

**JOHNSTOWN WATER BOARD  
REGULAR MEETING VIA ZOOM  
MEETING MINUTES  
JUNE 08, 2020 - 6:00 PM**

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

Board President Swierzowski called the meeting to order at 6:02 p.m., followed by the Pledge of Allegiance.

**ROLL CALL** by Clerk of the Water Board

**BOARD MEMBERS**

John Swierzowski, President  
Brandon Lyon, Board Member  
Ralph Marotta, Board Member

**ATTENDEES**

Barbara Koehler, Clerk of the Board  
Michael Poulin, City of Johnstown Attorney  
Max Spritzer, Common Council Member  
(Filled in for Brad Hayner-Council Liaison)

**ABSENT**

Michael Capparello, Vice President  
Brad Hayner, City Council Liaison

**NEW BUSINESS**

- **MOTION** to accept TAP application from Danielle Chirichio at 53 Linden Avenue, Johnstown, NY, was made by Water Board President Swierzowski; seconded by Water Board Member Lyon.  
Ayes 3      Nays 0      Absent 1 (Capparello)      Abstain 0
  
- **MOTION** authorizing purchase of hydrant replacement parts totaling \$2,926.15 from Ferguson Waterworks, was made by Water Board President Swierzowski; seconded by Water Board Member Lyon.  
Ayes 3      Nays 0      Absent 1 (Capparello)      Abstain 0

**OLD BUSINESS**

**Web and Facebook Pages**

Board Member Lyon noted he and Board Vice President Capparello have touched base and have reviewed the content of the Gloversville Water Department web page, noting they offer forms for the convenience of the public as well as a listing of fees for services and the ability to pay bills online. Board Member Lyon stated that in his opinion online bill pay would be easier for the Clerk.

Clerk Koehler stated that the issue of credit/debit card payments would need to be discussed with the City Treasurer.

Board Member Lyon stated that the Gloversville Water Department Facebook page noted information such as current leaks/repairs, hydrant flushing dates and offers the ability to post meetings.

Clerk Koehler noted that while she wants to address this issue it is important to note that she has been working alone in the office on reduced hours from mid-March until early May (as directed by the City due to the COVID pandemic). She noted that the office is just now catching up on the back work.

Clerk Koehler advised that the May billing was sent out on time and there were roughly 250-275 water meters that are either dead or slowing down that need to be addressed as a priority by the distribution crew. She noted that the Water Department recently received a pallet of 420 meter heads for replacement.

Board President Swierzowski noted that as long as the distribution crew wore proper personal protective equipment (PPE) they should be able to enter residences. Board President Swierzowski noted that utilities were listed as an essential business during the COVID pandemic but Mayor Jackson thought otherwise.

## **DISCUSSIONS**

### **Reporting to the Board**

Board President Swierzowski stated that he wanted the Water Plant Operator and Working Supervisor to report to the Water Board President or a designated Board Member on a weekly basis.

### **Late Charges**

Clerk Koehler stated many people are upset that the late fee due date cannot be changed. She noted that the Water Board requested the due date of the May billing be changed from May 31 to June 15 (due to some residents having financial hardships due to the COVID pandemic).

City Attorney Poulin advised the Board that amendment of late fee dates could not be done without the Governor's order. Attorney Poulin stated that he would send the Clerk a web site noting this information in the next few days.

Board Member Marotta asked Attorney Poulin if late fees could be waived at any time by the Board, and also due to the COVID pandemic.

City Attorney Poulin reiterated that late fees could not be amended by a municipality without the Governor's order.

### **Water Shut Offs for Non-Payment During Pandemic**

Board President Swierzowski advised that we cannot shut water off during the COVID pandemic until further notice from NYS Officials and the Department of Health.

### **Water TAPS**

Clerk Koehler stated that the office is receiving many calls for TAPS from residents in the Smart Water Line District (Route 67 and surrounding areas). She noted that of the 107 eligible parcels 35 homeowners have expressed interest. Clerk Koehler advised that Senior Water Plant Operator John Denmark and Working Supervisor Jody Watkins are assessing each property that requested water to determine if the TAP is on the long side or short side of the road, if a meter pit is required, and to see if the TAP line will go under the road. She relayed that DOT has regulations regarding under the road and the Water Department will need to hire an outside contractor for those installs with all associated expenses being billed to the homeowner. Clerk Koehler stated that once the information is received and compiled a letter will be sent to each interested resident with a TAP application and the costs. Clerk Koehler asked Attorney Poulin for an Agreement for these properties similar to the Landfill Agreement.

Attorney Poulin said he would draw up an Agreement. He advised that the Water Board would need a Resolution approving the Agreement.

Board President Swierzowski stated the Agreement would be needed within a couple of weeks as we are moving forward with eligible homeowners for TAPS on the Smart Water Line.

**Landfill Area Agreement**

Board President Swierzowski asked Attorney Poulin if he has reviewed the Landfill Agreement which was passed by a previous Board several years ago. He stated that at the Water Board Meeting of May 11, 2020 the Board voted on a Motion to provide a water rate 2x the City rate to the owner of a newly built house at 114 County Highway 131A. Board President Swierzowski stated that the City of Johnstown Common Council passed Resolution 30, 2020 granting a water tap at 114 Co Hwy 131A for water outside of the City of Johnstown.

Attorney Poulin stated that he still has to review the existing Agreement with regard to landfill rates. Attorney Poulin stated to modify the Agreement to give landfill area homeowners a uniform 1x City rate the Water Board would need to pass a Resolution.

Clerk Koehler informed Attorney Poulin the Mayor has all the information regarding the Landfill Agreement.

**Special Meetings**

Board President Swierzowski announced that the Water Board may need to have brief biweekly meetings for the next few months. He noted Special Meetings would cover additional work to be done.

**APPROVAL OF MINUTES**

- **MOTION** to accept meeting minutes of May 11, 2020 was made by Water Board President Swierzowski and seconded by Water Board Member Lyon.  
 Ayes 3      Nays 0      Absent 1 (Capparello)      Abstain 0

**FINANCIAL**

- **MOTION** to accept Claims and Vouchers for payment for May 2020 (Audit Approval) 05/15/20-06/15/20, was made by Water Board President Swierzowski and seconded by Water Board Member Lyon.  
 Ayes 3      Nays 0      Absent 1 (Capparello)      Abstain 0

<b>F Account</b>	May 2020	(05/15/2020 – 05/31/2020)	\$	49,538.98
	June 2020	(06/01/2020 – 06/15/2020)	\$	<u>1,864.15</u>
			\$	<b><u>51,403.13 TOTAL</u></b>

- **MOTION** to approve May 2020 Industrial Levy was made by Water Board President Swierzowski and seconded by Water Board Member Marotta.  
 Ayes 3      Nays 0      Absent 1 (Capparello)      Abstain 0

**PUBLIC ANNOUNCEMENTS**

- Special Water Board meeting will be (Thursday) July 2, 2020 at 4:00 pm
- Next regular Water Board meeting will be (Monday) July 13, 2020 at 6:00 pm

**ADJOURNMENT**

- **MOTION** to adjourn made by Water Board President Swierzowski and seconded by Water Board Member Lyon at 6:25 pm.  
Ayes 3          Nays 0          Absent 1 (Capparello)          Abstain 0

Submitted by  
Barbara Koehler  
Clerk of the Water Board