

**MINUTES**  
**ERIE COUNTY SEWER DISTRICT (ECSD) NO. 5**  
**BOARD OF MANAGERS**  
**FEBRUARY 1, 2016**  
**CLARENCE TOWN HALL**

**MEMBERS PRESENT:** Messrs. Brian Armstrong, Timothy Lavocat and Kevin Zynda

**MEMBERS ABSENT:** Messrs. James Callahan and Brian Andrzejewski

**OTHERS PRESENT:** Messrs. Steven Bengart, Jonathan Bleuer, Joseph Fiegl, Richard Rehac, William Strzeszynski and Ms. Brenda Rehac

**ITEM NO. 1-CALL THE MEETING TO ORDER**

Mr. Fiegl called the meeting to order at 1:39 pm.

a. **Nominations for Board Officers**

On a motion by Mr. Lavocat, seconded by Mr. Zynda, Mr. Callahan was re-elected Chairperson for the Board of Managers. Mr. Zynda made a motion to elect Mr. Armstrong as Vice Chairperson. Mr. Lavocat seconded the motion. Mr. Lavocat made a motion to re-elect Mr. Zynda as the Board's Secretary. Mr. Armstrong seconded the motion. The motions all carried 3-0.

b. **Welcome New Members**

Mr. Brian Andrzejewski and Mr. Brian Armstrong are the new Board members. Orientation will be held later this winter for new Board members who would like to attend.

**ITEM NO. 2 APPROVAL OF OCTOBER 14, 2015 MEETING MINUTES**

On a motion by Mr. Armstrong, seconded by Mr. Zynda the October 14, 2015 minutes were approved. The motion carried 3-0.

**ITEM NO. 3 FROM THE PUBLIC**

There were no items from the public.

**ITEM NO. 4 OLD BUSINESS**

There were no items to report.

**ITEM NO. 5-NEW BUSINESS**

a. **Proposed Name Change (Handout)**

Mr. Fiegl discussed the proposed name change for the Erie County Sewer Districts wastewater treatment plants. By renaming the wastewater treatment plants to "water resource recovery facilities" 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

*Item 2*

invest in the infrastructure. The Board received an article related to this change. Mr. Fiegl also noted the Division of Sewerage Management is currently exploring a possible name change for the Division as a whole. Mr. Zynda moved, seconded by Mr. Armstrong to approve the resolution to change the name of Erie County wastewater treatment plants to water resource recovery facilities. The motion carried 3-0.

#### **ITEM NO. 6-MISCELLANEOUS/INFORMATIONAL ITEMS**

a. Operational Report-October-December (Handout)

Mr. Fiegl introduced Mr. William Strzeszynski, new Sewer District Manager for Northern Region. Mr. Strzeszynski previously held that position in ECSD No. 2. Mr. Rehac was promoted to Senior Sewer District Manager.

Mr. Rehac gave the following operational reports for October through December. A #1 pump failure at the Eastern Hills pumping station was replaced with a spare while the #1 pump was sent in for repair. It was also found a generator run alarm was not set up properly when the new generator was installed and the genset was found running while on utility power. A modification was made to the genset side of the transfer switch to give that alarm. Pump #2 at the Loch Lea pumping station was showing intermittent seal fail alarms. The pump was pulled, cleaned, and the oil was changed in both chambers. All other work in ECSD No. 5 was normal maintenance. There was only one (1) sanitary sewer complaint since the last meeting, which was a homeowner's issue.

b. Construction Report

Allstate Power Vac was out to fix the rejected liner installed in one section of pipe under Transit Road at the intersection with Main Street. The excess material from the previous liner was ground out and a new liner installed on January 22<sup>nd</sup>.

Punch list items remain on the upgrades for the Clarence Research Park treatment plant upgrades.

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

The Board received a copy of the Contract No. 70, Work Order No. 19 for Cured-in-Place Pipe Lining Term Agreement sent to United Survey.

Contract 74, Sanitary Sewer manhole Rehabilitation & Replacement Project

ii. Notice to Proceed (Handout)

The Board received a copy of the letter for the Notice to Proceed dated October 19, 2015 to Kandey Company, Inc. The work is now 100% complete.

iii. Resident Letter (Handout)

For the Board's information, a copy of the Construction Activity Notice sent to the homeowners in Erie County regarding the manhole rehabilitation project underway in their area.

c. Pretreatment Report

The Town of Amherst will no longer be inspecting dental facilities in Sewer District No. 5 for amalgam waste, and Erie County will perform the inspections in the future. Mr. Zynda mentioned the dental inspections for amalgam waste was last completed in 2013 and is required every 5 years. Erie County will be completing these inspections in 2018.

d. Payments (None)

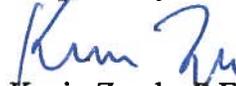
Mr. Armstrong questioned the payments, and Mr. Fiegl briefed Mr. Armstrong on the payment procedure.

Mr. Zynda moved, seconded by Mr. Armstrong to receive and file the informational items on the agenda. The motion carried 3-0.

**ITEM NO. 7-ADJOURNMENT & NEXT MEETING**

Mr. Zynda moved, seconded by Mr. Armstrong to adjourn the meeting at 1:55 p.m. The motion carried 3-0.

Respectfully submitted,



Kevin Zynda, P.E.

Secretary-ECSD No. 5 Board of Managers

**\*\*\*NEXT MEETING\*\*\***

**Monday, April 11, 2016 @ 1:30 p.m.**

**AMHERST TOWN HALL**

Motion to approve minutes of 2/1/16

Moved By: K. Zynda

Seconded By: J. Callahan

Approved/Disapproved: 4-0

Date: 2/20/16

Signature: K. Zynda

KZ/br

**MINUTES  
ERIE COUNTY SEWER DISTRICT (ECSD) NO. 5  
BOARD OF MANAGERS  
JUNE 20, 2016 @ 1:30 PM  
CLARENCE TOWN HALL**

**MEMBERS PRESENT:** Messrs., Brian Armstrong, James Callahan, Timothy Lavocat, and Kevin Zynda

**OTHERS PRESENT:** Messrs., Joseph Fiegl, Richard Rehac, William Strzeszynski and Ms. Brenda Rehac

**ITEM NO. 1-CALL THE MEETING TO ORDER**

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

**ITEM NO. 2 APPROVAL OF FEBRUARY 1, 2016 MEETING MINUTES**

On a motion by Mr. Zynda, seconded by Mr. Callahan, the February 1, 2016 minutes were approved. The motion carried 4-0.

**ITEM NO. 3 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 Board's review, a copy of the negative declaration previously approved by the Board to include existing Out of District Customer Extensions in Erie County Sewer Nos. 1,2,3,4, & 5 to their respective Sewer Districts.

b. New House/Creekwood Meadows

Erie County DSM and the Town of Clarence had met to discuss the Newhouse and Creekwood Meadows subdivisions. The Board discussed the two proposed subdivisions in the preliminary stages with the developers working on a concept to include a new, regional pumping station and eliminate the Loch Lea pumping station. The project has been in the process for several years.

**ITEM NO 5.-NEW BUSINESS**

a. Presentation and Approval of 2017 Budget

i. Proposed 2017 Budget (Handout)

Mr. Fiegl presented the proposed ECSD No. 5 Budget to the Board.

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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 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. 5 is responsible for approximately 14% of the costs.

Reviewing the Detail Summary for ECSD No. 5, total appropriations are projected to increase slightly – approximately \$16,000 – when compared to 2016. On the revenue side, contractual operation/maintenance services for the Clarence Town Sewer Districts is expected to increase approximately \$28,000 and the ECSD No. 5 fund balance allocation has been budgeted at approximately \$144,000 more than 2016. Observing recent trends on amount available and amount used, it is believed that this allocation of fund balance is prudent.

It is estimated that the proposed 2017 budget would result in a slight decrease to the typical ratepayer (single family home) in ECSD No. 5.

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 approximately 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 Town

of Amherst bill, new fencing for the parcel behind the Northern Region offices, the District's \$250,000 capital reserve allocation, debt service utility costs, and personnel costs.

Fund balance usage as an offsetting revenue is budgeted at 41%. The available district fund balance at 12/31/15 represents approximately 3.7 months of 2017 budgeted appropriations.

It is recommended for the 2017 Budget that the flat usage charge be increased to \$125.00 per unit and the footage charge in ECSD No. 5 remain at \$1.00 / foot. At this time, the Board would be voting on the budget for ECSD No. 5. At the Combined Budget Meeting on June 22<sup>nd</sup>, the entire Northern Region budget is voted upon. If any changes are proposed by either the ECSD No. 1 or ECSD No. 4 Board of Managers, said changes would be presented and discussed at the July 2016 ECSD No. 5 Board of Managers meeting.

Mr. Armstrong questioned if the flat charge increase from \$100 to \$125 may lead to complaints despite the overall decrease. Mr. Fiegl stated this was certainly a possibility and the County's tax department will be prepared. Mr. Lavocat questioned how much revenue the additional \$25 increase will result in. Mr. Fiegl stated that he was unsure but estimated approximately \$125,000. Again, that amount is offset by a decrease in assessed valuation revenues.

Mr. Callahan moved, seconded by Mr. Zynda to approve the 2017 Budget. The motion carried 4-0.

i. 271 Resolution (Handout)

Mr. Fiegl presented the 271 Resolution to the Board for review and approval. Mr. Fiegl explained that the resolution spells out the rates used to calculate the tax levy, and is a necessary step in the budget approval process. Approximately 66% and 34% of the total sanitary sewer tax levy of \$962,797 shall be raised from the assessed value and footage charges, respectively. Mr. Callahan moved, seconded by Mr. Zynda to approve Resolution 271 with a flat charge of \$125.00 and footage charge of \$1.00. The motion carried 4-0.

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 Combined Budget / ECSD No 4 Board of Managers meeting on June 22<sup>th</sup>. 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 11<sup>th</sup> ECSD No. 5 meeting.

b. Reimbursement for 5907 & 5945 Vinecroft Drive Permits (Handout)

Two (2) sewer permits were erroneously issued from Erie County for \$1002.00 each which is within the bounds of Clarence Town District #6. The Board was requested to refund the total amount of \$2004.00 to the contractor. Mr. Zynda moved, seconded by Mr. Lavocat. The motion carried 4-0.

c. Eastern Hills Pumping Station Improvements (Handout)

The board was presented a memo from Matt Salah of the Division of Sewerage Management regarding the Eastern Hills pumping station and the Fireside Apartments. On December 16, 2015 Fireside Apartments received a conditional approval for their development. The Fireside Apartments will be tributary to both Bryant and Stratton and Eastern Hills Pumping Stations, and the Eastern Hills Pumping Station may be reaching its capacity. The sewer plans approved consisted of the Fireside Apartments assisting with upgrades with the replacement of pumps, control panel and seating elbows with one spare pump. It was then discovered with the new sized pumps, the existing power is not sufficient. The DSM will upgrade the electrical service and pumps and related equipment will be furnished by the developer. The developer is in agreement to construct only the first three buildings of this development prior to the upgrade of the pumping station. Mr. Callahan moved, seconded by Mr. Zynda to approve the items listed in the memo. The motion carried 4-0.

d. Resignation of Brian Andrezejewski (Handout)

The Board received a copy of Mr. Andrezejewski's resignation letter.

**ITEM NO. 6-MISCELLANEOUS/INFORMATIONAL ITEMS**

a. Operation Report –January-May(Handout)

The operation reports for May were distributed at the meeting. Staff completed weekly and monthly preventative maintenance tasks at all pump stations. Annual generator preventative maintenance was completed. Pump #1 and #2 at Loch Lea pump stations were replaced with spares. Central Maintenance sewer television crew inspected asbestos lines in district #5. About four thousand feet remain to be televised and this work will continue in late summer or early fall. Staff performed some preliminary I&I investigations and may possibly dye and smoke test in mini-system #8 this summer. A back-up complaint at 5201 Brookhaven was relieved and subsequently televised and several buckets of stone were removed. After televising, the PVC pipe was found to be in perfect condition. It is presumed to have come from a prior lateral installation.

b. Construction Report

There was nothing new to report.

c. Pretreatment Report

There was nothing new to report.

d. Payments

The Board received a copy of the payment made to NFP for \$62,643.41 for the Clarence Research Park improvements, along with CMH for \$29,418.11 for the Main / Transit Sewer lining project.

Mr. Callahan moved, seconded by Kevin Zynda to receive and file the miscellaneous and informational items. The motion carried 4-0.

**ITEM NO. 7-ADJOURNMENT & NEXT MEETING**

Mr. Fiegl explained the combined budget meeting will be held on June 22, 2016 and Mr. Zynda will be present to represent District #5. Typically a July meeting is scheduled in the event the budget does not pass. The Board discussed a motion to cancel the July 11, 2016 meeting, provided the budget is passed. Mr. Callahan moved, seconded by Mr. Zynda to cancel the July 11, 2015 meeting contingent on the Combined Budget Meeting results on June 22, 2016. The motion carried 4-0. The meeting was adjourned at 2:22 pm.

Respectfully submitted,



Kevin Zynda, P.E.  
Secretary-Erie County Sewer District No.5  
Board of Managers

**\*\*\*NEXT MEETING\*\*\***

**Wednesday, October 11, 2016 @ 1:30 p.m.  
Amherst Town Hall**

Motion to approve minutes of 6/20/16

Moved By: J. Callahan

Seconded By: K. Zynda

Approved/Disapproved: 4-0

Date: 10/4/16

Signature: Kevin J. Zynda

KZ/blr

**MINUTES**  
**ERIE COUNTY SEWER DISTRICT (ECSD) NO. 5**  
**BOARD OF MANAGERS**  
**OCTOBER 3, 2016**  
**AMHERST ENGINEERING DEPARTMENT**

**MEMBERS PRESENT:** Messrs. Brian Armstrong, James Callahan, Timothy Lavocat,  
and Kevin Zynda

**OTHERS PRESENT:** Messrs. Jeffrey Burroughs, Joseph Fiegl, Richard Rehac,  
William Strzeszynski and Ms. Brenda Rehac

**ITEM NO. 1-CALL THE MEETING TO ORDER**

Mr. Callahan called the meeting to order at 1:30 pm.

**ITEM NO. 2 APPROVAL OF JUNE 22, 2016 MEETING MINUTES**

On a motion by Mr. Callahan, seconded by Mr. Zynda, the June 20, 2016 minutes were approved. The motion carried 4-0.

**ITEM NO. 3 FROM THE PUBLIC**

This was discussed in item 4a.

Mr. Strzeszynski discussed a complaint call received for 8960 Candlewood Lane in April 2016. Upon arrival, the crew from Erie County found Roto-Rooter had cleared a blockage, but stated they believed the actual obstruction was in the sewer main and not the lateral. Sewer District staff checked the upstream manhole and found no signs of surcharging, which would be consistent with a blockage caused by an obstruction in the main. They informed the homeowner this was a private lateral issue. Subsequently, Roto-Rooter televised the private lateral and identified an obstruction which they told the homeowner could be in the sewer main. Mr. Strzeszynski received a letter from the homeowner requesting information on when the obstruction would be removed to prevent any future backups. Mr. Strzeszynski told the homeowner staff would televise the sewer main. After review of the original inspection paperwork from 1987, it shows the District performed a tap at this location. Televising video shows the rubber gasket from the saddle on the tap is protruding into the flow path, likely causing the obstruction. The replacement of the saddle is scheduled for late this week or early next week. Mr. Fiegl stated that should the homeowner wish to submit for cost associated with Roto Rooter's efforts, they will be directed to the County Attorney's office to file a claim.

Mr. Fiegl noted there were allegations of harassment regarding an inspector and a contractor performing sewer work in the Clarence Town Districts. Mr. Lavocat was also notified of issue at the time.

**ITEM NO. 4 OLD BUSINESS**

a. New House/Creekwood Meadows

Mr. Zynda reported that a proposal from the Creekwood Meadows developer was submitted and currently under review by Erie County. The developer is proposing a deeper wet well adjacent to the existing Lock Lea pump station. Mr. Fiegl stated that the review of this proposal will center around verifying that these improvements can service this area of ECSD No. 5 without the need for two separate pumping stations.

**ITEM NO. 5-NEW BUSINESS**

a. 2017 User Charge

i. Public Hearing Notice (Handout)

A copy of the Public Hearing Notice which was published on August 24, 2016 was provided for the Board's review. Mr. Zynda stated there were no increases in the flow user charge rates from last year.

ii. Meeting Minutes (Handout)

The Board of Managers received a copy of the minutes from the public hearing user charge for Erie County Sewer Districts 1-6 & 8, which were held on September 20, 2016. Now that the public hearing was held, the next step is for the individual Boards of Managers to adopt the rates. A Notice of Adoption will be published in the Buffalo News and the County's official papers.

iii. Approval of Resolution (Handout)

Mr. Zynda moved, seconded by Mr. Callahan to approve the resolution. The motion carried 4-0.

b. 2017 Meeting Schedule (Handout)

The Board reviewed the 2017 proposed meeting schedule. It was noted the April 3, 2017, meeting was changed from Amherst Town Hall to Amherst Engineering Department. Mr. Callahan moved, seconded by Mr. Armstrong to approve the 2017 schedule as amended. The motion carried 4-0.

c. Confirmation of Telephone Poll-Award of Contract 22-Eastern Hills PS

Mr. Zynda moved, seconded by Mr. Callahan to confirm the previously approved phone poll to award Yarussi Construction, Inc. a contract to complete the upgrades to the Eastern Hills Pumping Station. The motion carried 4-0.

**ITEM NO. 6-MISCELLANEOUS/INFORMATIONAL ITEMS**

a. **Operational Report – June-August (Handout)**

Mr. Strzeszynski updated the Board with the operational reports. A pump was replaced at the Loch Lea pumping station (PS) due to a bad impeller. The impeller has been replaced on the pulled unit and is now the spare pump for the station. The telemetry unit at the Stahley Road PS was changed from a “radio based” Moscad unit to a “cellular based” Omni-site for more consistent communication. All the batteries in the telemetry units throughout the district were replaced. The main breaker at the Pine Breeze PS was replaced. The existing breaker would not stay in the “off” position, making it impossible to shut off the power to safely perform maintenance.

In addition, the Collection staff focused on inflow and infiltration investigations in mini-system 8 which includes the neighborhoods tributary to the Bryant and Stratton PS. Staff identified and eliminated (15) fifteen sources of inflow through manhole repairs – raising or replacing the frame and cover or installing inflow protectors. Also, sewer district staff identified a private manhole that ties into the system behind the Transit Town Plaza. The manhole is located in the blacktop and appears to have been functioning as a storm drainage inlet based on the immediate area around the manhole being slightly graded toward the manhole and its position about 4-5” low in the pavement with an open grate style cover. A new cover and inflow protector will be installed.

b. **Construction Report**

Mr. Zynda stated that the contract for the Clarence Research Project has been closed out.

c. **Pretreatment Report**

There was nothing new to report.

d. **Payments**

There was nothing new to report.

Mr. Zynda moved, seconded by Mr. Callahan to receive and file the miscellaneous and informational items. The motion carried 4-0.

Mr. Fiegl also noted the term agreements and inspection services contracts are up at the end of the year. Proposals are currently being reviewed and will likely require approval by the board via phone poll at the end of the month.

**ITEM NO. 7-ADJOURNMENT & NEXT MEETING**

The meeting adjourned at 1:44 p.m.

Respectfully submitted,



Kevin Zynda, P.E.  
Secretary-ECSD No. 5 Board of Managers

**\*\*\*NEXT MEETING\*\*\*  
Monday, December 5<sup>h</sup>, 2016 @ 1:30 p.m.  
CLARENCE TOWN HALL**

Motion to approve minutes of 10/3/16

Moved By: LAVOAT

Seconded By: CALLAHAN

Approved/Disapproved: 4/10

Date: 12/5/16

Signature: Kevin Zynda

KZ/blr