

ERIE COUNTY SEWER DISTRICT NO.5
BOARD OF MANAGERS MEETING MINUTES
MONDAY, JANUARY 30, 2023
CLARENCE TOWN HALL

MEMBERS PRESENT: Mr. Brian Armstrong, Mr. Jonathan Bleuer, Mr. William Lardo and Timothy Lavocat

MEMBERS ABSENT: Mr. Jeffrey Burroughs

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

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Lavocat called the meeting to order at 1:31 pm.

ITEM NO. 2 – APPROVAL OF OCTOBER 3, 2022 MEETING MINUTES

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

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

a. Eastern Hills Mall Redevelopment

Mr. Fiegl stated revised development plans were submitted to the Town of Clarence which included an increase in residential units. Mr. Bleuer noted an increase in 600 units and will require a full coordinated review.

b. Transit Road Corridor Sanitary Sewer Evaluation-Request for Proposal

Mr. Fiegl noted a request for proposals was issued in December and due on January 31, 2023. Proposals should be on schedule for review by the end of February and the notice to proceed possibly by Spring.

ITEM NO. 5 – NEW BUSINESS

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

Mr. Lardo made the motion, seconded by Mr. Lavocat to confirm the approved email

poll for professional engineering term agreement services associated with various projects in the Erie County Sewer Districts, not to exceed \$250,000.00 each. The motion carried 4-0.

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

Mr. Lardo moved, seconded by Mr. Lavocat to confirm the previously approved email poll for Construction Inspection Term Contracts for the 2023-2025 term (with an option to extend one year). The motion carried 4-0.

c. Confirmation of Email Poll-Closeout of Transit Road Cured in Place Lining Contract No. 26-National Water Main Cleaning Company (Handout)

Mr. Lardo moved, seconded by Mr. Armstrong to confirm the previously approved email poll for the closeout of Contract No.26, Transit Road Cured In Place Pipe Lining Project. The motion carried 4-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report (September-December)

Mr. Strzeszynski updated the Board with the operational report. Staff continued with flushing in the areas they have been working through for the past couple of years. Since the last meeting, sewers along the stretch of Clarence Center Road through Town District 2 were cleaned; sewers that run along the entire Bike Trail (from Transit to Heise) as well as the Hidden Ponds neighborhoods and the older part of Town District 2 around Clarence Center and Goodrich. Going forward, we will work our way through the Loch Lea Subdivisions, south of Roll Road near Harris Hill. In regard to the suspected inflow and infiltration identified at the Peanut Line manhole near Grovers, staff completed a second precast manhole repair by epoxy injection and reconnected the property at 9140 Transit with a water tight connection. At this point all the issues identified have been addressed.

Regarding District facilities, a new pump was received and installed on Cummings Drive at the Town Park on Main St. Mr. Strzeszynski noted there were a couple of generator fail alarms at the Transit Valley Pump Station on November 30th and December 14th. They were rectified by replacing a fuel filter and fuel lift pump. During the December Blizzard, the Eastern Hills Pump Station lost utility power and the stand by generator power (genset was iced over) from Friday, December 23rd until late morning on December 24th. A bypass pump was put on site and running by 1:34 pm. Pumps were staged at Forestview, Pinebreeze and Creekwood.

Mr. Fiegl commended Mr. Strzeszynski and his staff for the work performed during the December Blizzard under extreme weather conditions to keep the facilities up and running.

b. Construction Report

Mr. Lardo updated the Board with the construction report. The Division of Sewerage Management received bids for Contract 95, Cured In Place Pipe Lining, (CIPPL) through Purchasing in November. The project is currently in the process of being awarded to the two lowest bidders, United Survey and Kenyon Pipeline. It is anticipated a pre-construction meeting will be held in early 2023 with work orders issued to the contractors.

c. Payments (Handout)

Mr. Lardo reviewed the payments made to Wm Schutt Associates and Visone.

On a motion by Mr. Lavocat, seconded by Mr. Armstrong to receive and file the miscellaneous and informational items on the agenda. The motion carried 4-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

Before the close of the meeting, Mr. Bleuer asked about extension proposals for the Clarence Research Park area. Mr. Fiegl noted that comments have been supplied indicating there may be capacity issues.

On a motion by Mr. Lavocat moved, seconded by Mr. Lardo, the meeting was adjourned at 1:57 pm. The motion carried 4 -0.

**Next ECSD No 5 Board Meeting
Monday, April 17, 2023 at 1:30 pm.
Amherst Engineering**

Respectfully submitted,



William Lardo, Secretary
ECSD No. 5 Board of Managers

WL:br
Motion to Approve January 30, 2023 Meeting Minutes

Moved by: S. Bleuer
Seconded by: T. Lavocat
App./Disapp.: 4-0
Date: 4/17/23
Signed: William J Lardo

ERIE COUNTY SEWER DISTRICT (ECSD) NO.5
BOARD OF MANAGERS MEETING
MONDAY, APRIL 17, 2023
AMHERST ENGINEERING

MEMBERS PRESENT: Mr. Jonathan Bleuer, Mr. Jeffrey Burroughs, Mr. William Lardo
and Mr. Timothy Lavocat

MEMBERS ABSENT: Mr. Brian Armstrong

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

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Lavocat called the meeting to order at 1:32 pm.

ITEM NO. 2 – APPROVAL OF JANUARY 23, 2023 MEETING MINUTES

On a motion by Mr. Bleuer, seconded by Mr. Lavocat, the Board voted to approve the minutes from the January 30, 2023 meeting. The motion carried 4-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

a. Eastern Hills Mall Redevelopment

Mr. Fiegl stated Uniland submitted their application to the Town. Sewer capacity for the redevelopment will need to be determined (see item 4b).

b. Transit Road Corridor Sanitary Sewer Evaluation-Award Proposal (Handout)

The Board reviewed a copy of the handout regarding the five (5) firms who submitted proposals in response to the request for proposals for the Transit Road Corridor Sanitary Sewer Evaluation. On a motion by Mr. Burroughs, seconded by Mr. Lavocat, the Board voted to endorse the Division of Sewerage Management's recommendation to retain JMDavidson for engineering services. The motion carried 4-0.

ITEM NO. 5 – NEW BUSINESS

None

ITEM NO. 6 – MISCELLANEOUS/INFORMATIONAL ITEMS

a. Operational Report (January-February)

Mr. Strzeszynski updated the Board with the operational report. Since the last meeting, staff continued with flushing and cleaning approximately three-quarters of the Loch Lea Subdivision and should finish in the next few weeks. A plan to wind block the perimeter of the Eastern Hills Pump Station is being developed to better protect the standby generator. All other work in this period was routine in nature.

b. Construction Report

Mr. Lardo updated the Board with the construction report. Contact 93, Work Order 3 was issued in February 2023 and consists of seven (7) manholes on the east side of Transit Road in the Town of Clarence. Camden Group has applied for a road permit from NYSDOT and anticipates completing the work in the spring/summer pending securing the permit.

c. Payments (Handout)

Mr. Lardo reviewed the payment made to National Water Main.

On a motion by Mr. Lavocat, seconded by Mr. Lardo, the Board voted to receive and file the miscellaneous and informational items on the agenda. The motion carried 4-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

Mr. Burroughs moved, seconded by Mr. Bleuer to adjourn the meeting at 1:44 pm. The motion carried 4-0.

**Next ECSD No 5 Board Meeting
Monday, June 12, 2023 at 1:30 pm.
Clarence Town Hall**

Respectfully submitted,



William Lardo, Secretary
ECSD No. 5 Board of Managers

WL:br

Motion to Approve April 17, 2023 Meeting Minutes

Moved by: Mr. Bleuer

Seconded by: Mr. Burroughs

App./Disapp.: 5-0

Date: 6/12/23

Signed: William J. Lardo

ERIE COUNTY SEWER DISTRICT (ECSD) NO. 5
BOARD OF MANAGERS MEETING MINUTES
MONDAY, JUNE 12, 2023
CLARENCE TOWN HALL

MEMBERS PRESENT: Mr. Brian Armstrong, Mr. Jonathan Bleuer, Mr. Jeffrey Burrroughs,
Mr. William Lardo and Mr. Timothy Lavocat

OTHERS PRESENT: Mr. Joseph Fiegl, Mr. Kevin Kaminski, Ms. Brenda Rezac and Mr.
William Strzeszynski

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Lavocat called the meeting to order at 1:38 pm.

ITEM NO. 2 – APPROVAL OF APRIL 17, 2023 MEETING MINUTES

On a motion by Mr. Bleuer, seconded by Mr. Burroughs, the Board voted to approve the minutes from the April 17, 2023 meeting. The motion carried 5-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

a. Eastern Hills Mall Redevelopment

Mr. Fiegl stated a kick off meeting was held last month with JM Davidson and a rough draft report is expected at the end of the year.

ITEM NO. 5 – NEW BUSINESS

a. Presentation and Approval of the 2024 Budget (Handout)

i. Proposed 2024 Budget (Handout)

Mr. Fiegl presented the proposed ECSD No. 5 Budget to the Board.

ECSD No. 5 is one of three sewer districts that comprise the Division of Sewerage Management's "Northern Region." The Northern Region budget is developed based upon a Memorandum of Understanding (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 personnel, supplies, equipment, "Division-wide" expenses, etc. are shared based upon the ratio of units in each sewer district and the total units in Northern Region.

- Contractual treatment charges, debt service, revenues, fund balance, and capital reserve are exclusive to each sewer district.

For this year, Northern Region shares in the following percentages of Division-wide expenses:

- 3.0% of Centralized Laboratory Expenses based on the volume of laboratory work.
- 24.8% of Centralized Vehicle Expenses based on the ratio of the number of vehicles serviced for the Northern Region to the total number serviced Division-wide.
- 47.2% of Centralized Division of Sewerage Management expenses based on the ratio of units served by the Northern Region to the total units served by all Districts.

Within Northern Region, ECSD No. 5 is responsible for approximately 14.8% of the costs.

Reviewing the Detail Summary for ECSD No. 5, total appropriations have increased approximately \$324,000 or 11.2% (note – the cover memo had a typographical error). However, total revenues are budgeted to increase approximately \$357,000 when compared to 2023, mostly due to approximately \$302,000 more fund balance utilization. Considering the proposed appropriations and anticipated revenues, the proposed budget is such that charges for the typical ECSD No. 5 ratepayer (single family home) are projected to decrease slightly in 2024.

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 \$894,000 of the Northern Region budget. The major items include: shared purchases amongst all of the Erie County Sewer Districts, replacement of equipment, replacement of fuel tanks at the administration building, two (2) vehicle replacements, and Northern Region's 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, Northern Region contributes approximately 47.2% of these Downtown office expenses.

A review of the individual budget codes was provided. Specific items highlighted included budgeting for fuel, reimbursements for centralized services, various adjustments in Account 506200, training/education, a \$50,000 increase in I&I repair, treatment services bills and other items in professional service contracts, discussions on debt service, a \$150,000 increase capital reserves, utility costs, and personnel costs.

Fund balance usage as an offsetting revenue is budgeted at 56%. The available district fund balance at 12/31/22 represents approximately 5.6 months of 2023 budgeted appropriations – hence the increase in the amount allocated in the 2024 budget. 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 remain at \$170.00 per unit and the footage charges in ECSD No. 5 remain at \$1.00 / foot. At this time, the Board would be voting on the budget for ECSD No. 5. If any changes impacting ECSD No. 5 are proposed by the ECSD Nos. 1 and 4 Boards of Managers during their meetings 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 a question and answer period, Mr. Burroughs moved, seconded by Mr. Lavocat to approve the 2024 proposed Budget. The motion carried 5-0.

ii. Resolution (Handout)

Mr. Fiegl presented the Budget Resolution to the Board for review and approval. He noted that there were clauses added to this year's resolution to address new connections after the tax rolls have been established. The resolution spells out the manner in which the benefit charge formula is applied and is a necessary step in the budget approval process. Regarding the second to last "Resolved" clause, approximately 58% and 42% of the total sanitary sewer tax levy of \$817,267 shall be raised from the assessed value and footage charges, respectively. Mr. Armstrong moved, seconded by Mr. Burroughs to approve the resolution with a flat charge of \$170.00 and footage charge of \$1.00. The motion carried 5-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report (March & April)

Mr. Strzeszynski updated the Board with the operational report. Since the last meeting, relatively routine work has been completed at the pumping stations including weekly preventative maintenance tasks and annual generator preventative maintenance. Staff completed cleaning the sewers in the Loch and Eastbrook subdivisions and are currently working through Fox Trace and Harris Hill Commons areas.

In house repairs to the Eastern Hills generator have not rectified the issue with the generator faulting out when put under load. Penn Power was brought in for an assessment and has determined the "motherboard" needs to be replaced. A purchase order has been created and we are presently waiting for the parts.

b. Construction Report

Mr. Lardo updated the Board with the construction report.

Contract 93 (Multi-District)-Sanitary Manhole Rehabilitation Term Contract (Camden Group). Work Order 3 was issued in February 2023 and consists of seven (7) manholes on the east side of Transit Road in the Town of Clarence. Camden Group has secured the NYSDOT road permit and anticipates completing the work in the summer; schedule has not been determined yet.

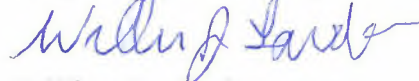
Mr. Bleuer moved, seconded by Mr. Armstrong to receive and file the miscellaneous and informational items on the agenda. The motion carried 5-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Lavocat, seconded by Mr. Armstrong, the meeting was adjourned at 2:13 pm. The motion carried 5-0.

**Next ECSD No 5 Board Meeting,
Monday, October 2, 2023 @ 1:30 p.m. at Amherst Engineering**

Respectfully submitted,



William Lardo, Secretary
ECSD No. 5 Board of Managers

BL:br
Motion to Approve June 12, 2023 Meeting Minutes

Moved by: J. Bleuer
Seconded by: J. Burroughs
App./Disapp.: 5-0
Date: 10/2/23
Signed: William J. Lardo

ERIE COUNTY SEWER DISTRICT (ECSD) NO. 5
BOARD OF MANAGERS MEETING MINUTES
MONDAY, OCTOBER 2, 2023
AMHERST ENGINEERING

MEMBERS PRESENT: Mr. Brian Armstrong, Mr. Jonathan Bleuer, Mr. Jeffrey Burroughs,
Mr. William Lardo and Mr. Timothy Lavocat

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

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Lavocat called the meeting to order at 1:30 pm.

ITEM NO. 2 – APPROVAL OF JUNE 12, 2023 MEETING MINUTES

On a motion by Mr. Bleuer, seconded by Mr. Burroughs, the Board voted to approve the minutes from the June 12, 2023 meeting. The motion carried 5-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

a. Eastern Hills Mall Redevelopment

Mr. Fiegl stated a meeting was held last month with JM Davidson regarding various proposed routes for sewer capacity in the Transit Road corridor. JM Davidson is working on a draft report for the end of the year for review by Erie County and the Towns of Amherst and Clarence.

ITEM NO. 5 – NEW BUSINESS

a. 2024 User Charge

i. Public Hearing Notice & Meeting Minutes (Handout)

The Board reviewed a copy of the public hearing notice and related meeting minutes for the 2024 User Charges. The meeting was held on September 21, 2023, and no comments were received from the public. Now that the public hearing was held, the next step is for the individual Boards of Managers to adopt the 2024 rates. The rates will take effect January 1, 2024.

ii. Resolution (Handout)

The Board considered a copy of the User Charge Resolution. On a motion by Mr. Lavocat, seconded by Mr. Armstrong the Board voted to approve the 2024 User Charge Rates for ECSD No. 5. The motion carried 5-0.

Item 2

b. 2024 Meeting Schedule Handout)

Mr. Fiegl reviewed the proposed meeting schedule with the Board. On a motion by Mr. Armstrong, seconded by Mr. Burroughs the Board voted to approve the 2024 meeting schedule as submitted. The motion carried 5-0.

Mr. Fiegl noted the current Board's term will be ending December 31, 2023. He questioned the Board Members if they would consider serving another term. All responded in the affirmative, except Mr. Armstrong who indicated that due to organizational changes in the Amherst Town Engineering Department, another candidate would likely be suggested for consideration.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report (May-August)

Mr. Strzeszynski updated the Board with the operational report. Since the last meeting, staff have completed cleaning sewers in the Fox Trace and Harris Hill Commons Subdivision. Going forward, the Roxbury and Country Meadows Subdivisions will be targeted. A handful of manhole repairs identified as having deficiencies by the flushing crews were rehabilitated. Northern Region Staff also started a project to develop more accurate locations of all force mains 6" diameter and larger using a camera with a GPS device.

At the Eastern Hills Pumping Station, a control board was received and installed in the station's standby generator and has been tested / performed as expected. A crew also installed slats in the perimeter fence, which should help stop the wind-blown snow from overwhelming the generator. All other activities were routine in nature.

b. Construction Report

Mr. Lardo updated the Board with the construction report. For Contract 93, Sanitary Manhole Rehabilitation Term Contract (Camden Group), Work Order 3 was issued in February 2023 and consists of seven (7) manholes on the east side of Transit Road in the Town of Clarence. Camden Group has secured the NYSDOT road permit and anticipates starting the work in October / November.

c. Payments (Handout)

Mr. Lardo reviewed the payments made to JM Davidson and Greenman-Petersen, Inc.

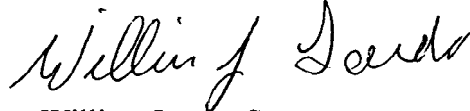
Mr. Lavocat moved, seconded by Mr. Bleuer to receive and file the miscellaneous and informational items on the agenda. The motion carried 5-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Lardo, seconded by Mr. Burroughs, the meeting was adjourned at 1:42pm. The motion carried 5-0.

Next ECSD No 5 Board Meeting
Monday, December 7, 2023 @ 1:30 p.m.
Clarence Town Hall

Respectfully submitted,



William Lardo, Secretary
ECSD No. 5 Board of Managers

BL:br
Motion to Approve October 2, 2023 Meeting Minutes

Moved by: Mr Bleuer
Seconded by: Mr Lardo
App./Disapp.: 5-0
Date: 1/29/24
Signed: William J Lardo