

ERIE COUNTY SEWER DISTRICT NO. 8 (ECSD NO. 8)  
BOARD OF MANAGERS MEETING MINUTES  
JANUARY 30, 2024 at 9:30 A.M.  
VILLAGE OF EAST AURORA HALL

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

MEMBERS ABSENT: None

OTHERS PRESENT: Joseph Balcarczyk, Tammy Comerate, Joseph Fiegl, Carl Horne,  
Sandra Kocic, Roger Lalli

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Smith called the meeting to order at 9:28 a.m.

a. Nomination of Board Officers

Nominations for Board Officers were presented as Joseph McCann for Chair, Bryan Smith for Vice-Chair, and Mary Plesh for Secretary. The Board voted to confirm the Board Officer appointments. The motion carried 4-0.

ITEM NO. 2 – APPROVAL OF OCTOBER 3, 2023 MEETING MINUTES

On a motion by Mr. Smith, seconded by Mr. Hoeh, the Board voted to approve the minutes from the October 3, 2023 meeting. The motion carried 4-0.

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

There is no new business.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Horne reported to the Board that the No. 2 Reactor / Clarifier Unit was placed back into service after annual maintenance completed, and the main airline gasket was replaced.

Item 2

Mr. Horne also reported staff restored and regraded secondary plant roadway from Route 20A with millings.

Mr. Balcarczyk reported to the Board on the collections system update:

- Crews are beginning to televise ECSD No. 8, Mini System No. 3.
- Monitoring of the potential overflow location has continued at the corner of Cazenovia and South Willow. No overflows have been observed to date. Considering the recent wet weather with high peak flows, the Division of Sewerage Management (DSM) has determined that overflows do not occur at this location and plan to cap the recently discovered bypass line.

b. Construction Report

Ms. Plesh reported to the Board on the construction updates:

**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. A 60-75% submittal is expected in February.

**East Aurora WRRF Sand Filter Evaluation** – AECOM, under the Term Engineering Contract, is evaluating replacement of the effluent sand filters with updated and upgraded equipment. The sand filters have corroded metal components and are experiencing more frequent operational issues. A draft report is expected soon, and the DSM hopes to bid the project later this year.

**Contract 95 (CIPPL Term Contract)** - Kenyon Pipeline performed prep work for Work Order 1K which includes the following work in District 8 - 4,600 LF of sewers on Olean Street and various sewer lines on Shearer Ave, Maple Street, Riley Street, and Whaley Ave. It is anticipated that lining work will commence later this year.

**Contract 96 (multi-district)** - Sanitary Sewer Open Cut Repair Term Contract (2024-2026) - Bids were received through Purchasing on January 12<sup>th</sup> for a term contract for open cut excavation spot repairs to be issued on a work order basis. The contract will be in place for two years. The bids are still being reviewed.

Mr. Hoeh stated that roadwork for Pine Street is scheduled for 2025. Mr. Balcarczyk responded that he is aware of the project.

Mr. McCann inquired on a crew he saw out at Castle Hill Pumping Station. Operations personnel for the DSM stated it was a routine high flow visit.

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. Plesh, seconded by Mr. McCann, 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

On a motion by Mr. McCann, seconded by Mr. Hoeh the meeting was adjourned at 9:35 AM. The motion was carried 4-0.

**The next meeting is scheduled for Tuesday, April 16, 2024 at 9:30 am.**

Respectfully submitted,



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

MLP:sk/tc

Motion to Approve the January 30, 2024 Meeting Minutes

Moved by: M Plesh

Seconded by: M Hoeh

App./Disapp: 3-0

Date: 6/18/24

Signed: Mary L. Plesh

ERIE COUNTY SEWER DISTRICT NO. 8 (ECSD NO. 8)  
BOARD OF MANAGERS MEETING MINUTES  
JUNE 18, 2024, at 9:30 A.M.  
VILLAGE OF EAST AURORA HALL

MEMBERS PRESENT: Matthew Hoeh, Mary Plesh, Bryan Smith

MEMBERS ABSENT: Joseph McCann

OTHERS PRESENT: Joseph Balcarczyk, Steven Canestrari, Tammy Comerate, Joseph Fiegl, Carl Horne, Kevin Kaminski, Sandra Kocic, Roger Lalli

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Smith called the meeting to order at 9:44 a.m.

ITEM NO. 2 – APPROVAL OF JANUARY 30, 2024 MEETING MINUTES

On a motion by Ms. Plesh, seconded by Mr. Hoeh, the Board voted to approve the minutes from the January 30, 2024 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.

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. 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.
- 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:

- 61.9% of Centralized Laboratory Expenses based on the volume of laboratory work.
- 39.8% 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.
- 39.6% 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.

The ECSD No. 3 Board of Managers approved their portion of the budget during their meeting last week.

Reviewing the overall summary for ECSD No. 8, total appropriations are projected to increase approximately \$200,000 when compared to 2024. 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 2025 budget is such that charges for the typical ECSD No. 8 ratepayer (single family home) are projected to increase by approximately \$22.

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 approximately \$1.1 million of the ECSD Nos. 3 and 8 budget. 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 four (4) vehicle replacements, a new loader, various equipment replacements, 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, adjustments made in the Professional Service Contracts/Fees (including an increase in the I&I Repair line and decreases in Financial Services), increases in capital reserves, utility cost changes, debt services, and the aforementioned personnel cost increases. There were detailed discussions about capital reserves and future construction work in ECSD No. 8.

Fund balance usage as an offsetting revenue is budgeted at approximately 57% of the amount available on 12/31/23. The available district fund balance represents approximately 4.2 months of 2024 budgeted appropriations. As this is slightly above the 3-4 month target, a higher percentage was applied for the 2025 budget. As always, this will be monitored in future years and adjustments will be made as warranted.

It is recommended for the 2025 Budget that the flat usage charge be increased to \$130.00 per unit, footage charges remain at \$1.50/foot, and the water use charge remain at \$3.50 / 1,000 gallons.

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.

Various questions were raised by Mr. Hoeh and Mr. Smith regarding the budget during the discussions and were subsequently answered. On a motion by Mr. Smith, seconded by Mr. Hoeh, the Board voted to approve the 2025 Budget. The motion carried 3-0.

ii. Resolution (Handout)

Mr. Fiegl presented the Budget Resolution to the Board for consideration. It was resolved that approximately 70% and 30% of the total sanitary tax levy of \$1,176,663 shall be raised from assessed value and footage charges, respectively. The flat usage charge was set at \$130.00 per unit and the footage charge was set at \$1.50/foot.

On a motion by Mr. Smith, seconded by Mr. Hoeh, the Board voted to approve the resolution. The motion carried 3-0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Horne reported to the Board on work that was performed at the East Aurora Water Resource Recovery Facility (WRRF). Reactor No. 2 has been taken out of service for its annual inspection and maintenance. Penn Power load tested the plant generator and performed the annual Preventative Maintenance schedule. Whole Effluent Toxicity (W.E.T.) testing was performed as required by the State Pollutant Discharge Elimination System (SPDES) Permit.

Precision Scale and Balance performed the annual calibration of the scales in the lab. East Aurora High School toured the WRRF.

Mr. Balcarczyk reported to the Board on work done in the Collections System. Work on CCTV ECSD No. 8 mini system No. 3 focus area continued. Three (3) sewer repairs were completed in ECSD No. 8 mini system No. 3, two on Elmwood Ave., and one on South Street (mystery sampling well bore site). Investigation of backup complaints (South & Sycamore) following wet weather resulted in television and root removal of obstruction on Linden Ave. The potential Cazenovia overflow (12-inch) was found to be inactive and subsequently abandoned/plugged. Emergency manhole repair was performed on Olean Street due to plow damage.

b. Construction Report

Ms. Plesh reported to the Board on the construction updates:

**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. The next submittal will be 75% design.

**East Aurora WRRF Sand Filter Evaluation** – AECOM, under the Term Engineering Contract, completed their evaluation for replacement of the effluent sand filters with updated and upgraded equipment. The sand filters have corroded metal components and are experiencing more frequent operational issues. AECOM recommends designing and constructing installation of new mini-disk filters in the current structure and making improvements to the building. An RFP for Engineering Services is expected to be issued for the design, construction and construction inspection, as the estimated cost is greater than is intended for the Term Engineering Contract.

**Contract 95 (Multi-District) - CIPPL Term Contract (Kenyon Pipeline and United Survey)** –Kenyon Pipeline was issued work order (WO) 4K in April which consists of 6,040 LF of cured in place pipe (CIPP) lining within the Village and 585 LF of televising only on Olean Street. The lining work includes work on the following streets: Woodbrook Dr, West Fillmore Ave, Maple Street, Fillmore Ave, Ridge Ave, Pine Street, Oakwood Ave, Persons St, Chestnut Hill Road and South St. Pre-televising work has commenced, and lining is expected later this year.

**Contract 96 (Multi-District) - Sanitary Sewer Open Cut Repair Term Contract (CATCO)** - Contracts have been signed for this two-year, multi-district repair contract, and the DSM has a pre-construction meeting scheduled with CATCO 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)

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

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

Mr. Fiegl reviewed concerns related to the New State Department of Environmental Conservation (NYSDEC) 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. Plesh, seconded by Mr. Smith, the Board voted to receive and file the miscellaneous and informational items on the agenda. The motion carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Ms. Plesh, seconded by Mr. Hoeh the meeting was adjourned at 10:13 am. The motion was carried 3-0.

**The next meeting is scheduled for Tuesday, October 8, 2024, at 9:30 a.m. at East Aurora Village Hall.**

Respectfully submitted,



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

MLP:tc

Motion to Approve the June 18, 2024 Meeting Minutes

Moved by: B. Smith  
Seconded by: M. Plesh  
App./Disapp: 3-0  
Date: October 8, 2024  
Signed: Mary L. Plesh



ERIE COUNTY SEWER DISTRICT NO. 8 (ECSD NO. 8)  
BOARD OF MANAGERS MEETING MINUTES  
OCTOBER 8, 2024 at 9:30 A.M.  
VILLAGE OF EAST AURORA HALL

MEMBERS PRESENT: Matthew Hoeh, Mary Plesh, Bryan Smith

OTHERS PRESENT: Joseph Balcarczyk, Steve Canestrari, Tammy Comerate, Joseph Fiegl and Carl Horne

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Smith called the meeting to order at 9:30 a.m.

a. Resignation of Joseph McCann

The resignation of Mr. McCann from the Board was reviewed. The DSM will request potential Board candidates from the Village and Town.

ITEM NO. 2 – APPROVAL OF JUNE 18, 2024 MEETING MINUTES

On a motion by Mr. Smith, seconded by Ms. Plesh, the Board voted to approve the minutes from the June 18, 2024 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.

ITEM NO. 5 – NEW BUSINESS

a. 2025 User Charge

i. Public Hearing Notice & Meeting Minutes (Handout)

The Board received a copy of the public hearing notice and related meeting minutes for the 2025 User Charges. The meeting was held on September 25, 2024, and no comments were received from the public. Now that the public hearing is complete, the 2025 rates need to be adopted by the Board. The rates will take effect January 1, 2025.

ii. Approval of Resolution (Handout)

Mr. Fiegl presented to the Board the Approval of the Resolution above. On a motion by Mr. Hoeh, seconded by Mr. Smith, the Board voted to confirm the Resolution. The motion carried 3-0.

b. Proposed Updates to “Rules and Regulations for the Erie County Sewer District” (Handout)

The Board received a copy of the proposed changes to the existing “Rules and Regulations for Erie County Sewer Districts”. The edits were posted to the Division of Sewerage Management’s website. Mr. Fiegl provided clarification on various proposed changes based on Board member inquiries. It was noted that County Attorney and SEQRA review are the next steps.

On a motion by Mr. Smith, seconded by Mr. Hoeh, the Board voted to approve the proposed updates. The motion carried 3-0.

c. 2025 Meeting Schedule (Handout)

Mr. Fiegl presented to the Board the 2025 Meeting Schedule above. On a motion by Ms. Plesh, seconded by Mr. Smith, the Board voted to confirm the 2025 Meeting Schedule. The motion carried 3-0.

d. Increase and Improvement of Facilities 2024 (Handout)

Mr. Fiegl reviewed the document with the Board. Borrowing of approximately \$5.9 million is needed for future capital projects that include the replacement of original equipment for sand filtration, electrical power distribution, emergency power generation, and collection system repair and improvement. Questions were raised related to the impact on taxpayers and the amount of the funding compared to past debt. Mr. Fiegl stated that the actual rate increases may be offset by debt repayment obligations expiring. Estimates are conservative.

Mr. Fiegl presented to the Board the Increase and Improvement of Facilities 2024 Resolution. On a motion by Ms. Plesh, seconded by Mr. Hoeh, the Board voted to approve the resolution. The motion carried 3-0.

Mr. Smith, as acting Chairperson, signed the document in lieu of Mr. McCann, due to the latter’s resignation.

e. Award Request for Proposals – East Aurora Sand Filters Replacement (Handout)

Mr. Fiegl presented to the Board the Award Request for Proposals above. On a motion by Mr. Hoeh, seconded by Ms. Plesh, the Board voted to confirm the resolution recommending the award to GHD. The motion carried 2-0, Mr. Smith abstained.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Horne updated the Board on activities that took place at the East Aurora Water Resource Recovery Facility (WRRF). The DEC performed their annual inspection of the WRRF on 8/14/2024 and found no major deficiencies. The 3<sup>rd</sup> Quarter WET (Whole Effluent Toxicity) testing was performed and facility passed. One more round of WET tests will be performed in the 4<sup>th</sup> quarter. Reactor No. 2 inspection and repairs were completed, and the tank was returned to service. Reactor No. 1 was drained and inspected, minor repairs have been completed, and it is expected to be returned to service this week. Staff painted the walls of the tanks (reactor and chlorine contact tank).

Mr. Balcarczyk updated the Board on activities that took place related to the collection system. Closed circuit televising in the mini-system 3 focus area continued, with no major deficiencies to note. Two frames and covers were replaced for Village paving (in the area of Park Place).

b. Construction Report

Ms. Plesh reported to the Board on the construction updates:

**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. The DSM is currently reviewing the 75% design submittal. This project is expected to bid in 2025.

**East Aurora WRRF Sand Filter Replacement** – AECOM, under the Term Engineering Contract, completed their evaluation for replacement of the effluent sand filters with updated and upgraded equipment. The recommendation was to design and install new mini-disk filters in the current structure and making improvements to the building. An RFP for Engineering Services was issued for the design, construction administration, and construction inspection, as the estimated cost is greater than is intended for the Term Engineering Contract. Award of the contract was discussed at this meeting.

**Contract 95 (Multi-District) (CIPPL Term Contract) (USI/Kenyon Pipeline)-** Kenyon Pipeline completed cured in place pipe lining work on Work Order 4K, which consisted of approximately 6,000 linear feet of sewer lines on various streets in the Village of East Aurora, including Maple St, Pine St, Oakwood Ave, and Woodbrook Drive.

Mr. Fiegl updated the Board on a Division-wide Biosolids Master Plan being evaluated and drafted by Brown and Caldwell.

c. Payments (Handout)

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

d. 2024 SPDES Permit Compliance Inspection – East Aurora Water Resource Recovery Facility (Handout)

The Board reviewed a letter from the New York State Department of Environmental Conservation in regard to a compliance inspection performed in August of this year. As noted during the Operations report, no deficiencies were identified during the inspection.

On a motion by Ms. Plesh, seconded by Mr. Hoeh, the Board voted to receive and file the miscellaneous and informational items on the agenda. The motion carried 3-0.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Hoeh, seconded by Mr. Smith, the meeting was adjourned at 9:50 am. The motion was carried 3-0.

**The next meeting is scheduled for Tuesday, December 3, 2024, at 9:30 am.  
East Aurora Village Hall**

Respectfully submitted,



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

MLP:tc

Motion to Approve the October 8, 2024 Meeting Minutes

Moved by: B. Smith  
Seconded by: M. Plesh  
App./Disapp.: 5-0  
Date: 1/28/25  
Signed: Mary L. Plesh