

ERIE COUNTY SEWER DISTRICT NO 4 (ECSD NO. 4)
BOARD OF MANAGERS MEETING MINUTES
WEDNESDAY, APRIL 9, 2025
NORTHERN REGION CONFERENCE ROOM

MEMBERS PRESENT: Mr. Adam Dickman, Mr. Kevin Peterson, Mr. Edward Schiller, Mr. Willam Schutt and Ms. Nadine Wetzel

OTHERS PRESENT: Mr. Joseph Fiegl, Ms. Sally Mertz, Ms. Barbara Piazza, Ms. Beth Pfalzer and Mr. William Strzeszynski

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Schiller called the meeting to order at 10:01am.

ITEM NO. 2 – APPROVAL OF OCTOBER 9, 2024 MEETING MINUTES

On a motion by Mr. Schutt, seconded by Mr. Dickman, the Board voted to approve the minutes from the October 9, 2024 meeting. The motion carried 5-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

Ms. Barbara Piazza, the Chief Ethics Officer from the Erie County Board of Ethics, provided the Board with a brief presentation on the County's Code of Ethics and how it relates to the Board of Managers.

ITEM NO. 4 – OLD BUSINESS

Mr. Strzeszynski provided an update to the Board related to a concern raised by Mr. Schiller at the October 9, 2024 meeting. This pertains to flooding issues at a pump station at the North Forest Office Spaces property located at Wehrle Drive and Harris Hill Road. Mr. Strzeszynski reported that he has been monitoring the situation but hasn't observed flooding conditions yet at the site. It was discussed how there are site and roadway drainage issues in the vicinity that are likely contributing to the issue. A few options are being considered to prevent pump station submergence; however, further wet weather observation is first needed to accurately assess the issue. Mr. Strzeszynski will report back to the Board once that has been achieved.

a. Order on Consent

Mr. Fiegl updated the Board on the Order of Consent for the ECSD No. 4 Overflow Retention Facility. The New York State Department of Environmental Conservation (NYSDEC) has approved the required wet weather operation plan. The Division of Sewerage Management is still working with the NYSDEC to finalize the flow monitoring report so that it may submit a plan for prioritizing basins for follow-up evaluation.

ITEM NO. 5 – NEW BUSINESS

a. Confirmation of Email Poll – Out of District Customer Request – Walden Avenue in the Town of Alden (Handout)

Item 2

Ms. Wetzel reviewed an email poll that was approved by the Board in November regarding an out of district customer request for a single-family home in the Town of Alden. On a motion by Mr. Schutt, seconded by Mr. Peterson, the Board voted to confirm the previously approved email poll. The motion carried 5-0.

ITEM NO. 6 MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operation Report (September -February)

Mr. Strzeszynski updated the Board with the Operation Report. At the Depew Pump Station, a new RTU air handling unit was installed and a new hydraulic motor on comminutor #1 was replaced. Comminutor #2 requires replacement in its entirety, and this will proceed once the unit has been received. Staff installed conduit and wiring to service the new flow meter installed under the force main replacement project.

For the Collection System, staff have been focusing their recent efforts in neighborhoods on the north side of Walden Avenue. In the area formerly known as Town District #2, dye testing, televising, and manhole repairs were completed. In the subdivisions between Walden Avenue and Pleasant View Drive, and tributary to Juniper Boulevard, staff also completed wet weather manhole inspections. Inspections will be reviewed, and repair recommendations will be assigned and issued as work orders.

b. Construction Status Report

Ms. Wetzel updated the Board with the following construction status report.

Contract No. 60A - Depew Pumping Station Forcemain Replacement at Cayuga Creek (Contractor – CATCO) - This is a project to replace approximately 450 linear feet of 30-inch diameter sanitary sewer forcemain along the east side of Borden Road and crossing Cayuga Creek in the Village of Depew. The work was substantially completed in February. The force main and flow meter were installed, tested, connected, and are now operational. Final restoration work will commence in the spring under better weather conditions. Additional scope of work was issued to replace a deteriorated and corroded air release valve located in the flow control chamber at the Depew Pumping Station site and is anticipated to be covered utilizing contingency funding and remaining budget in unit price items.

Contract 61 (Depew Pumping Station Electrical Upgrades and Valves Replacement) – GHD, under the Term Engineering Contract, is completing the design of electrical upgrades and check valve replacements based on recommendations from the design report completed earlier this year. The DSM is waiting for the 90% design and will determine funding and bidding once the design is completed.

c. Payments (Handout)

Ms. Wetzel reviewed with the Board the payments made to CATCO, Wendel Engineers, GHD, Arcadis, STC Construction Greenman-Pederson, Wm Schutt and TECsmith.

d. Septic Rebate Postcard to Residents (Handout)

The Board reviewed a postcard sent to residents within Erie County Sewer Districts that utilize a septic tank for their waste. This postcard informs residents of an opportunity for a rebate if their septage is hauled to an Erie County Treatment Plant.

e. Grease Control Violation – Glassco Management LLC (Handout)

The Board reviewed the first and second violation notice sent to Glassco Management Company for the Lancaster Village Center. Glassco is currently not in compliance with the installation of an appropriate exterior grease separator and currently has an expired connection permit on file with the County. Mr. Strzeszynski noted that there has been contact with the Engineer for this project and they are currently working on a solution.

On a motion by Ms. Wetzel, seconded by Mr. Peterson, the Board voted to receive and file the informational items. The motion carried 5-0.

Mr. Peterson asked if there is an Erie County highway project coming up to address George Urban Boulevard between Dick Road and French Road. He mentioned that there are a few damaged/broken catch basins in this stretch, particularly one located near Consumer's Beverages. Ms. Wetzel will follow up with Erie County highways and will report back to Mr. Peterson.

7. ADJOURNMENT & NEXT MEETING

On a motion by Ms. Wetzel, seconded by Mr. Schiller, the Board voted to adjourn the meeting at 10:42 am. The motion carried 5-0.

The next meeting is scheduled for June 11, 2025 at 3:30pm.

Respectfully submitted,



Nadine R. Wetzel, Secretary
ECSD No. 4 Board of Managers

NW:bp

Motion to Approve the April 9, 2025 Meeting Minutes

Moved by: W. Schutt
Seconded by: N. Wetzel
App./Disapp.: 4-0
Date: 6/11/2025
Signed: Nadine Wetzel

ERIE COUNTY SEWER DISTRICT NO 4 (ECSD NO. 4)
BOARD OF MANAGERS MEETING MINUTES
WEDNESDAY, JUNE 11, 2025
NORTHERN REGION CONFERENCE ROOM

MEMBERS PRESENT: Mr. Kevin Peterson, Mr. Edward Schiller, Mr. Willam Schutt and Ms. Nadine Wetzel

MEMBERS ABSENT: Mr. Adam Dickman

OTHERS PRESENT: Ms. Ali Coughlin, Ms. Kat Curry, Mr. Joseph Fiegl, Ms. Sarah Hudi, Mr. Kevin Kaminski, Ms. Sally Mertz, Ms. Beth Pfalzer and Mr. William Strzeszynski

ITEM NO. 1 – CALL THE MEETING TO ORDER

Mr. Schiller called the meeting to order at 3:29 pm.

ITEM NO. 2 – APPROVAL OF APRIL 9, 2025 MEETING MINUTES

On a motion by Mr. Schutt, seconded by Ms. Wetzel, the Board voted to approve the minutes from the April 9, 2025 meeting. The motion carried 4-0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None

ITEM NO. 4 – OLD BUSINESS

a. Order On Consent

Mr. Fiegl updated the Board on the Order of Consent for the ECSD No. 4 Overflow Retention Facility. The Division of Sewerage Management received approval from the New York State Department of Environmental Conservation (NYSDEC) on the Inflow and Infiltration (I/I) study. The next step is to create and submit a Sanitary Sewer Evaluation Survey (SSES) Work Plan to NYSDEC for review and approval.

b. Grease Control Violation 2nd Notice/Hearing (Handout)

Mr. Fiegl reviewed the letter sent by Northern Region Sewer District Manager William Strzeszynski to Glassco Management on May 5th, 2025. The letter reviewed the status of two violations, including failure to obtain a new connection permit and installation of properly sized oil and grease separator. The letter further noted that due to non-compliance, Glassco Management would be referred to an enforcement hearing with the ECSD No. 4 Board of Managers.

Mr. Fiegl noted that the Developer has since been in contact with the Sewer District and Village regarding the grease interceptor, has obtained a permit, exposed the lateral to confirm it

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has been installed per ECSD standards, and a grease interceptor has been installed. However, not all food service establishments have been connected to the grease interceptor. Mr. Fiegl recommended that, due to the strides made towards compliance for this project, the enforcement hearing be tabled. Additional information will be gathered from various stakeholders and a meeting with the developer or their representatives will be held to discuss next steps. An update will be provided at the Board's October meeting.

i. Enforcement Hearing: Glassco Management

On a motion by Mr. Schutt, seconded by Mr. Schiller the Board voted to table the Enforcement Hearing. The motion carried 4-0.

ITEM NO. 5 – NEW BUSINESS

a. Presentation and Approval of the 2026 Budget

i. Proposed 2026 Budget (Handout)

Mr. Fiegl presented the proposed ECSD No. 4 Budget to the Board.

ECSD No. 4 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 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:

- 2.9% of Centralized Laboratory Expenses based on the volume of laboratory work.
- 26.6% 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.
- 47.3% 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. 4 is responsible for approximately 48.4% of the costs.

Reviewing the Detail Summary for ECSD No. 4, total appropriations have increased approximately \$593,000 or around 4%. By far the largest component is the additional \$750,000 budgeted for Buffalo Sewer Authority bills. Total revenues are expected to remain roughly flat when compared to 2025, mostly due to increases in revenues from entities serviced by ECSD No. 4 and decreased fund balance utilization. Considering the proposed appropriations and anticipated revenues, the budget is such that charges for the typical ECSD No. 4 ratepayer (single family home) is projected to increase \$24-31 in 2026, or roughly \$2-\$3 per month.

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. It was noted that there may be some reorganization of field staff, but any changes would be completed within the budgeted amount presented.

The 2026 equipment line items represent over \$867,000 of the Northern Region budget. The major items include: shared purchases amongst all of the Erie County Sewer Districts, a new CCTV sewer inspection system, replacement of equipment at various facilities, two (2) vehicle replacements, and Northern Region's unanticipated replacement items.

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 47.3% 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, 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 63%. The available district fund balance at 12/31/24 represents approximately 2.9 months of 2025 budgeted appropriations – hence the decrease in the amount allocated in the 2026 budget. As always, this will be monitored in future years and adjustments will be made as warranted.

It is recommended for the 2026 Budget that the flat usage charge increase to \$270.00 per unit and the footage charges in ECSD No. 4 remain at \$1.00 / foot. At this time, the Board would be voting on the budget for ECSD No. 4. If any changes impacting ECSD No. 4 are proposed by the ECSD No. 1 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 a question and answer period, Mr. Schiller moved, seconded by Mr. Schutt to approve the 2026 proposed Budget. The motion carried 4-0.

ii. Resolution (Handout)

Mr. Fiegl presented the Budget Resolution to the Board for review and approval. It was resolved that approximately 70% and 30% of the total sanitary sewer tax levy of \$2,701,233 shall be raised from the assessed value and footage charges, respectively. Mr. Schiller moved, seconded by Mr. Peterson, to approve the resolution with a flat usage charge of \$270 and footage charge of \$1.00. The motion carried 4-0.

ITEM NO. 6 MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operation Report (March & April)

Mr. Strzeszynski updated the Board with the Operational Report. For the Collection System, staff focused on completing manhole repairs in Mini-System (MS) 5 (Old Town District (TD) No. 2) and MS 6 (streets tributary to Traceway). These repairs were identified last year after smoke testing was performed. Staff are currently performing house inspections in MS 5.

For ECSD No. 4 facilities, the Warner Road Pump Station wet well was cleaned. Repairs and replacement of components were completed on the stand-by generator for the Borden Road Pump Station.

At the Depew Pump Station, staff replaced the butterfly valve on the Overflow Retention Facility (ORF) turret system and rebuilt the pressure relief valve on the ORF RPZ. New conduit and wire were installed by staff for the station's flow meter installed under the recent construction contract. The flow meter has been programmed, tested, and put into service without issue. Pump No. 4 was pulled and replaced with a rebuilt spare, and the pulled unit is currently being rebuilt.

The security system upgrade at the Northern Region base facility has been completed. At the Broadway Wet Weather Relief station, a new transducer was installed and the cell modem switch over was completed. Scheduled preventative maintenance tasks were completed at all of the pumping stations in the district.

b. Construction Status Report

Ms. Wetzel updated the Board with the following construction status report.

Contracts No. 60A - Depew Pumping Station Forcemain Replacement at Cayuga Creek (Contractor – CATCO) - Work has been substantially completed on this project to replace 450 linear feet of 30-inch diameter sanitary sewer forcemain along the east side of Borden Road and crossing Cayuga Creek in the Village of Depew. In the last week, CATCO has been onsite performing restoration work and punch list items. Additional scope of work to replace a deteriorated and corroded air release valve located in the flow control chamber at the Depew Pumping Station site is pending and will be scheduled upon delivery of materials. It is anticipated that a final walkthrough will be scheduled for early summer.

Contract 61 (Depew Pumping Station Electrical Upgrades and Valves Replacement) – GHD, under the Term Engineering Contract, is completing the design of electrical upgrades and check valve replacements based on recommendations from the design report completed earlier this year. The DSM is waiting for the 90% design documents and will determine funding and bidding once the design is completed.

Contract 95 (CIPPL Term Contract) (USI/Kenyon Pipeline)- WO 14K was issued to Kenyon Pipeline and includes 1,400 linear feet of 8-inch diameter ACP sewerlines on Deerpath Ct and

Farmingdale Ct in the Town of Lancaster. Preparation and cleaning work began this spring and construction is anticipated to begin this summer.

Contract 99 (Multi-District) (Sanitary Sewer Trunkline Inspection Service Contract) - Bids were received through Purchasing on Friday, May 16th for a service contract consisting of inspection of approximately 20,500 linear feet of 12-inch through 42-inch diameter trunkline sanitary sewers of various pipe types and across four (4) separate locations in multiple sewer districts. The project sites are primarily backlots which challenging access, most of which is only by foot. The sewer inspections shall be accomplished with the use of sonar, LIDAR, and closed-circuit television video inspection technologies to provide condition assessment while the pipeline is in service. In District 4, the proposed trunkline for inspection is a 36-inch diameter RCP sewer (2,895 LF) that extends from Transit Road to Gould Ave (Village of Depew baseball fields/parking lot). The Purchasing department is in the process of awarding to Red Zone Robotics. Work is anticipated to take place later this year.

c. Payments (Handout)

Ms. Wetzel reviewed with the Board a copy of the payments made to consultants and contractors since the last Board meeting.

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

7. ADJOURNMENT & NEXT MEETING

Mr. Schiller moved, seconded by Ms. Wetzel to adjourn the meeting at 4:10 p.m. The motion carried 4-0.

Next Meeting: Wednesday, October 8, 2025 @ 3:30 pm
Northern Region Admin Offices

Respectfully submitted,



Nadine R. Wetzel, Secretary
ECSD No. 4 Board of Managers

NW:bp/sm

Motion to Approve the June 11, 2025 Meeting Minutes

Moved by: K. Peterson
Seconded by: N. Wetzel
App./Disapp.: 3 - 0
Date: 10/8/2025
Signed: Nadine Wetzel