**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

 **DECEMBER 11, 2017**

**Meeting commenced at 6:03 p.m.**

PLEDGE OF ALLEGIANCE

1. ATTENDEES:

George DiMarco, Vice President

 Scott Jeffers, Board Member

 Jason Hammer, Board Member

 John Swierzowski, Board Member

Michael Hlozansky, Senior Water Treatment Plant Operator

 Michael Poulin, City of Johnstown Attorney

 Barbara Koehler, Clerk of the Board

Tim Cellary, City Council Liaison

2. GUESTS:

 David R. Hoover

3. FINANCIAL:

3.1 **MOTION** to accept Vouchers for payment totaling $2,443,054.37.

$ 4,655.66 for November 2017

$ 1,091,103.10 for December 2017 (includes $483,893.77 Sewer for November 2017)

$ 1,347,295.61 for fiscal year 2016 Sewer (per Voucher from City Treasurer)

**MOTION** to accept vouchers for payment made by SWIERZOWSKI, seconded by DIMARCO.

4 ayes 0 nays 0 absent

3.2 **MOTION** to approve the November 2017 Industrial Levy and November 2017 Residential Levy

 made by DiMarco, seconded by SWIERZOWSKI.

4 ayes 0 nays 0 absent

At the meeting of January 8, 2018, the clerk will compile an annual usage report showing comparisons for both Industrial and Residential water usage.

Mr. DiMarco noted there was a dip in revenue a while back but he does not know if that was due to the lower rates charged or a lowered water usage.

Mr. Dimarco indicated to the Water Board the 2018 Budget was difficult to complete, as we only received Revenue and Expenditures from the Treasurer to April 2017.

4. PERSONNEL -

Mike Hlozansky noted John Denmark completed his Grade 1A class (Advanced Water Operators Course). All the paperwork was forwarded to Herkimer County DOH office.

In the Spring of 2018, two (2) water department distribution employees will be attending 2A schooling.

5. CORRESPONDENCE RECEIVED

5.1 Request for administrative review for residential water / sewer:

 Paul McDemott Account 306100 10 Water Street

 Quinn Sitterly Account 148900 118 N. Market Street

Requests given to GJWW. The next GJWW meeting is December 13, 2017, where a decision will be made regarding the sewer portion of invoice. A decision will be made on the water portion of the invoices at our next regular meeting of January 8, 2018.

5.2 Letter received from Robin Lee J. LaPort regarding “illegal water bill” and “falsified water bill” for

 water/sewer rents. Account # 166600.

 Ms. LaPort never filed a grievance with the GJWWD. A grievance form was mailed to her by the

 Water Department.

 Copies of all correspondence from and to Ms. LaPort emailed to Attorney Poulin, on

 December 5, 2017, to address. Attorney Poulin noted he will address a letter to Ms. LaPort.

6. OLD BUSINESS:

6.1 Capital Projects Review

6.1.1 Cork Center – DAM REHABILITATION PROJECT

**Phase 1** of the Dam Rehabilitation Project nearly completed. There was a delay in the delivery of the walking bridge out to the tower. The bridge was to have been delivered after Thanksgiving, but will not arrive until end of December 2017.

**Phase 2** will commence in 2018. The Water Department received structural report from GPI on the spillway. GPI wants to do more investigative work. Jake Tennis (GPI) will attend our January 8, 2018 meeting to discuss Phase 2. Based on the investigative work performed in December, the radar detected voids under the front end of the spillway and side walls. In addition to the floor, more than 35% of the walls require minor and major repair. More investigative work is needed to get a better feel for the scope of the work, and the cost involved, before a design is started.

7. MOTIONS & RESOLUTIONS:

7.1 **MOTION** to accept minutes of November 13, 2017 made by HAMMER and seconded by JEFFERS,

 4 ayes 0 nays 0 absent

7.2 **RESOLUTION** to rescind Resolution #26-2015.

 (Tabled in Water Board Meeting of November 13, 2017)

 **Motion** to Table Resolution made by Swierzowski and seconded Jeffers, 4 ayes 0 nays 0 absent

8. NEW BUSINESS:

8.1 **RESOLUTION** to Approve Memorandum of Understanding for FCDW#1 (Smart Waters).

**Motion** to Table Resolution made by DiMarco and seconded Jeffers, 4 ayes 0 nays 0 absent

*Memorandum of Agreement between Fulton County, City of Johnstown Common Council and the City of Johnstown Water Board, dated 12/11/17.*

The Memorandum was brought to meeting by Attorney Poulin and distributed to Water Board members today.

Attorney Poulin was going to add 7-8 individual parcels to the list in the agreement (Section III, Number 3.). Mr. DiMarco noted he will have the above changed before the Memorandum goes back to Attorney Poulin for review.

Attorney Poulin also noted the GJWWD should also sign the agreement. Mr. DiMarco feels the GJWWD does not have to sign the Memorandum as long as the City of Johnstown agrees to Memorandum. Attorney Poulin advises we should not enter into an agreement that is not correct as it could only make the contract null/ void in the future. If GFWWD does not sign the Memorandum, we do not have agreement, per Attorney Poulin. The Memorandum states water and sewer will be provided.

Mr. Hammer noted our attorney advised us to have the Sewer Board sign and follow his advice.

The Water Board will have a year- end meeting to discuss above, and other matters, on December 21, 2017 at 3:30 pm.

8.2 MASTER METER:

Mr. Swierzowski asked about the status of replacing water meters. Mr. DiMarco noted we had a good meeting with Mike Worden (Master Meter Regional Sales Manager) and Brandon Foster (Master Meter regional VP of Sales) in November 2017

 We are waiting for the new contract with the warranty clearly noted.

Mr. DiMarco will send a letter to Brandon Foster, with a cc: to Mike Worden, regarding the status of the contract.

8.3 Mr. DiMarco also noted both within the city and outside of city, where water/sewer bills not paid and water is shut off, the unpaid amount due is not placed as a lien on foreclosed properties. This issue will be addressed.

9. PUBLIC ANNOUNCEMENTS:

 Water Board year end meeting to be held December 21, 2017 at 3:30 pm.

 Water Department will be closed on Monday December 25, 2017 (Christmas Day)

**MOTION** to go into Executive Session regarding the employment history of a particular person(s) or matters leading to the appointment, employment, promotion… of a particular person(s) made by DIMARCO and seconded by SWIERZOWSKI at 6:52 pm, 4 ayes 0 nays 0 absent

**MOTION** to close executive session was made by JEFFERS and seconded by SWIERZOWSKI,

at 7:26 pm, 4 ayes 0 nays 0 absent at 7:26 pm

10. ADJOURNMENT:

**MOTION** to adjourn was made by was made by JEFFERS and seconded by SWIERZOWSKI,

4 ayes 0 nays 0 absent at 7:30 pm