**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

**JULY 09, 2018**

**MEETING COMMENCED AT 6:00 p.m.**

**CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**

Board President George DiMarco called the meeting to order, followed by the Pledge of Allegiance.

**ROLL CALL OF BOARD MEMBERS**

Barbara Koehler, Clerk of the Water Board

**ATTENDEES**

George DiMarco, President

Scott Jeffers, Vice President

 Jason Hammer, 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 -** John Swierzowski, Board Member

**PUBLIC SESSION**

 Presentation by John Rizzo, Greenman Petersen Inc. (GPI) regarding Cork Dam Project – Phase I & Phase II

**Phase I** – Carver Construction is requesting release of retainage. GPI recommends withholding $10,000 for the grass to be established fully. The balance of the retainage will be returned with the final acceptance. Board President DiMarco feels $10,000 is sufficient. Board members have all agreed to the $10,000.00.

**Phase II** – Project costs have increased due to additional work as follows:

Increase in jet grouting

Concrete repairs on walls

 Drainage structure under floor slabs

Weir box on the west side of the spillway

 These increases have been mandated by DEC in their June 2018 inspection.

Project costs have increased from $750,000 to $1,500,000 due to the above.

Board Member Hoover requested that GPI provide a quote on complete tear out of the walls vs the partial repairs of the walls, with a cost comparison. John Rizzo (GPI) will provide that information.

**OLD BUSINESS**

 • Capital Projects Review -

1. Cork Center Dam Phase I and Phase II, as stated above.
2. Christman Roof Project bid notice was placed in the Legal Section of Leader Herald on

Saturday July 7, 2018. Pre-Bid on July 19, 2018. Bid due date is August 1, 2018

 • Smart Water Agreement –

1. Board President DiMarco asked City Attorney Poulin if the County signed the Agreement. He was not sure but could not imagine why not. Fulton County had their meeting on July 9, 2018 in the afternoon.

 • Setting Tap Fees for new water users –

1. Board President DiMarco and Board Member Hoover have viewed proposed Tap application.

To be finalized at the August meeting.

1. In addition to setting Tap fees, a review our standard charges, (i.e. charges shut offs, frozen meters, disconnects; etc.) will be completed.

Clerk Koehler will give a list of proposed prices to the Water Board prior to the August meeting.

 • Meter Replacement -

1. Replacement meters have not arrived from Master Meter. Clerk Koehler noted the meters should be arriving shortly. Master meter gave us a receipt date of 4-6 weeks. Clerk Koehler believed it would be closer to 8 weeks, which would make delivery imminent. Clerk Koehler will contact Mike Worden of Master Meter for an update on delivery time.

Clerk Koehler drafted a meter change out letter which will be sent to residents and business. Board Member Hoover requested Attorney Poulin review the meter change out letter. Clerk Koehler will email attorney Poulin a copy of letter for his review. Letters will go to residents, after the meters are received.

1. Clerk Koehler noted the Master Meter training will be on August 7 and August 8. IT training will be on the use of updated / new AMR (Automatic Meter Reading) meter read program.

 • Cyber Security Program

1. Cyber Security Program is ongoing, with nothing new to report.

 • Temporary Water Department Distribution Employees

1. Board President DiMarco noted there has been no progress on the hiring of temporary employees (18 weeks) to aid with the meter change out. Request given to Personnel on June 18, 2018. An ad needs to be placed in the Leader Herald.

Board Member Hoover raised the question of hiring a temp service.

Sr. Plant Operator Hlozansky noted Vellano performed the last meter change out, but they are no longer in business. There were no CSEA issues with the Vellano meter change out, as it was part of bid / contract.

 • Pickup truck for filtration

1. State Bid. *Joe Basil Chevrolet*. 2019 Chevrolet Silverado DBL Cab

Pickup truck be delivered in 90 days, approximately.

 • Door replacement at Christman

1. Board Member DiMarco stated there is nothing new to report.

 •Walmart

1. Board Member Hoover asked for information regarding the Tuesday night Walmart fire control testing at the Water Board meeting of May 14, 2018. Board Member Hoover requested that Hlozansky and Koehler handle the request for information by the next meeting.

**NEW BUSINESS**

 • 6 year Capital Improvement Plan (CIP) and Budget for 2019

1. The Water Board will address soon.
2. The Water Board did receive the 2017 End of Year statement from Treasurer Michael Gifford on June 23, 2018.

 • Office Renovations

1. Board President DiMarco noted this has not progressed.

Board Member Hoover did not know about the 600 SF addition. The 2018 budget does include a line item for the addition of $150,000.00 for building.

 Board President DiMarco noted the cost for the addition would be approximately $120 per SF for a basic

 structure with no basement.

 Board Member Hoover noted we should look into getting a portion of our building back.

 Liaison Cellary inquired if we get a portion of the building back, will we not need an expansion.

 Liaison Cellary was asked by Board Member Hoover to discuss the topic of our space constraints with

 Mayor Jackson and Councilman-At-Large Talarico.

 There is a need to have office for a Superintendent and the Clerk, in addition to the distribution crew

 needing work space and storage space, especially with the new meters arriving. The meters need to

 be stored in a secure building.

 • Computers

1. Clerk Koehler will present cost for new computers in next meeting needed for the office staff.

 Koehler also requested a computer for the distribution crew. The computer would have basic

 uses: Dig Safe reports (update and receive), emails intended only for distribution, research for

 equipment.

 Board member Hoover wants assurance or guarantee that the computer software currently will be

 compatible with the new computers.

1. Clerk Koehler wishes to purchase a backflow program software. The program will be tied to the current CUSI billing program,
* Sprinkler Systems
1. Board Member Hoover brought up the topic of Sprinkler Systems and the need to have a separate tap

 for sprinkler systems. Cannot tap off of a potable water system for a sprinkler system. Must have two

 (2) taps when sprinklers are needed. One for potable water and the other for the sprinkler system.

 The Water Board discussed the possibility of placing a water meter on sprinkler systems, not to be billed

 only read, just to access there is no usage for purposes other than a sprinkler system. The additional

 sprinkler meter would thwart people from tapping into the sprinkler systems, as a way to avoid paying

 for water.

 Board Member Hoover will speak to codes before end of week regarding sprinklers.

* Pump for Distribution
1. Hlozansky noted that distribution wants a high power pump and will give the specifications to the board at the next meeting.

 • Mower

1. Hlozansky noted the Water Department is in need of a new riding mower for filtration and also the new water lines on Rt. 67, which will need to be maintained. Hlozansky will furnish the information at the next meeting.
* Linden Avenue (to Perry Street)

Attorney Poulin inquired about the proposed water use on Linden Avenue. Board Member Hoover asked if it was not something Attorney Poulin should have brought up as new business.

Board President DiMarco noted he knows very little about this project.

Board President DiMarco noted he attended a Council Meeting in 2016. Code Enforcement told the Common Council that the existing lots were substandard by city code.

Board Member Hoover noted the Department of Health would have to approve any new water line.

Board Member Hoover also noted new water lines are paid for by the developer.

Board Member Hammer noted if the City of Johnstown comes forward with legitimate plans, we will discuss their feasibility

**FINANCIAL**

• **MOTION** to accept Claims and Vouchers for payment (Audit Approval), made by Board Member Hammer

 and seconded by Board President DiMarco.

4 ayes 0 nays 1 absent

 Vendor Claims and Accounts Paid:

$ 967.68 for June 2018

$ 373,369.87 for July 2018

$ 374,337.55 TOTAL

Unpaid Claims: $ 1,381.15 Goldberger & Kremmer from October 2016.

4 ayes 0 nays 1 absent

 **• MOTION** to approve of June 2018 Industrial Levy, made by Board Member Hoover and seconded by Board

 President DiMarco.

4 ayes 0 nays 1 absent

**MOTIONS & RESOLUTIONS**

**• MOTION** to accept meeting minutes of June11, 2018, made by Board Member Hammer and seconded by Board Member Jeffers.

4 ayes 0 nays 1 absent

 **• RESOLUTION 11 – 2018** - Authorize Advertisement for Bids - Phase 2 Cork Center Dam, made by Board

 President DiMarco and seconded by Board Member Jeffers.

4 ayes 0 nays 1 absent

Board Member Hoover inquired as to whether additional costs / information, regarding the Phase 2 Cork Center Dam project be added to this resolution. Per Attorney Poulin, our resolution is good as is.

**PUBLIC ANNOUNCEMENTS**

 • Next Water Board Meeting will be Monday, August 13, 2018 at 6:00 pm

**ADJOURNMENT**

 • **MOTION** to adjourn made by Board Member Hammer and seconded by Board Member Jeffers at 8:09 pm.

 4 ayes 0 nays 1 absent

Submitted by

Barbara Koehler

Clerk of the Water Board