

**ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
April 13, 2012-9:30 A.M.
Burchfield Nature Arts Center**

MEMBERS PRESENT: Ms. Mary Holtz, Mr. Daniel Higgins, Ms. Sheila Meegan,
Mr. William Pugh and Mr. Matt Salah

OTHERS PRESENT: Messer's. Joseph Fiegl, Glenn Absolom, Roger Lalli and
Ms. Brenda Rehac

ITEM NO.1-CALL MEETING TO ORDER

Ms. Holtz called the meeting to order at 9:30 am.

a. **Welcome New Member**

The Board welcomed Ms. Sheila Meegan as the newest Board member.

b. **Election of Officers**

Mr. Salah moved, seconded by Ms. Meegan to elect Ms. Holtz as Chair. The motion carried 5-0. Ms. Holtz moved, seconded by Mr. Pugh to elect Ms. Meegan as Vice Chair. The motion carried 5-0. Typically the Secretary position is held by a member of the Division of Sewerage Management. Ms. Holtz moved, seconded by Ms. Meegan to elect Mr. Salah as Secretary. The motion carried 5-0.

ITEM NO.2-APPROVAL OF October 7, 2011 (Revised) MEETING MINUTES

Mr. Salah moved, seconded by Ms. Meegan to approve the October 7, 2011 minutes. The motion carried 5-0.

ITEM NO.3-ITEMS FROM THE PUBLIC

None

ITEM NO.4-NEW BUSINESS

a. **Approval of Payments**

- i. Mr. Salah presented the payments for December 2011. Ms. Holtz moved, seconded by Mr. Pugh to approve the payments as submitted. The motion carried 5-0.

In addition, Mr. Fiegl suggested on future agendas, the payments can be added as an informational item. The contract close-out will be brought before the board for their recommendation for the Erie County Legislature. The Board agreed to this suggestion.

Item 2

- b. Close-Out of Contract No. 65-Mineral Springs Old Metering Bldg. Demolition & Magnetic Meter Bldg. Replacement (Handout)

Ms. Holtz moved, seconded by Mr. Salah to accept the Close-Out of Contract No. 65 in the amount of \$83,977.45 to Pinto Construction. The motion carried 5-0.

ITEM NO.5-OLD BUSINESS

- a. Revised 2012 Meeting Schedule (Handout)

Ms. Holtz moved, seconded by Ms. Meegan to approve the revised 2012 meeting schedule contingent on the availability of the Board Members for the June 22, 2012 budget meeting. The motion carried 5-0. *Since then the June 22, 2012 meeting has been changed to June 20, 2012 at 3:30 PM. This meeting will take place in the Cheektowaga Town Hall.*

ITEM NO.6-MISCELLANEOUS & INFORMATIONAL ITEMS

- a. Operational Report-September, October, November, December 2011 & January 2012 (Handout)

Mr. Lalli stated District No.1 was relatively quiet with no major issues, primarily due to the unseasonably dry weather.

- b. Pretreatment Report

- i. FOG Report (Handout)

Mr. Fiegl explained the aggressive FOG (fats, oils and grease) program the DSM has staffed to help eliminate blockages caused by improper disposal. All food service/restaurants are being inspected for the proper grease removal system.

- c. Construction Report

Mr. Salah updated the members regarding the Scrivner and Empire Drive project.

- d. Workers Safety Program

- i. Clear Waters Article (Handout)

Several articles were published in the Clear Water Article highlighting the DSM and their diligent work safety program.

Mr. Fiegl also noted the attached article published in the Buffalo News regarding the Buffalo Sewer Authority and the upgrades necessary for the water and sewer systems.

- e. SEOR – Aurora North PS Elimination (Handout)

Mr. Salah discussed the elimination of the Aurora North Pump Station. Half of the project is in Lancaster and the remaining half is in Cheektowaga. Mr. Salah anticipates the duration of the project will be approximately 18 months.

f. Empire and Scrivner Drive –Resident Letter

The Board received a copy of the letter sent to the homeowners in the Empire and Scrivner Drive area on December 21, 2011 notifying them of the construction work for the installation of the sanitary sewer upgrades.

i. Approval of Plans

A copy of the letters submitted to the NYS DEC regarding the approval of plans for the Scrivner and Empire Drive Project.

g. Clean Water Advocate-October/November 2011; December 2011/January 2012 (Handout)

Newsletters were made available for the Boards review.

h. I/I Program (Handout)

Letters were sent to homeowners in District No.1 who recently had an Inflow & Infiltration inspection completed on their property. It was noted during the inspection, the homeowner had bathroom facilities in their basement hooked to under the floor plumbing and/or basement floor drains connected to the sanitary sewer. Existing connections are not in violation for Erie County Sewer; however they are not permitted for new installations. Erie County does not guarantee basement service; therefore, will take no responsibility for a sanitary sewer back up.

Ms. Holtz moved, seconded by Mr. Salah to receive and file items 6a-6h. The motion carried 5-0.

ITEM NO. 7-ADJOURNMENT & NEXT MEETING

Ms. Holtz moved, seconded by Ms. Meegan to adjourn the meeting at 10:00 am. The motion carried 5-0.

*****NEXT MEETING***
JUNE 20, 2012 @ 3:30 PM
CHEEKTOWAGA TOWN HALL**

Respectfully submitted by,



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

**MINUTES
BOARD OF MANAGERS
ERIE COUNTY SEWER DISTRICT NO. 1
JUNE 20, 2012, 3:30 PM
CHEEKTOWAGA TOWN HALL**

MEMBERS PRESENT: Ms. Mary Holtz, Mr. Daniel Higgins, Ms. Sheila Meegan,
Mr. William Pugh and Mr. Matt Salah

OTHERS PRESENT: Mr. Glenn Absolom, Mr. Joseph Fiegl, Mr. Roger Lalli and
Ms. Brenda Rehac

ITEM NO. 1-CALL MEETING TO ORDER

Ms. Holtz called the meeting to order at 3:32 pm.

ITEM NO. 2-APPROVAL OF MEETING MINUTES-April 13, 2012

On a motion by Ms. Holtz, seconded by Ms. Meegan, the April 13, 2012 meeting minutes were approved. The motion carried 5-0.

ITEM NO. 3-ITEMS FROM THE PUBLIC

None

ITEM NO. 4-NEW BUSINESS

a. i. **Budget Presentation and Approval**

ECSD No. 1 Budget Discussions

Mr. Fiegl began the presentation by advising the Board members that due to the New York State 2% Property Tax Cap law, there is less flexibility in this year's budget preparation. However, Mr. Fiegl commented that he believes this draft budget is a responsible plan to protect the assets and ratepayers of ECSD No. 1.

Overall, the ECSD No. 1 appropriations are budgeted in 2013 to increase approximately 0.4%. Due to an increase in anticipated revenues, the actual District tax levy is projected to decrease by approximately 0.7%. Therefore, most ratepayers in the District will realize total 2013 charges to be at or below 2012's charges.

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 (MOU) dated 6/19/91. Essentially, the MOU outlines which costs or expenses are

shared items amongst the Districts and which items are exclusive to the 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 46.5% of the Division-wide expenses. Within Northern Region, ECSD No. 1 is responsible for 36% of the costs.

Reviewing the Detail Summary for ECSD No. 1, total appropriations are projected to increase \$24,000 when compared to 2012, with most of this increase is attributed to debt service. On the revenue side, fund balance allocation has been increased (by approximately \$33,000) to \$882,543. Observing recent trends on amount available and amount used, it is believed that this allocation of fund balance is prudent.

Comparing the 2012 and 2013 budgets for Northern Region ("pie charts"), one will note that most items remained constant, except for the percentage of debt services.

As stated previously, the estimated impact to the typical ratepayer (single family home) in ECSD No. 1 is a \$3 to \$4 decrease for annual charges.

Fringe benefits for employees are at this point not anticipated to spike sharply this year. The expected increases in pension and medical insurance are not projected to be as high as in past years. While items such as workers comp and unemployment are expected to decrease slightly.

The 2013 equipment line items represent \$418,430 of the Northern Region budget. The major items includes the replacement of two (2) vehicles, replacement of a 1985 backhoe, replacement of two 40 year old pumps, replacement of variable frequency drives for energy and maintenance savings, and the Northern Region's standard unanticipated replacement item.

Fund balance usage as an offsetting revenue is budgeted at 60%. The available district fund balance at 12/31/11 represents approximately 2.6 months of 2013 budgeted appropriations.

Mr. Fiegl presented additional details from the various accounts and concluded that the overall of the Northern Region budgeted appropriations have increased approximately by 1%. It was noted that generally individual line items are budgeted conservatively, with the understanding that any unused funds roll into fund balance and can be used as an offsetting revenue in subsequent budgets to offset rate increases.

Mr. Fiegl ended the presentation with recommendations for the 2013 Budget that the flat charge remain unchanged at \$200.00 per unit and the footage charges remain at \$0.60 / foot. At this time, the Board would be approving the budget for ECSD No. 1. At the Combined Budget Meeting on June 27th, 2012 the entire Northern Region budget is voted upon. Ms. Holtz moved, seconded by Ms. Meegan, to approve the 2013 Budget. The motion carried 5-0.

ii. 271 Resolution

Mr. Fiegl presented the 271 resolution to the board for review and approval. Approximately 40%, 8%, and 52% of the total sanitary sewer tax levy of \$6,133,593 will be raised from the assessed value, footage and flat charges, respectfully.

Ms. Meegan moved, seconded by Ms. Holtz, to approve Resolution 271 with a flat charge of \$200.00 and typical footage charge of \$0.60. The motion carried 5-0.

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 Boards for ECSD Nos. 4 and 5 have had their opportunity to review and vote on the budget. The entire budget will be voted upon at the combined budget meeting on June 27th. 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 6th ECSD No. 1 meeting.

b. I/I Final Inspection (Handout)

The Division of Sewerage Management is recommending the Board of Managers move forward with a Compliance hearing for the property owner at 83 Caprice Dr., Cheektowaga for failure to comply with their I&I home inspection. Ms. Meegan moved, seconded by Ms. Holtz, to schedule a compliance hearing. The motion carried 5-0.

ITEM NO.5-OLD BUSINESS

a. Town of Elma (Handout)

The Board received a copy of the meeting notes summary Mr. Fiegl and Mr. Salah attended with the Town of Elma. Mr. Fiegl and Mr. Salah reiterated the concerns of the ECSD No. 1 Board of Managers with respect to uncoordinated out-of-district customer agreements and the request of an intermunicipal agreement with the Town to service a new Town sewer district along Transit Road.

ITEM NO.6-MISCELLANEOUS & INFORMATIONAL ITEMS

a. Operational Report-March, April, May, 2012 (Handout)

Mr. Lalli stated a sinkhole was reported on Casimer St., West Seneca. While the staff investigated the sinkhole and televised the line, a void in the main further down from the sinkhole was discovered and subsequently repaired. Erie County Highway repaired the sinkhole, which was not due to the problem with the main. In addition, West Seneca Engineering reported a sewer back up from a property owner on Henrietta Drive. The lines were checked and no blockage was found. It was recommended to the homeowner to contact the DSM when experiencing an issue.

b. Pretreatment Report

There was nothing new to report.

c. Construction Report

Item discussed in item 6d.

d. Empire and Scrivner Drive

i. Notice to Proceed (Handout)

The Board received a copy of the "Notice to Proceed" letter for the Sanitary Sewer Rehabilitation Project awarded to Visone Construction Company. The contract requires all work to be completed by August 20, 2012.

e. SEQR-Aurora Street Pump Station Elimination Project (Handout)

Information regarding the Aurora North Pumping Station Elimination project was available for the Board's review.

f. NYS Sewage Right to Know

Mr. Fiegl discussed the NYS Sewage Right to Know bill which was recently passed by the NYS Assembly and Senate. The Governor now needs to sign the bill. Once the law takes effect, the DEC will promulgate rules and regulations.

Ms. Holtz moved, seconded by Ms. Meegan to receive and file the informational handouts under items 5 and 6a-f. The motion carried 5-0.

ITEM NO. 7-ADJOURNMENT & NEXT MEETING

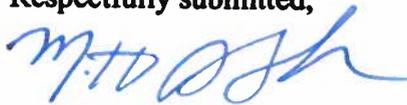
Ms. Holtz moved, seconded by Ms. Meegan to adjourn the meeting at 4:14 pm. The motion carried 5-0.

****NEXT MEETING****

JULY 6, 2012 @ 9:30 AM

BURCHFIELD NATURE @ ARTS CENTER

Respectfully submitted,



Matt A Salah, P.E.

Secretary – ECSD No. 1 Board of Managers

MAS/blr

**ERIE COUNTY SEWER DISTRICT NO. 1
BOARD OF MANAGERS
October 5, 2012 9:30 AM
CHEEKTOWAGA TOWN HALL**

MEMBERS PRESENT: Mr. Daniel Higgins, Ms. Mary Holtz, Ms. Sheila Meegan,
Mr. William Pugh and Mr. Matt Salah

OTHERS PRESENT: Mr. Joseph Fiegl, Mr. Larry Krug, Mr. Roger Lalli and
Ms. Brenda Rehac

ITEM NO.1-CALL MEETING TO ORDER

Ms. Holtz called the meeting to order at 9:34 am.

ITEM NO.2-APPROVAL OF MEETING MINUTES

a. June 20, 2012 Meeting Minutes

Ms. Holtz moved, seconded by Ms. Meegan to approve the June 20, 2012 meeting minutes.
The motion carried 5-0.

b. Approval of Combined Budget Meeting (June 27, 2012)

Ms. Holtz moved, seconded by Ms. Meegan to approve the June 27, 2012 Combined Budget
meeting minutes. The motion carried 5-0.

ITEM NO.3-ITEMS FROM THE PUBLIC

None

ITEM NO.4-NEW BUSINESS

a. 2013 Meeting Schedule (Handout)

The Board received a copy of the proposed 2013 Erie County Sewer District #1 meeting
schedule. Ms. Holtz moved, seconded by Ms. Meegan to approve the 2013 meeting schedule. The motion
carried 5-0.

b. 2013 User Charge

i. The Board received a copy of the Public Hearing Notice which outlined the charges for the
industrial users of Erie County in Districts 1-6 and 8.

ii. Meeting Minutes (Handout)

The Board of Managers received a copy of the public hearing notice and minutes of the meeting
which was held on August 16, 2012. The individual Boards of Managers need to adopt the rates. After the
Boards adoption of the Notice it will be published in the Buffalo News and the County's official papers. This will
be followed by obtaining the Erie County Legislature approval.

Team 2

iii. Approval of Resolution (Handout)

Ms. Meegan moved, seconded by Ms. Holtz to approve the user charges resolution for ECSD #1. The motion carried 5-0.

c. VI –Final Violation (Handout)

The Board received a copy of the final violation notice sent to 110 Brentwood Drive, Cheektowaga. Ms. Meegan moved, seconded by Ms. Holtz to move forward with scheduling a hearing for non-compliance. The Hearing Officer will then make a recommendation for the consideration of the Board. The motion carried 5-0.

ITEM NO.5-OLD BUSINESS

a. Town of Elma

Mr. Fiegl briefed the Board with prior discussions related to out-of-district customer requests and the desire of the Board to instead effectuate an intermunicipal agreement with the Town of Elma to service a new town sewer district along Transit Road. The creation of a town sewer district would allow for coordinated planning for both entities. Until the Town of Elma again approaches the Board or the County about this item, Mr. Fiegl suggests the item be removed from the agenda.

ITEM NO.6-MISCELLANEOUS &INFORMATIONAL ITEMS

a. Operational Report- July- August 2012 (Handout)

Mr. Lalli stated in July the generator at Cayuga had failed due to the water pump which disintegrated. Also, in August a sanitary sewer overflow was reported at the Frank Lloyd Wright Boat House. The facilities maintenance crew discovered a broken clean out on the force main which had possibly been hit by a vehicle. Other than those items typical preventative and corrective maintenance was performed in the District.

b. Pretreatment Report

None

c. Construction Report

i. Contract 39-Project will Commence 10/15/12

Mr. Salah stated this for the Empire and Scrivner Drive Project.

d. Completion of Contract 66-2010-2011 CIPP Lining Project

The Board received a memo regarding the Close-Out Contract for CIPP completed by Lash Contracting, Inc. Mr. Fiegl noted that a new contract was recently awarded with very competitive unit prices.

e. 2012 Assessment Rolls Public Hearing (Handout)

A Public Hearing is scheduled for November 2, 2012. The Legislature will be requested to adopt and affirm the Assessment Rolls.

This item was received and filed.

f. Merger/Regionalism Discussions (West Seneca)

Mr. Fiegl met with the Town's Supervisor and Engineer in August and with the County's Attorney in September. Ms. Maria Whyte, Commissioner for the Department of Environment and Planning and Mr. Fiegl will be setting up a meeting sometime later this year with the Town to discuss further. Ms. Meegan discussed the major infrastructure completed in West Seneca using cured in place pipe lining and the 10 year plan for aggressive future sewer upgrades.

Ms. Holtz moved, seconded by Ms. Meegan to receive and file the informational handouts under item 6a-e. The motion carried 5-0.

ITEM NO.7-ADJOURNMENT & NEXT MEETING

Ms. Holtz moved, seconded by Ms. Meegan to adjourn the meeting at 10:02 am. The motion carried 5-0.

*****NEXT MEETING***
DECEMBER 7, 2012 @ 9:30 AM
BURCHFIELD NATURE & ARTS CENTER**

Respectfully submitted,



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

MS:br

Moved By: Ms HOLTZ

Seconded By: Ms MEEGAN

Approved/Disapproval: 5, 0

Date: 2 - 8 - 13