Draft Minutes Pending Board Approval

ERIE COUNTY SEWER DISTRICT NO. 3 (ECSD No. 3)
BOARD OF MANAGERS MEETING MINUTES
WEDNESDAY, OCTOBER 7, 2026
SOUTHTOWNS WRRF CONFERENCE ROOM

MEMBERS PRESENT:	Jason Cozza, Camie Jarrell, David Kaczor, Michael Kasprzyk, Jason Keding, David Millar, David Rood, and Vincent Vacco (8:12 a.m.)
MEMBERS ABSENT/ EXCUSED:	Emery Wittmeyer
OTHERS PRESENT:	Joseph Fiegl, David Hojnacki, Carl Horne, Kevin Kaminski, William Strzeszynski

ITEM NO. 1 – CALL MEETING TO ORDER

Chair Kaczor called the meeting to order at 8:02 a.m.

ITEM NO. 2 – APPROVAL OF JUNE 10, 2026 MEETINGS MINUTES

On a motion by Mr. Kasprzyk, seconded by Mr. Rood, the Board voted to approve the minutes of the June 10, 2026 meeting. The motion carried 7 – 0.

ITEM NO. 3 – ITEMS FROM THE PUBLIC

None.

ITEM NO. 4 – OLD BUSINESS

a. Southtowns AWTF Expansion Project

Mr. Fiegl discussed the recent progress of the Southtowns Advanced Wastewater Treatment Facility (AWTF) Phase 1 and Phase 2 Expansion Project. Phase 1 of the project is complete, and the Division of Sewerage Management (DSM) considers it a success. The problem with the flow meter access hatch discussed at previous meetings will be handled as "defective work" during the warranty period, and the necessary corrections are anticipated to be completed this month. Closeout of the Phase 1 construction is included as Item 5.i on this agenda. Contract No. 81, the Southtowns AWTF Pre-Phase 2 Electrical project, is approximately 7% complete with little progress that can be made until long-lead time equipment arrives. Contract No. 82, the Southtowns AWTF Landfill Reclamation project, is complete as reported during the last meeting, and the landfill closure report will be submitted to the New York State Department of Environmental Conservation (NYSDEC).

The NYSDEC and the DSM successfully negotiated terms and conditions for a modified SPDES permit after a series of meetings during Summer 2026. The new permit was transmitted to the DSM near the close of August 2026 and became effective on October 1, 2026. With the new permit, Southtowns is now referred to as a "Water Resource Recovery Facility" or WRRF. Soon after the transmittal of the new SPDES permit, the NYSDEC and New York State Environmental Facilities Corporation both issued their approval of the Phase 2 Expansion Project design documents.

In anticipation of these approvals, a contractor "open house" was conducted on August 26th to inform potential bidders and subcontractors of the Phase 2 bid and to promote interest in the project. An advertisement for bids was issued on September 22nd for the Phase 2 project and the pre-bid meeting was held on October 1st. Bids are due on November 5th.

A grant application was submitted in July 2026 through the NYSDEC's Water Quality Improvement Project (WQIP) program for the Phase 2 project. WQIP grant award announcements have not yet been made.

i. Arcadis Amendment 3B (Handout)

During the project, a number of engineering services were required that were outside the original scope including additional coordination to meet EFC funding and M/WBE requirements, redesign work to repurpose two existing emergency generators, support for the roughly four-month construction extension, and grading and drainage revisions related to the ORFI pipeline and Ash Drying Facility work. These items were necessary to keep the project moving, improve the facility's reliability, maximize available grant funding, and address construction and scheduling issues. To account for this additional work, the DSM reallocated funding within the existing Phase 2 engineering agreement. As has been discussed in the past, a change order for Arcadis's agreement will be required with the Phase 2 construction award.

b. Steuben Foods / Moog

An agreement was executed with GHD Consulting Services for the engineering associated with the "Elma Pumping Station and Force Main Upgrades" project. A kickoff meeting was held on September 16th, with Moog and Steuben Foods in attendance. On September 23rd the DSM met with the new VP of Technical Services for Steuben Foods along with their Senior Director of Safety/Security/Government Affairs, at their request. During the meeting the DSM provided them with the history of the services ECSD No. 3 provides their facility, current challenges, and ongoing efforts to support their growth. The DSM provided them a tour of the Southtowns WRRF afterward.

ITEM NO. 5 – NEW BUSINESS

a. 2027 User Charge

i. Public Hearing Notice & Meeting Minutes (Handout)

The Board reviewed the Minutes for the Public Hearing held on September 24, 2026 at the DSM Downtown offices for the proposed 2027 User Charge Rates. This hearing is a requirement of County Law. User charges for the various parameters (BOD, TSS, etc.) are based on usage flow and pollutant loadings and are calculated annually from historic cost data from the treatment facility. No comments were received from the public at the meeting.

This is an informational item for the Board.

ii. Approval of Resolution (Handout)

The Board considered a resolution to approve the proposed 2027 User Charge Rates for ECSD No. 3.

On a motion by Mr. Rood, seconded by Mr. Keding, the Board voted to approve the resolution as presented. The motion carried, 8 – 0.

b. Payments (Handout)

The Board reviewed a copy of the payments for the month of October 2026. On a motion by Mr. Kasprzyk, seconded by Ms. Jarrell, the Board voted to approve the October 2026 payments. The motion carried, 8 – 0.

c. 2027 Meeting Schedule (Handout)

The Board reviewed a copy of the proposed 2027 meeting schedule.

On a motion by Mr. Keding, seconded by Mr. Millar, the Board voted to approve the proposed meeting schedule, as presented. The motion carried, 8 – 0.

d. 2027 Wastehauler Permits (Handout)

The Board considered approval of waste hauler discharge permits to numerous applicants for 2027. Waste Hauler Discharge permits are a requirement of Article VIII of the Erie County "Rules & Regulations", are approved by the Board on an annual basis, and can be amended or revoked for non-compliance with the permit's terms. In the event of violation of any permit terms and conditions, the DSM may immediately suspend permission to discharge into County facilities and may revoke the permit upon 10-day notice.

On a motion by Mr. Cozza, seconded by Mr. Millar, the Board voted to approve Waste Hauler's Discharge permits to Delo Drain &Septic Services, Modern Portable Toilets, United

Rentals, the Town of Orchard Park, Top Notch Sewer & Drain Cleaning, Atlas Comfort Cabins, Pinto Site Services, Meyer Septic Service, and Lakeshore Septic Services pending application and insurance approvals. The motion carried, 8 – 0.

i. Lakeshore Septic Permit (Handout)

The Board reviewed a copy of a correspondence concerning Lakeshore Septic Services, Inc. (Lakeshore). Lakeshore's authorization to discharge septic waste at the Southtowns WRRF was suspended for the balance of 2026 for violating various terms of its discharge permit. Lakeshore had been in communication with the DSM to remedy permit violation concerns. Lakeshore was recommended for a 2027 discharge permit at the Southtowns WRRF, but will be subject to suspension or revocation should permit compliance issues arise.

This is an informational item for the Board.

e. Award of Contract – Blasdell Village Barn Contract No. 86R (Handout)

The Board considered approval of Contract No. 86R to Gugino Brothers, LLC (Gugino) for construction of the Blasdell Village Barn in the amount of $261,700. Gugino has successfully completed projects of similar size and scope for other local municipalities. The DSM has reviewed the bid, believes it is both fair and competitive, and recommends the acceptance of the bid proposal for Contract No. 86R.

On a motion by Mr. Kasprzyk, seconded by Mr. Keding, the Board voted to approve a resolution to award Contract No. 86R. The motion carried, 8 – 0.

f. Request for Proposals for Technical Services – Controls Systems (Handout)

The Board considered approval of a three-year term agreement for controls systems technical services to Black Rock Controls, LLC in an amount not-to-exceed $250,000.

On a motion by Chairman Kaczor, seconded by Ms. Jarrell, the Board voted to approve a resolution to award a three-year term agreement for controls systems technical services to Black Rock Controls, LLC. The motion carried, 8 – 0.

g. Closeout Elma Forcemain Air Release Valve Replacement Contract (Handout)

The Board considered approval of a resolution to closeout Contract No. 84 with STC Construction, Inc. for Elma Forcemain Air Release Valve Replacement Project. The final change order for Contract No. 84 is a decrease of $20,000.00, resulting in a final contract amount of $72,700.00.

On a motion by Mr. Rood, seconded by Mr. Cozza, the Board voted to approve the closeout of Contract No. 84. The motion carried, 8 – 0.

h. Confirmation of Email Poll – Blasdell Collection Garage Closeout (Handout)

The Board considered confirmation of the June 23, 2026 email poll approving a resolution to closeout Contract Nos. 80-A, B, C, and D for construction of the Central Region Collections Facility.

On a motion by Mr. Millar, seconded by Mr. Keding, the Board voted to confirm the June 23, 2026 poll approving a resolution to closeout Contract Nos. 80-A, B, C, and D. The motion carried, 8 – 0.

i. Closeout Southtowns Expansion Phase 1 Contract No. 74C (Handout)

The Board considered approval of a resolution to closeout Contract No. 74C for construction of Phase 1 of the Southtowns Water Resource Facility Expansion. The contract closeout is recommended in the final amount of $59,086,698.25.

On a motion by Mr. Kasprzyk, seconded by Mr. Vacco, the Board voted to approve the closeout of Contract No. 74C. The motion carried, 8 – 0.

j. Sanitary Sewer Extension – Windom Woods Subdivision (Handout)

The Board considered approval of a request for assistance to the developer of the Windom Woods subdivision to provided approximately 1,067 linear feet of 15" diameter sanitary sewer pipe and four manholes, at an estimated value of $70,000, for incorporation into this proposed project. In this case, the DSM believes this is beneficial to ECSD No. 3.

On a motion by Ms. Jarrell, seconded by Mr. Kasprzyk, the Board voted to approve the request for assistance for the Windom Woods subdivision. The motion carried, 8 – 0.

ITEM NO. 6 – MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report

Mr. Horne presented the following operational report:

- *Southtowns WRRF UNOX Reactor and Bioclarifier No. 3:* Drained and cleaned UNOX Reactor and Bioclarifier No. 3 as part of annual inspection and maintenance activities.
- *Southtowns WRRF Sampling:* Conducted annual priority pollutant sampling activities.
- *Southtowns WRRF Petroleum Bulk Storage:* The NYSDEC was on site to conduct petroleum bulk storage tank inspections.
- *Southtowns WRRF Ash Drying Facility:* Completed ash hauling activities from the Ash Drying Facility for this year.

- *Southtowns WRRF SPDES Permit:* The plant is now operating under the conditions of its new SPDES permit, as of October 1, 2026.

Mr. Hojnacki presented the following collection systems report:

- *Central Region Collections Facility*: Collections staff have moved materials and equipment into the newly constructed Central Region Collection Facility Building and are now conducting operations in that facility.

- *Manhole Replacements*: Replaced twenty (20) manholes throughout the District, managed in coordination with municipal paving projects.

- *Closed-Circuit TV Evaluations*: Started the sewer system evaluations in the 2027 focus area in the vicinity of Hilbert College in the Town of Hamburg.

b. Construction Status Report

Contract No. 74-C (Southtowns AWTF Expansion Phase 1) – Work has been completed. This project was closed out earlier in the meeting.

Contract No. 75 (Southtowns AWTF Expansion Phase 2) – Bid opening for this project will take place on November 5, 2026.

Contract No. 81 (Southtowns AWTF Expansion Pre-Phase 2 Electrical Upgrades) – Onsite work for this project is expected to start in January 2027. The scheduled Contract completion date is July 19, 2028.

Contract 84 – Elma Force Main Air Release Valve Replacement (STC Construction) – Work has been completed. This project was closed out earlier in the meeting.

Contract 88R – Milestrip Road to Lake Avenue Cured in Place Pipe (CIPP) Lining Project – Fiberglass CIPP liners were installed in 21-inch and 30-inch diameter reinforced concrete pipe sewerlines in the backlots between Milestrip Road and Lake Avenue, Town of Hamburg. Some restoration work remains to be completed.

Contract 89R – Taylor Road to Boston State Road Pipeline Inspection – This service contract involves inspection of approximately 2,243 linear feet of 18-inch diameter Reinforced Concrete Pipe (RCP) in backlots with limited access, including the Hamburg golf course. Work is anticipated for late fall when the golf course has closed for the season.

Contract 91 – Rogers Road to Lake Avenue CIPP – Under this Contract, 829 linear feet of fiberglass CIPP liners will be installed at Rogers Road in the Town of Hamburg and Lake Avenue in Village of Blasdell. The work is anticipated to be completed later this fall.

Contract 93 – Rogers Road Pumping Station Pumps Replacement Project – This project involves replacement of pumps, associated piping, and the installation of isolation valves at the Rogers Road Pumping Station. Contracts are being processed and onsite work should begin later this fall.

Contract 95 (Multi-District) - CIPPL Term Contract (USI/Kenyon Pipeline) – United Survey continued work on Work Order (WO) 8U, which includes 11,420 linear feet of 8-inch, 10-inch and 12-inch diameter sewerlines on various streets in the Town of Hamburg (including Amsdell Road, Orchard Ave., Lyndale Ave., Hawthorne Ave., Greenfield Ave., Ferndale Ave., Southcrest Ave., Oakwood Ave., Lakewood Ave., Riverton Ave., Woodlawn Ave., and Glendale Ave.). Lining work is substantially complete, and close out of the work order will commence upon receipt of final deliverables. Kenyon Pipeline has work remaining on WO 15K which includes 13,394 linear feet of 8-inch diameter sewers on Amsdell Road and Crestridge in the Town of Hamburg; various sewerlines in the Village of Hamburg (Evans St., Central Ave., Long Ave., S. Buffalo St., Center St., Woodview Ave., Highland Ave.). The work order also includes one pipe patch on an easement off Abbott Road near the Hamburg/Orchard Park boundary. Lining work is anticipated to be completed this fall.

Contract 96 (Multi-District) - Sanitary Sewer Open Cut Repair Term Contract (Visone Construction) – Work Order 10 was completed by Visone Construction. The work order consisted of installation of a 5-foot diameter doghouse manhole on a trunkline sewer in backlot south of Lake Avenue. This was used as a bypass pumping access point in Contract No. 88R lining project. Work Order 11 was issued to Visone Construction. The work order consists of a 57 linear foot spot repair of 10-inch diameter VTP at approximately 9.5 feet deep on Sowles Road. The work involves tree removal, the support of a utility pole, and partial replacement of a residential concrete driveway. A second repair was also issued to replace a protruding cast iron tap on a 10-inch diameter VTP sewerline. Work commenced in late September.

Upcoming Design/Evaluations – In May, the NYSDEC approved plans for the Milestrip Road Sewer Replacement Project. The project consists of replacement of approximately 3,400 LF of sewer and includes a jack and bore under NYS Route 179. It is anticipated that the project will be bid in the fall 2026 for spring 2027 construction.

Additionally, as noted under Item 4.b a kickoff meeting was held in September for replacement of the Elma Forcemain and improvements to the Elma Pump Station. Preliminary design services are anticipated to take place over the next 9-months.

On a motion by Mr. Rood, seconded by Mr. Vacco, the Board voted to receive and file the informational items on the agenda. The motion carried, 8 – 0.

Mr. Fiegl informed the Board that the DSM was contacted by a representative of 43North regarding a competition finalist seeking to advance a wastewater treatment technology. Information was exchanged with the finalist to explore a potential partnership, if an award from 43 North is received. The Holland WRRF has been identified as a potential site for this proposal, and a formal agreement may be required to facilitate the request.

ITEM NO. 7 – ADJOURNMENT & NEXT MEETING

On a motion by Mr. Vacco, seconded by Mr. Keding, the Board voted to adjourn the meeting at 9:01 a.m. The motion carried, 8 – 0.

Next meeting of the Board is scheduled for 8:00 a.m., Wednesday, December 2, 2026.

Respectfully submitted,

David C. Millar, Secretary
ECSD No. 3 Board of Managers

Motion to Approve the October 7, 2026 Meeting Minutes

Moved by: _____

Seconded by: _____

App./Disapp.: _____

Date: _____

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David C. Millar, Secretary
ECSD No. 3 Board of Managers