

**ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
FEBRUARY 5, 2016
CHEEKTOWAGA TOWN HALL**

MEMBERS PRESENT: Ms. Diane Benczkowski, Mr. Patrick Bowen, Mr. Daniel Higgins, Ms. Sheila Meegan, and Mr. Matt Salah

OTHERS PRESENT: Messrs. Glenn Absolom, Joseph Fiegl, Matt Janiszewski, Richard Rehac, William Strzeszynski and Ms. Brenda Rehac

ITEM NO.1-CALL MEETING TO ORDER

Ms. Meegan called the meeting to order at 10:05 am.

a. Nominations for Board Offers

Mr. Salah made a motion to nominate Ms. Meegan to serve as Chairperson, and Ms. Benczkowski as Vice Chairperson. Ms. Meegan seconded the motion. The vote carried 5-0.

b. Welcome New Members

Mr. Fiegl welcomed Supervisor Benczkowski as the newest member. Orientation for new Board Members will be held in late February or early March.

ITEM NO.2-APPROVAL OF OCTOBER 2, 2015 MEETING MINUTES

Ms. Meegan moved, seconded by Mr. Salah to approve the October 2, 2015 meeting minutes. The motion carried 5-0.

ITEM NO.3-ITEMS FROM THE PUBLIC

There were no items from the public.

ITEM NO.4-OLD BUSINESS

There was nothing to report at this time.

ITEM NO. 5-NEW BUSINESS

a. Water Resource Recovery Facility-Proposed Name Change (Handout)

Along with a newsletter, Mr. Fiegl discussed the proposed name change for the Division's water treatment plants to "water resource recovery facility". In doing so, it will help to do away with the "dirty" image. The thinking behind a name change is to better reflect the Division's goals of protecting water quality, and that it may make the public more inclined to invest in the infrastructure.

b. Violation Notice-3270 Clinton St., Gregor's Garden Grove (Handout)

Mr. Rehac discussed the violation letter regarding Gregor's Grove. A dye test on the property determined the drainage from the parking lot, along with downspout conduits and sump pump are connected to the sewer. Mr. Rehac will meet with Mr. Gregor on site next week.

Item 2

ITEM NO.6-MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report-(September-December)

Mr. Fiegl introduced Mr. William Strzeszynski, who has taken over the role as Sewer District Manager at Northern Region. Mr. Strzeszynski previously held that position in Angola. Mr. Rezac is now the Senior Sewer District Manager and will remain at Northern Region during the transition.

Mr. Rezac briefed the Board with the operation reports for September through December. The routine flushing program has finished flushing district #1 mini-system 4. A preponderance of complaints was coming from the neighborhoods north and south of Losson between Borden and Transit Road. In December there were a couple of instances of plugged sewers on Jeffrey. Central Maintenance camera crew assisted with determining the problem was root masses. District crew then cut six (6) sections with the cutter guided by the camera. Central Maintenance crew is scheduled to be back in the district beginning February 16th, and will be focusing again on mini-system 4.

A manhole monitor was installed on Empire Drive in the first manhole before it connects to the trunk line. It should give a better indication of the surcharging in the system and when to manually open the valve to the ORF at the Cayuga pump station

b. Pretreatment Report

There was nothing new to report.

c. Construction Report

i. Contract 70, CIPP Work Order 19 (Handout)

The Board received a copy of the letter to United Survey, Inc., regarding Contract 70, Work Order 19, outlining the term agreement for Cured-in-Place Pipe Lining.

Contract 74, Sanitary Sewer Manhole Rehabilitation & Replacement Project

ii. Notice to Proceed (Handout)

The Notice to Proceed letter submitted to Kandey Company for Sewer Manhole Rehabilitation and Replacement Project, Contract 74, was available for the Board's review.

iii. Resident Letter (Handout)

The Board received a copy of the construction activity notice mailed to the homeowners regarding sanitary sewer manhole rehabilitation in their area, along with contact information.

d. District Payments

None

e. Buffalo Sewer Authority cost Allocation (Handout)

Mr. Fiegl met with the Buffalo Sewer Authority regarding cash funded capital projects. Mr. Fiegl explained the impact a large increase in BSA capital projects may have on the district #1 budget.

Mr. Salah moved, seconded by Ms. Meegan to receive and file the miscellaneous and informational items. The motion carried 5-0.

ITEM NO. 7-ADJOURNMENT & NEXT MEETING

Mr. Salah moved, seconded by Ms. Meegan to adjourn the meeting at 10:25 am. The motion carried 5-0.

*****NEXT MEETING***
Friday, April 15, 2016 @ 9:30 AM
BURCHFIELD NATURE AND ARTS CENTER**

Respectfully submitted,


Matt Salah, P.E.
Secretary-ECSD No.1
Board of Managers

Motion to approve minutes of Feb 5, 2016

Moved By: Ms Meegan

Seconded By: Mr Bowen

Approved/Disapproved: 5,0

Date: April 15, 2016

MS:br

ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
April 15, 2016 9:30 A.M.
BURCHFIELD NATURE ARTS CENTER

MEMBERS PRESENT: Ms. Diane Benczkowski, Mr. Patrick Bowen, Mr. Daniel Higgins, Ms. Sheila Meegan, and Mr. Matt Salah

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

ITEM NO. 1-CALL MEETING TO ORDER

Ms. Meegan called the meeting to order at 9:28 am.

ITEM NO. 2-APPROVAL OF MEETING MINUTES

Ms. Meegan moved, seconded by Mr. Bowen to approve the February 5, 2016 meeting minutes. The motion carried 5-0.

ITEM NO.3-ITEMS FROM THE PUBLIC

There were no items from the public.

ITEM NO. 4-OLD BUSINESS

- a. SEQR-Out of District Customer Extension (Handout)

For the Boards information, a negative declaration regarding the previously approved Out of District Customer Extensions to Erie County Sewer was provided.

ITEM NO.5-NEW BUSINESS

There was nothing new to report.

ITEM NO. 6-MISCELLANEOUS & INFORMATIONAL ITEMS

- a. Operational Report (January-February)

Mr. Strzeszynski discussed the operational report for District #1. On the Collections side, staff continued with televising and root cutting, mainly within the Gregory Ct area and the streets off of North and South Seine. Stagg managed to remove multiple root intrusions from 36 of the lines that were televised. Most of the root masses were fairly significant.

As a follow-up to a complaint on Borden Rd, staff televised the segment that had the back-up. We were able to identify and repair (2) spots on this line segment. One was clearly the cause of the back-up and the second was a section of pipe that was at risk of failure. Both repairs were completed with an internal pipe patch.

Item
2

This past weekend a complaint of a sinkhole at 185 Seneca Creek led to follow-up tele-inspection. We found a severely offset and deteriorated section of ACP pipe, which appears to be the cause of the sinkhole. Further tele-inspection of the upstream ACP sewers, coming from Ransier Drive, caused some trouble. Our camera ended up falling through the bottom of the pipe causing an emergency excavation to retrieve it. But most importantly these events started an internal discussion about the poor condition of these sections of ACP, and the possibility of having these sewer lines lined by an outside contractor. These discussions are on-going, hoping to have all (3) sections lined in the near future.

The contract to line the 15" sewer pipe in the back-lots of Clinton Street, and the 18" sewer pipe located in the Garden Village Plaza, were awarded to Arold Construction. They are currently in town working in the Central Region.

On the Facilities side, the manhole monitor was installed on the Empire Drive trunk line to assist in managing the wet weather levels in the District. We have been also working towards being able to remotely operate the valve of the Cayuga ORF from the control room at district #6 plant, which is staffed 24/7. This valve will control the amount of flow that is sent to the trunk line during wet weather. Staff also removed and repaired the #4 pump check valve at the Cayuga pumping station.

Mr. Rezac discussed the meeting that took place on April 4th and 5th in the Northern Region office with the USEPA and DEC regarding the Districts' operation and maintenance procedures. The District provided and discussed several reports then toured few pumping stations. The District anticipates a report from EPA in the near future.

b. Pretreatment Report

There was nothing new to report.

c. Construction Report

i. CIPP Lining-Notice to Proceed (Handout)

The Notice to Proceed letter to Arold Construction Co. Inc., for Cured-In-Place Pipe Lining Project was provided for the Board of Managers.

d. District Payments

None

Mr. Salah moved, seconded by Ms. Meegan to receive and file the miscellaneous and informational items. The motion carried 5-0.

ITEM NO.7-ADJOURNMENT & NEXT MEETING

Mr. Salah moved, seconded by Ms. Meegan to adjourn the meeting at 9:40 am. The motion carried 5-0

*****NEXT MEETING***
FRIDAY, June 17, 2016 @ 9:30 AM
CHEEKTOWAGA TOWN HALL**

Respectfully submitted,



Matt Salah, P.E.
Secretary-ECSD No. 1
Board of Managers

Motion to approve minutes of April 15, 2016

Moved By: MR SALAH

Seconded By: MS BENCZKOWSKI

Approved/Disapproved: (3,0)

Date: 6-17-16

Signed: M. Salah

ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
JUNE 17, 2016 - 9:30 AM
CHEEKTOWAGA TOWN HALL

MEMBERS PRESENT: Ms. Diane Benczkowski, Mr. Daniel Higgins, and Mr. Matt Salah

MEMBERS ABSENT: Mr. Patrick Bowen and Ms. Sheila Meegan

OTHERS PRESENT: Mr. Glenn Absolom Mr. Joseph Fiegl, Mr. Richard Rehac, Ms. Brenda Rehac and Mr. William Strzeszynski II

ITEM NO.1-CALL MEETING TO ORDER

Ms. Benczkowski called the meeting to order at 9:28 am.

ITEM NO.2-APPROVAL OF APRIL 15, 2016 MEETING MINUTES

Mr. Salah moved, seconded by Ms. Benczkowski to approve the April 15, 2016 meeting minutes. 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 were no old business items to report.

ITEM NO.5-NEW BUSINESS

a. Presentation and Approval of 2017 Budget

i. Proposed 2017 Budget (Handout)

Mr. Fiegl presented the proposed ECSD No. 1 Budget to the Board.

ECSD No. 1 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 dated 6/19/91. The Memorandum of Understanding 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 approximately 47% of the Division-wide expenses and 4% of Laboratory expenses (as noted on Pages 4 and 5). Within Northern Region, ECSD No. 1 is responsible for approximately 36% of the costs.

Reviewing the Detail Summary for ECSD No. 1, total appropriations are projected to increase almost \$227,000 when compared to 2016. The change can be most attributed to a proposed \$141,000 increase in debt service, a \$100,000 increase in Northern Region's "I/I Repair / Sewer Relining", and a \$50,000 increase in capital reserves. On the revenue side, "user charges" are projected to decrease approximately \$230,000, while the ECSD No. 1 fund balance allocation has been increased approximately \$386,000 when compared to the 2016 budget. Observing recent trends on amount available and amount used, it is believed that this allocation of fund balance is prudent.

The estimated impact to the typical ratepayer (single family home) in ECSD No. 1 is approximately a 1% increase for 2017.

The total number of positions proposed in the Northern Region for 2017 is the same as 2016. There were minor transfer of positions within the County's various sewer districts, but the total number of positions remained the same.

Fringe benefits for employees are being calculated at 63% in this budget – a decrease from 2016. Actual numbers are not available at this time, but this is a conservative estimate.

The 2017 equipment line items represent approximately \$430,000 of the Northern Region budget. The major items include a new CCTV camera unit (with associated software and equipment), the replacement of equipment at numerous pumping stations throughout Northern Region, shared purchases to be used across all Erie County Sewer Districts, and Northern Region's standard 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. Northern Region contributes 47% of these Downtown office expenses.

A review of the individual budget codes was provided. Specific items highlighted included the budgeting on fuel, the \$100,000 increase in I&I repair / Sewer Lining, the Buffalo Sewer Authority bills, new fencing for the parcel behind the Northern Region offices, the \$50,000 increase in the District's capital reserve allocation, debt service utility costs, and personnel costs.

There were two (2) typographical errors. On Page 20, the 2017 request for 570000 is \$950,000 (and hence the total at the bottom is \$20,952,435). On Page 25, the outstanding principal for the last project is \$1,179,800.

Fund balance usage as an offsetting revenue is budgeted at 53%. The available district fund balance at 12/31/15 represents approximately 3.3 months of 2017 budgeted appropriations. Mr. Fiegl discussed the accounting associated with the amount of fund balance available and noted that this is an item that will be watched.

It is recommended for the 2017 Budget that the flat usage charge remain unchanged at \$200.00 per unit and the footage charges in ECSD No. 1 remain at \$0.70 / foot. At this time, the Board would be voting on the budget for ECSD No. 1. At the Combined Budget Meeting on June 22nd, the entire Northern Region budget is voted upon. If any changes are proposed by either the ECSD No. 4 or ECSD No. 5 Board of Managers, said changes would be presented and discussed at the July 2016 ECSD No. 1 Board of Managers meeting.

The Board unanimously approved the 2017 Budget 3-0.

ii. 271 Resolution

Mr. Fiegl presented the 271 resolution to the board for review and approval. Approximately 82%, and 18% of the total sanitary sewer tax levy of \$3,408,445 will be raised from the assessed value, and footage charges, respectively.

Ms. Benczkowski moved, seconded by Mr. Salah, to approve Resolution 271 with a flat charge of \$200.00 and typical footage charge of \$0.70. The motion carried 3-0.

Mr. Fiegl noted that Resolution 271 has been passed under the assumption that the combined budget for the Northern Region will remain unchanged after the upcoming ECSD Nos. 4 and 5 Board meetings. It is noted that if there are any modifications necessary, the budget and this resolution may need to be amended at the already scheduled July 15th ECSD No. 1 meeting.

b. I&I Approval for Compliance Hearing (Handout)

Mr. Strzeszynski spoke with the owners of Gregor's Garden Grove, located at 3270 Clinton St., West Seneca regarding their storm sewer drainage inlet (DI) which is connected to the sanitary sewer. Four (4) prior letters notifying them to disconnect all storm sewers from the sanitary sewer were sent. To date, the property is still in violation. Ms. Benczkowski moved, seconded by Mr. Salah for consideration of holding a hearing to obtain compliance with this request. The motion carried 3-0.

ITEM NO.6-MISCELLANEOUS &INFORMATIONAL ITEMS

a. Operational Report-(March & May)

Mr. Strzeszynski updated the Board with the operational reports for March, April and May. As a follow up to a back-up complaint on Henrietta, the staff televised (5) 21" diameter segments and identified a handful of root intrusions that were partially removed by mechanical bucketing. Later this summer the roots will be completely removed with root cutting with the assistance of a camera as well as chemically treated.

A sewer repair was completed at 37 Fairelm, which involved a lateral connection. Also, a 10" diameter storm connection in one of the district's sanitary manholes within the Garden Village Plaza parking lot was identified. Currently, the County is working with Benderson to get the connection terminated. The inflow and infiltration reduction will affect the wet weather levels in both the French Road trunk line and the downstream district #1 trunk line.

Staff mechanically cleaned siphons at Borden & French (10") and Mineral Springs & Lakeside (27" diameter trunk line). Crews completed flushing in mini-system 4 which is on the east side if Transit between French and Zurbrick. The flushing of mini-system 7 north and south of French Rd. near Borden Road is ongoing.

Also, the Industrial Park Pumping Station 12" normal operation and 30" wet weather valves were ordered. Currently waiting on a part and then will test the pump around setup before replacing the valves.

Staff are finalizing the remote control capabilities of the District No. 1 ORF valve is still a work in progress. Electronics Technicians and Operations staff are working out some kinks in the communications.

b. Pretreatment Report

There was nothing new to report.

c. Construction Report

There was nothing new to report.

i. Contract No. 70, CIPP Lining - Work Order No. 20 (Handout)

For the Board's review, a copy of United Survey's proposal for the 10" transite pipe at 185 Seneca Creek Rd., along with Contract No. 70, Work Order No. 20.

ii. Contract No. 41, CIPP Lining-Extension of Time (Handout)

The Board received a copy of Arold Constructions request for an extension of time for Cured-In-Place Pipe Lining. A longer lead time is required for liners 15" and up. Also, the 18" line that runs through an abandoned plaza, scheduled as part of the lining contract may undergo some realignment by a developer; requiring changes to the lining contract.

Ms. Benczkowski moved, seconded by Mr. Salah to approve items 6c i. & ii. The motion carried 3-0.

d. District Payments

None

ITEM NO.7-ADJOURNMENT & NEXT MEETING

Mr. Fiegl explained the combined budget meeting will be held on June 22, 2016 and Mr. Salah will be present to represent District No. 1. Typically a July meeting is scheduled in the event the budget does not pass. Mr. Fiegl suggested a motion to cancel the July 15, 2016 meeting and schedule for the following meeting on October 7, 2016, provided the budget is passed. Mr. Salah moved, seconded by Mr. Higgins to cancel the July 15, 2016 meeting contingent on Combined Budget Meeting results on June 22, 2016. The motion carried 3-0.

*****NEXT MEETING***
FRIDAY, OCTOBER 7, 2016 @ 9:30 AM
CHEEKTOWAGA TOWN HALL**

Respectfully submitted,



Matt Salah, P.E.
Secretary-ECSD No.1
Board of Managers

Motion to approve minutes of 6/17/16

Moved By: MS. BENCKOWSKI

Seconded By: MS. MEGAN

Approved/Disapproved: (5,0)

Date: 10/7/16

Signed: [Signature]

MS:br