issued to the contractors. Upcoming lining work anticipated in District 8 includes Olean Street in the Village, and various sewer lines on Shearer Ave, Maple Road, Riley Street, and Whaley Ave.

**Contract No. 21 East Aurora WRRF Control Building Improvements** - Construction is substantially complete on Contracts 21-A (General), 21-C (Plumbing), and 21-D (Electrical) for the interior improvements to the Control Building at the facility, designed by LaBella Associates through the Term Engineering Contract. Punchlist items for all contracts are still being addressed. Operations has moved into the building and the on-site temporary trailer will be removed. A change order was processed for Contract 21-B (item 6.b.ii) for an extension of time from 2/13/23 to 5/12/23 due to delays in ventilation equipment shipment and arrival. A change order was processed for Contract 21-D for changes to the communications cabinets and was covered under item 6.b.i. This project uses American Rescue Plan (ARP) Federal Funding.

**Contract No. 25 East Aurora WRRF Electrical Upgrades Design** – Under the Term Engineering Contract, design is underway to upgrade all electrical systems at the facility as well as replace the emergency generator. The systems are old and buried conduits have corroded. Isolated failures have occurred to individual pieces of equipment. Replacement is necessary to update and provide reliable service for current and future needs.

**Contract No. 26 East Aurora WRRF Entrance and Drive Ways** – Construction is underway at the WRRF to replace the asphalt and associated work on the main driveway and install a secondary driveway to the drying beds, as designed by DiDonato Associates. Thomann Asphalt Paving Corp is the Contractor. Notice to Proceed was issued for April 1<sup>st</sup> and the completion date is 5/31/23. The contract is funded through Capital Reserves.

- i. East Aurora WRRF Control Building Improvements 21-D – Change Order No. 1  
 (Handout)

Ms. Plesh presented the Change Order, as described in the Construction Report. This is a receive and file item.

- ii. East Aurora WRRF Control Building Improvements 21-B -Change Order No. 1  
 (Handout)

Ms. Plesh presented the Change Order, as described in the Construction Report. This is a receive and file item.

- c. Payments (Handout)

Ms. Plesh presented a copy of the payments to the Board and noted the different vendors and what functionality they perform.

On a motion by Ms. Thomas, seconded by Mr. Hoeh, the Board voted to receive and file the miscellaneous and informational items on the agenda. The motion carried 5-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. McCann, seconded by Mr. Smith, the meeting was adjourned at 9:54 AM. The motion was carried 5-0.

**The next meeting is scheduled for Tuesday, June 13, 2023 at 9:30 am.**

Respectfully submitted,



Mary L. Plesh, Secretary  
 ECSD No. 8 Board of Managers

MLP:sk/jk

Motion to Approve the April 18, 2023 Meeting Minutes

Moved by: B. Smith

Seconded by: U. Hoeh

App./Disapp: 5-0

Date: 6/13/23

Signed: Mary Plesh

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- i. East Aurora WRRF Control Building Improvements 21-D – Change Order No. 1  
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Ms. Plesh presented a copy of the payments to the Board and noted the different vendors and what functionality they perform.

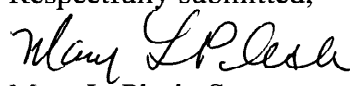
On a motion by Ms. Thomas, seconded by Mr. Hoeh, the Board voted to receive and file the miscellaneous and informational items on the agenda. The motion carried 5-0.

#### ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. McCann, seconded by Mr. Smith, the meeting was adjourned at 9:54 AM. The motion was carried 5-0.

**The next meeting is scheduled for Tuesday, June 13, 2023 at 9:30 am.**

Respectfully submitted,



Mary L. Plesh, Secretary  
 ECSD No. 8 Board of Managers

MLP:sk/jk

Motion to Approve the April 18, 2023 Meeting Minutes

Moved by: B. Smith

Seconded by: M. Hoeh

App./Disapp: 5-0

Date: 6/13/23

Signed: Mary Plesh



ERIE COUNTY SEWER DISTRICT NO. 8 (ECSD NO. 8)  
BOARD OF MANAGERS MEETING MINUTES  
JUNE 13, 2023 at 9:30 A.M.  
VILLAGE OF EAST AURORA HALL

MEMBERS PRESENT: Matthew Hoeh, Joseph McCann, Mary Plesh, Bryan Smith, and Cathryn Thomas

MEMBERS ABSENT: None

OTHERS PRESENT: Joseph Balcarczyk, Steven Canestrari, Joseph Fiegl, David Hojnacki, Carl Horne, Kevin Kaminski and Jill Krafft

ITEM NO. 1 – CALL THE MEETING TO ORDER

Ms. Thomas called the meeting to order at 9:25 a.m.

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

On a motion by Mr. Smith, seconded by Mr. Hoeh, the Board voted to approve the minutes from the April 18, 2023 meeting. The motion carried 5-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

There were no items from the public.

ITEM NO. 4 – OLD BUSINESS

There was no old business.

ITEM NO. 5 – NEW BUSINESS

a. Presentation and Approval of the 2024 Budget

i. Proposed 2024 Budget (Handout)

Mr. Fiegl presented the proposed ECSD No. 8 Budget to the Board.

ECSD No. 8 is part of the combined ECSD Nos. 3 and 8 budget. The ECSD Nos. 3 and 8 budget is developed based upon a Memorandum of Understanding (MOU) updated in April 2018. The MOU essentially outlines which costs or expenses are shared items and which items are exclusive to individual districts and their respective budgets. In summary:

- Costs such as supplies, equipment, “District-wide” expenses, etc. are shared based upon the ratio of units in each sewer district and the total units in the ECSD Nos. 3 and 8 service area.

Item 2

- Debt service, revenues, fund balance, and capital reserve allocations are exclusive to each sewer district.

For this year, ECSD Nos. 3 and 8 share in the following percentages of Division-wide expenses:

- 58.9% of Centralized Laboratory Expenses based on the volume of laboratory work.
- 41.6% of Centralized Vehicle Expenses based on the ratio of the number of vehicles serviced for ECSD Nos. 3 and 8 to the total number serviced Division-wide.
- 39.2% of Centralized Division of Sewerage Management expenses based on the ratio of units served by ECSD Nos. 3 and 8 to the total units served by all Districts.

Within the ECSD Nos. 3 and 8 budget, ECSD No. 8 is responsible for approximately 9% of the costs, except for Professional Services, debt service, capital reserves, and personnel.

Reviewing the overall summary for ECSD No. 8, total appropriations are projected to increase approximately \$48,000 when compared to 2023. Anticipated revenues are projected to increase about the same amount, mainly due to an increase in the flat usage charge. Considering the proposed appropriations and anticipated revenues, the 2024 budget is such that charges for the typical ECSD No. 8 ratepayer (single family home) are projected to increase by approximately \$15.

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 approximately \$1.3 million of the ECSD Nos. 3 and 8 budget. It is important to note that Items #8, #17, and #18 would be charged directly to a large industrial customer served by ECSD No. 3. As is typical, there are shared purchases to be used across all Erie County Sewer Districts. Some of the larger items specific to ECSD Nos. 3 and 8 include three (3) vehicle replacements, equipment replacements, various technology upgrades, a new scum tank, and the 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, Central Region contributes approximately 40% of these Downtown office expenses.

A review of the individual budget codes was provided. Specific items highlighted included the budgeting on fuel, centralized vehicle and laboratory services, various changes in Maintenance and Repair supply codes (specifically \$516,000 increase in 506200 885 Water/Sewer-Chem), adjustments made in the Professional Service Contracts/Fees (including a decrease in the I&I Repair line and an increase in sludge disposal), a decrease in capital reserves, utility cost changes, and the aforementioned personnel cost increases.

Fund balance usage as an offsetting revenue is budgeted at approximately 56% of the amount available on 12/31/22. The available district fund balance represents approximately 3.63 months of 2023 budgeted appropriations. As always, this will be monitored in future years and adjustments will be made as warranted.

It is recommended for the 2024 Budget that the flat usage charge be increased to \$110.00 per unit, footage charges remain at \$1.50/foot, and the water use charge remain at \$3.50 / 1,000 gallons. At this time, the Board would be voting on the ECSD No. 8 portion of the budget. If any changes impacting ECSD No. 8 are proposed by the ECSD No. 3 Board of Managers during their meeting later in the week, said changes would be presented and discussed at a future combined budget 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. If any major changes are necessary, the Board of Managers will be informed.

After various questions and answers throughout the budget presentation, on a motion by Ms. Thomas, seconded by Mr. Smith, the Board voted to approve the 2024 Budget. The motion was carried 5-0.

ii. Resolution (Handout)

Mr. Fiegl presented a copy of the Budget Resolution to the Board for approval. He noted that there were clauses added to this year's resolution to address new connections after the tax rolls have been established. On a motion by Ms. Plesh, seconded by Mr. McCann, the Board voted to approve the resolution. The motion was carried 5-0.

b. Aurora Mills Homeowner Association Request for Public Space

Ms. Plesh presented an e-mail from Mr. Smith in reference to the request to store snow removal equipment at the Aurora Mills Pump Station for use in the Aurora Mills subdivision. Snow removal is contracted by the Aurora Mills Homeowners Association (HOA). Mr. Smith reported that the HOA plans to bid for services in July and they hoped to have a response at that time regarding the possibility of site use being negotiated between the County, the HOA, and the awarded Contractor. Mr. Fiegl reported that this information was forwarded to the County Attorney for guidance and that he would request a review prior to July.

c. Contract Close Out

i. Contract No. 21-A, General Construction (Handout)

Ms. Plesh presented a copy of the Contract No. 21-A closeout to the Board for approval. On a motion by Ms. Plesh, seconded by Mr. Hoeh, the Board voted to approve the closeout. The motion was carried 5-0.

ii. Contract No. 21-C, Plumbing Construction (Handout)

Ms. Plesh presented a copy of the Contract No. 21-C closeout to the Board for approval. On a motion by Mr. McCann, seconded by Mr. Smith, the Board voted to approve the closeout. The motion was carried 5-0.

iii. Contract No. 26, General Construction (Handout)

Ms. Plesh presented a copy of the Contract No. 26 closeout to the Board for approval. She reported that this was for the East Aurora WRRF driveway and that there was a small issue regarding buried lines which has been addressed and corrected. On a motion by Mr. Smith, seconded by Ms. Thomas, the Board voted to approve the closeout. The motion was carried 5-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Horne reported that the No. 1 reactor was taken down for annual maintenance and repairs for the airline which is still in progress. No. 2 reactor will be taken down for maintenance and repairs once the No. 1 reactor is back in service. He also reported that Sand Filter No. 1 was taken down for repairs and is now back in service. Sand Filter No. 2 will be evaluated next.

Mr. Balcarczyk reported to the Board on the Collection System update. A sewer repair has been completed on Warren Drive at Brooklea with restoration to follow. A line has been televised on Riley Street with a clean out being located. Smoke testing to start in Mini System No. 3 which covers the Northwest portion of the Village. Repair work is presently being done at 55 Douglas, which is causing a detour but should be completed today.

b. Construction Report

Ms. Plesh reported to the Board on the Construction update:

**Contract No. 21 East Aurora WRRF Control Building Improvements** – Construction is substantially complete on the improvements to the Control Building at the WRRF, with all remaining items to be completed in the next couple of weeks. Operations has been occupying the building and the on-site temporary trailer is removed. Contracts 21-A and 21-C were presented for closeout. This project was designed by LaBella Associates and uses ARP Federal Funding.

**Contract No. 25 East Aurora WRRF Electrical Upgrades Design** – Under the Term Engineering Contract, LaBella Associates is designing upgrades to all electrical systems at the facility as well as replace the emergency generator. The systems are old and buried conduits have corroded. Isolated failures have occurred to individual pieces of equipment. Replacement

is necessary to update and provide reliable service for current and future needs. The 30% design was recently reviewed.

**Contract No. 26 East Aurora WRRF Entrance and New Driveway –** Construction is complete on the improvements to the main driveway at the WRRF and the installation of a new driveway at a secondary entrance by Thomann Asphalt Paving Corp. Closeout of this Contract was requested. This project was designed and construction managed by DiDonato Associates under the Term Engineering Contract. This contract is funded through Capital Reserves.

**Contract 75 (Cured-in-Place Pipe (CIPP) Term Lining) –** All CIPP lining installations in this contract have been completed. Minor punch list items /repairs are in process, including a short liner repair on East Fillmore Avenue, and this contract is expected to be closed out upon completion.

**Contract 79 Sewer Repair Contract (Visone) –** Work Order 52 was issued to Visone Construction for the Maple Road Spot Repair and Beech Road Sewer Abandonment. The spot repair on Maple Road at Girard Avenue to replace broken pipe was completed in May including pavement restoration. The DSM is waiting on Visone's schedule to complete sewer abandonment on Beech Road near Fairlawn Drive to address approximately 50 linear feet of an inactive sewer. Work Order 56 was issued to Visone Construction in April and consists of replacement of 1 sanitary manhole, one spot repair and 8 manhole frame and cover adjustments on Buffalo Road in East Aurora (approx. between Bowen Road and the traffic circle). Work is pending Visone securing a road permit from EC DPW. Ms. Thomas requested that notice be given in advance to the Village.

**Contract 86 – Sanitary Sewer Open Cut Repair Term Contract (Kandey Company) –** Final pavement restoration for Work Order 13 (South Grove Street at the Roycroft Inn) and Work Order 15 (South Grove Street) was completed the week after Memorial Day. Work Order 16 (Riley Street Manhole Installation) was issued to Kandey Company on June 2<sup>nd</sup>, and consists of installation of a precast concrete manhole to replace a buried upstream dead-end cleanout to facilitate future CIPP lining.

**Contract 95 (CIPPL Term Contract) -** Notice to Proceed was issued to both contractors (Kenyon Pipeline and United Survey) and pre-construction meetings were held in May. Work orders were issued to both contractors at the pre-construction meeting including various sewer lines on Olean Street, Shearer Avenue, Maple Street, Riley Street, and Whaley Avenue.

**Design of Proposed open replacement at Millard Fillmore Place –** In March, the NYSDEC approved the DSM's plans to replace the 6-inch diameter sewer on Millard Fillmore Place. The final cost estimate increased from the design phase and considering recent price escalations and concerns about needing to replace significant portions of the adjacent storm sewer and pavement, the DSM is considering some other design alternatives in lieu of full open cut replacement. Ms. Thomas requested as much advanced notice as possible for this work due to the types of businesses that will be impacted, including a venue for weddings.

c. Payments (Handout)

Ms. Plesh presented a copy of the payments to the Board.


On a motion by Mr. Smith, seconded by Mr. McCann, the Board voted to receive and file the miscellaneous and informational items on the agenda. The motion carried 5-0.

Ms. Thomas announced to the Board that she is going to be retiring in July and this would be the last meeting she will be attending. All those in attendance congratulated her on her retirement and wished her well.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Ms. Plesh, seconded by Mr. McCann, the meeting was adjourned at 10:31 AM. The motion was carried 5-0.

**The next meeting is scheduled for Tuesday, October 3, 2023 at 9:30 am.**

Respectfully submitted,  
  
Mary L. Plesh, Secretary  
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MLP:jk

Motion to Approve the June 13, 2023 Meeting Minutes

Moved by: L. McCann  
Seconded by: M. Hoeh  
App./Disapp: Approved 4-0  
Date: 10/3/23  
Signed: Mary L Plesh