**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

**FEBRUARY 12, 2018**

**Meeting commenced at 6:00 p.m.**

**Pledge of Allegiance**

**ATTENDEES**

George DiMarco, President

Jason Hammer, Board Member

 John Swierzowski, Board Member

 Dave Hoover, 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

**ABSENT**

Scott Jeffers, Vice President

**GUESTS** - None

**FINANCIAL**

• **MOTION** to accept Claims and Vouchers for payment (Audit Approval)

made by Board Member Swierzowski and seconded by Board President DiMarco.

4 ayes 0 nays 1 absent

Vendor Claims and Accounts Paid:

$ 4,137.18 for December 2017

$ 94,223.65 for January 2018 I (includes 2018 Fulton County Taxes of $91,744.63)

$ 306,836.64 for February 2018 (includes sewer payment of $186,874.49 for January 2018)

$ 405,197.47 TOTAL

Unpaid Claims:

$ 1,381.15 Goldberger & Kremmer.

Board President DiMarco noted the Fulton County Taxes for 2017 were $79,605 and in 2016 County taxes were just over $102,000. Board President DiMarco will check into this matter.

• **MOTION** to approve of January 2018 Industrial Levy,

 made by Board Member Hoover and seconded by Board Member Hammer.

4 ayes 0 nays 1 absent

**PERSONNEL**

• **MOTION** to approve the promotion of Russell J. Coon and Gustin P. Hilts to Motor Equipment Operator (MEO), effective immediately,

 made by Board Member Hammer and seconded by Board Member Hoover

4 ayes 0 nays 1 absent

• The Water Department has three (3) laborer positions open. One (1) opening was created by the

 resignation of David Sagan, effective 1/23/2018. The other two (2) positions are vacated by promotions.

Posting for new laborers will be completed before month end February 2018.

* Board Member Hoover requested a listing of Distribution Crew responsibilities.

**CORRESPONDENCE RECEIVED** - None

**OLD BUSINESS**

• Capital Projects Review - Cork Center Dam Rehabilitation Project

Board President DiMarco noted no work at the site (according to Jake Tennis of Greenman Pederson (GPI)). GPI has been recalculating flow rates and reviewing proposed repair work on spillway walls and floors.

• Smart Water Agreement

Agreement sent to Fulton County. Waiting for the Fulton County to get back to us.

• Master Meter Agreements – Meters and software training

Contact for new meters has not been signed. Contract will need to be assessed and approved by Attorney Poulin again.

Board Member Swierzowski stated the meters need to be changed out. We need to get “the ball rolling”. Board Member Swierzowski questioned what the cost would be to have the meters installed though an outside source, as opposed to in house. The Water Department currently does not have the staffing to proceed. Only the meter heads (registers) will be changed out, not the entire meter, making the change out easier.

Board Member Hoover noted we could use a “temporary employee” to change out the meter heads.

Board Member Hoover stated we should prepare a media statement to be placed in the Leader Herald, at the time we are ready to replace the meters.

• Valve replacement on Hoosac Street and Perry Street is completed according to Mike Hlozansky.

• Chlorinators at Cork Center. Mike Hlozansky met with a representative of Avanti (in Gloversville, NY). The cost

of the two (2) new chlorinators will be $16,200. Chris Demme from the Department of Health (DOH) Herkimer approved the chlorinators. A purchase order for the project has been prepared.

**MOTIONS & RESOLUTIONS**

• MOTION to accept meeting minutes of January 8, 2018

made by Board President DiMarco and seconded by Board Member Hoover

4 ayes 0 nays 1 absent

• MOTION to accept meeting minutes of January 18, 2018

 made by Board Member Hammer and seconded by Board President DiMarco

 4 ayes 0 nays 1 absent

**NEW BUSINESS**

• Water Board to discuss setting Tap Fees for all water users, along with setting requirements/rules for an out of city resident to obtain water.

Board Member Hoover stated Tap fees are not a revenue source, but the Water Department also does not want to lose money by charging less than the materials cost.

The Water Board will pass a Resolution to set Tap Fees in our next meeting of March 12, 2018.

The Water Board will set a procedure for granting water to residents in the Permissive Use Zones and Water Districts. It is up to the residents to prove they are within the Permissive Use Zone or Water Districts, by a professional surveyor. A step by step procedure will be set up at a later date.

• Water Board to discuss Water Rate increase for 2018.

Board President DiMarco stated with an estimated annual usage of 500,000,000 gallons of water, raising the water rate 5 cents a cubic foot is only $35,000 annual revenue increase.

The Water Department will have more accurate revenue estimates for the next meeting; based on 2017 usage.

As an added note, Board President DiMarco and Board Member Hoover noted 17% plus $50,000 revenue created by Smart Water will go to the City of Johnstown. The Water Department will be losing approximately $15,000 annually. Come 2019 the Water Department will be responsible for maintaining the existing infrastructure, not Fulton County, created by the Smart Water deal.

Board Member Hoover stated any sub-standard infrastructure we inherit should be addressed, prior to the Water Department rough the project left to us in would be addressed prior to The Water Department taking over the line. Water users in the city will have to take care of outside user users.

• Deer Creek Housing is in Receivership. No additional water will be turned on until past due water rents are

 paid. Information was given to attorney Poulin, to facilitate his advising what the Water Department can

be done with a property is in receivership. Attorney Poulin will check on the status of the Receivership. There is one Master Meter addressing multiple residents.

• At the request of Board Member Swierzowski, Board President Dimarco stated he would contact Fulton County

 grant writer Nick Zabowski, to investigate any grants available to municipalities for the Dam Project and/or

 future projects.

• Board Member Hoover requested the Agenda, and any paperwork pertaining to the following meeting, be given

to Board members 7 calendar days prior to meeting date. Water Board Clerk Koehler stated she will have documents in the office and/or emailed to Board members as requested.

**PUBLIC ANNOUNCEMENTS**

• Water Department will be closed on Monday, February 19, 2018 (President’s Day)

• Next Water Board Meeting will be Monday, March 12, 2018 at 6:00 pm

**ADJOURNMENT**

• MOTION to adjourn at 7:30 p.m., made by Board Member Hoover and seconded by Board Member Swierzowski

4 ayes 0 nays 1 absent

Submitted by

Barbara Koehler

Clerk of the Water Board

Hoover sitting in account, new empluee dalary benes

Revenues current (Ind / Residential)