

ERIE COUNTY SEWER DISTRICT (ECSD) NO. 5
BOARD OF MANAGERS MEETING MINUTES
MONDAY, JANUARY 29, 2024
CLARENCE TOWN HALL

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

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

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Fiegl called the meeting to order at 1:35 pm.

a. Welcome New Board Member

Mr. Fiegl welcomed Ms. Vaishali Reberholt as the newest Board Member.

b. Nomination of Board Officers

On a motion by Mr. Bleuer, seconded by Mr. Lardo, to nominate Mr. Lavocat as Chair,
Mr. Burroughs as Vice-Chair, and Mr. Lardo as Secretary. The motion carried 5-0.

ITEM NO. 2 – APPROVAL OF OCTOBER 2, 2023 MEETING MINUTES

On a motion by Mr. Bleuer, seconded by Mr. Burroughs, the Board voted to approve the minutes from
the October 2, 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 draft copy from the consultants was received in December. The draft was
reviewed and comments submitted to the consultants. Mr. Fiegl expects a final copy should wrap up in the
Spring.

ITEM NO. 5 – NEW BUSINESS

None

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report (September-December)

Mr. Strzeszynski updated the Board with the operational report. Since the last meeting, crews
completed cleaning of the sewers in the neighborhood's tributary to both the Eastern Hill and Bryant and
Stratton pump stations, as well as the sewers along Transit Road. The coordinated flushing/cleaning program
for all of District 5 is nearing completion.

For the facilities, District staff cleaned both check valves and completely cleaned the wet well at the Transit Valley pump station. The floatables were vacuumed from the wet wells at the Eastern Hills, Pinebreeze and Forestview pump stations. All other tasks were routine in nature.

b. Construction Report

Mr. Lardo updated the Board with the construction report. Contract 96, (Multi-District) Sanitary Sewer Open Cut Term Contract 2024-2026. Bids were received on January 12, 2024 and are currently under review. Contract 93 (Multi-District)-Sanitary Manhole Rehabilitation Term Contract (Camden Group) is now complete.

c. Payments (Handout)

Mr. Lardo reviewed the payments made to JM Davidson, Greenman-Petersen, Inc., Camden Group and William Schutt Associates.

d. Clarence Solar Industrial Park (Handout)

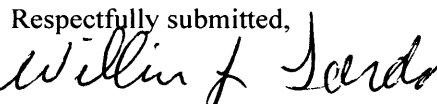
The Board reviewed the letter drafted by Mr. Salah regarding the Clarence Solar Industrial Park proposed extension of the public sanitary sewer system. At this time, the Division of Sewerage Management (DSM) cannot approve the project due to capacity issues.

Mr. Lavocat moved, seconded by Mr. Burroughs 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. Lovacat, seconded by Ms. Reberholt, the meeting was adjourned at 1:50 pm. The motion carried 5-0.

**Next ECSD No 5 Board Meeting
Monday, April 15, 2024 @ 1:30 p.m.
Amherst Engineering**

Respectfully submitted,

William Lardo, Secretary
ECSD No. 5 Board of Managers

BL:br
Motion to Approve January 29, 2024 Meeting Minutes

Moved by: S. Biever
Seconded by: W. Lardo
App./Disapp.: 4-0
Date: 6/10/2024
Signed: William Lardo

ERIE COUNTY SEWER DISTRICT (ECSD) NO. 5
BOARD OF MANAGERS MEETING MINUTES
MONDAY, JUNE 10, 2024
CLARENCE TOWN HALL

MEMBERS PRESENT: Mr. Jonathan Bleuer, Mr. Jeffrey Burroughs, Mr. William Lardo,
and Ms. Vaishali Reberholt

MEMBERS ABSENT: Mr. Timothy Lavocat

OTHERS PRESENT: Mr. Joseph Fiegl, Mr. Kevin Kaminski, Mr. William Strzeszynski,
and Ms. Lynn Sullivan

ITEM NO. 1 – CALL THE MEETING TO ORDER

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

ITEM NO. 2 – APPROVAL OF JANUARY 29, 2024, MEETING MINUTES

On a motion by Mr. Bleuer, seconded by Mr. Lardo, the Board voted to approve the minutes from the January 29, 2024, 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 the final report for the Transit Road Sanitary Sewer Corridor Study, which includes analysis of the Eastern Hills Redevelopment, should be complete by the end of the month.

ITEM NO. 5 – NEW BUSINESS

a. Presentation and Approval of the 2025 Budget

i. Proposed 2025 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

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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.
- 26.8% 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.
- 47.6% 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 \$106,000 or 3.3%. However, total revenues are budgeted to increase approximately \$121,000 when compared to 2024, mostly due to approximately \$35,000 more fund balance utilization, but also unit usage charges levied on ratepayers. Considering the proposed appropriations and anticipated revenues, the proposed budget is such that charges for the typical ECSD No. 5 ratepayer (single family home) is projected to increase \$6-8 in 2025. It was noted that a decrease was realized in 2024.

Personnel costs are increasing this year, primarily due to contractual raises. Fringe benefits for employees are being conservatively calculated at 60% based on discussions with the County’s Budget Department.

The 2025 equipment line items represent over \$850,000 of the Northern Region budget. The major items include: shared purchases amongst all the Erie County Sewer Districts, buildout of the Region’s CCTV vehicle, replacement of equipment at various facilities, 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 47.6% 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, increases in treatment service bills, discussions on debt service and capital reserves, utility costs, and personnel costs.

Fund balance usage as an offsetting revenue is budgeted at 57%. The available district fund balance at 12/31/23 represents approximately 5.1 months of 2024 budgeted appropriations – hence the increase in the amount allocated in the 2025 budget. As always, this will be monitored in future years and adjustments will be made as warranted.

During the course of the budget discussion, it was noted that the DSM had received an estimate for Amherst treatment services after the budget was submitted to the Board that may exceed that proposed in the 2025 budget. The DSM is presently analyzing. Mr. Fiegl requested flexibility to increase the ECSD No. 5 Treatment Costs, if necessary, so long as the total budget remained the same through a corresponding decrease in ECSD No. 5's capital reserve allocation. The Board took no issue with this request. Mr. Fiegl noted the Board would be informed if any changes are made.

It is recommended for the 2025 Budget that the flat usage charge increase to \$180.00 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.

After a question and answer period, on a motion by Mr. Burroughs, seconded by Mr. Bleuer, the Board voted to approve the Budget. The motion carried 4-0.

ii. Resolution (Handout)

Mr. Fiegl presented the Budget Resolution to the Board for approval. It was resolved that approximately 58% and 42% of the total sanitary sewer tax levy of \$801,890 shall be raised from the assessed value and footage charges, respectively. On a motion by Ms. Reberholt, seconded by Mr. Burroughs, the Board voted to approve the Resolution with a flat charge of \$180 and a footage charge of \$1.00. The motion carried 4-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report (January-April)

Mr. Strzeszynski updated the Board with the operational report. Since the last meeting, crews have continued cleaning the gravity sewers in the Keller/Goodrich area. This includes Shadow Woods, Deerview, and Forestview Estates. All have been completed and nothing out of the ordinary was observed by field staff. As previously mentioned, staff are nearing the completion of cleaning the entire district. The only remaining area would be Clarence Town Sewer District #9 at the east end of the Town off Main Street, which will be targeted next.

The underground hydraulic lines for the comminutor at the Eastern Hills Pump Station and the radiator and block heater for the Bryant & Stratton Pump Station generator have been replaced; and the internal and external lights at the Stahley Road Pumping Station have been upgraded to new LED lights. All other tasks completed for the various ECSD No. 5 facilities since the last meeting were generally routine in nature.

b. Construction Report

Mr. Lardo updated the Board with the construction report. Contracts have been signed for Contract 96 (Multi-District) - Sanitary Sewer Open Cut Repair Term Contract (CATCO): a two-year, multi-district repair contract. A pre-construction meeting with CATCO will be held in early June. Sewer repair/replacement work orders may be assigned under this contract based on the individual district's needs and available budget.

c. Payments (Handout)

Mr. Lardo reviewed the payments made to JM Davidson, Greenman-Pedersen Inc, William Schutt Associates, Kandey Company, and Brown & Caldwell.

d. NYSDEC Letter – Notice of Proposed Rulemaking (Handout)

Mr. Fiegl reviewed the Division of Sewerage Managements concerns related to the NYSDEC's Notice of Proposed Rulemaking and the potential impact on SPDES permits. It is recommended the limited flexibility presently granted to permittees be retained and the related constraints in the proposed rulemaking be eliminated.

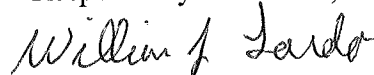
On a motion by Ms. Reberholt, seconded by Mr. Lardo to receive and file the miscellaneous and informational items on the agenda. The motion carried 4-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Burroughs, seconded by Mr. Bleuer, the meeting was adjourned at 2:17 pm. The motion carried 4-0.

**Next ECSD No. 5 Board Meeting
Monday, October 7, 2024 @ 1:30 p.m.
Amherst Engineering**

Respectfully submitted,



William Lardo, Secretary
ECSD No. 5 Board of Managers

BL:ls

Motion to Approve June 10, 2024, Meeting Minutes

Moved by: W. Bleuer

Seconded by: V. Reberholt

App./Disapp.: 3-0

Date: 10/7/24

Signed: William Lardo