**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

**March 11, 2019**

**6:00 p.m.**

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

Board Vice President Hammer called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL OF BOARD MEMBERS**

Board Vice President Hammer

**ATTENDEES**

Jason Hammer, Vice President

John Swierzowski, Board Member

Thomas Simek, Board Member

Michael Poulin, City of Johnstown Attorney (arrived at 6:28 pm)

John Denmark, Water Plant Operator

Barbara Koehler, Clerk of the Board

Brad Hayner, City Council Liaison

**ABSENT**

George DiMarco, Board Member

**PUBLIC SESSION**

**• Mayor Vernon Jackson**

As the Water Department has actively been looking for a Superintendent, Mayor Jackson suggested Joel Wilson, City of Johnstown Deputy City Engineer, act as Superintendent for the Water Department. He noted Wilson would run the day to day operations of the Water Department at no cost to the taxpayers. Mayor Jackson said Wilson could act as Superintendent on a temporary basis, and could become permanent.

Mayor Jackson noted the City is responsible for providing the residents with safe drinking water.

Mayor Jackson stated that currently John Denmark, while his primary duty is that of Water Plant Operator, also assists daily with the distribution crew. He stated that Denmark now meets with Wilson daily to discuss department needs.

Board Vice President Hammer noted the Water Board is considering putting out an RFP for Superintendent.

Mayor Jackson asked the Board to seriously consider this option and added that he was open to discussion with the Water Board

**• Beth Ringer, 4 Factory Street**

Ms. Ringer spoke regarding the on-going issues she is having on Factory Street. She stated that she has had frozen water pipes in 2018 and 2019. She noted that she attended a Water Board meeting in March of 2018 and presented her situation at that time to the Board. She advised that in the minutes of that meeting it was stated that she would receive a letter with a timeline for a resolution to the problem, which she never received.

Ms. Ringer noted the water pipe was to have been insulated to the house on 4 Factory Street. She stated that the water line to be addressed was marked in the road in May 2018 and the actual work was done in December 2018. Ms. Ringer stated that it was her understanding that she was still having pipes freeze due to only a portion of the water line being insulated and noted that she has had pipes freeze twice this winter season.

Ms. Ringer also stated that she was told that she would get a credit for running water at a drip to prevent the pipes from freezing. She noted that she has not seen credit on her bill. She added that this situation is very stressful to her as she always has to double check to make sure that she keeps the water running slightly. She did admit that there were times she forgot to leave the water dripping. She concluded that she would like the Water Board to address these issues.

Board Member Swierzowski apologized and noted that the Board would provide her a resolution to the issues presented.

Board Vice President Hammer stated that we would look into the matter.

Water Plant Operator Denmark stated that the distribution crew would complete insulating the Factory Street project properly when the frost was out of the ground.

**• CT Male – Chad Kortz, PE, and Jake Gordon, PE**

Chad Kortz, PE advised that CT Male was ready to proceed with the bid process for the Sand Filter Replacement at Cork Center. He noted that with this project, filters three and four will be replaced. He stated the only difference with this project (in comparison to when filters one and two were replaced) was that a stripe is being added around the wall representing the lowest level sand can be removed without violating DOH regulations.

Mr. Kortz advised that Clerk Koehler has the invitation to bid. Mr. Kortz advised that the Water Board would receive bids until April 5, 2019 at 1:00pm at which time the bids would be opened.

**SPEAKERS**

**• Jack Wilson, Town of Johnstown Supervisor/Chairman Fulton County Board of Supervisors**

Mr. Wilson stated that Johnstown Town Hall has issues with their septic system and would like the opportunity to get hooked up to city water and sewer services. He noted that he was aware a new water and sewer district would have to be set up. Mr. Wilson advised the purpose of his attending this meeting was to inform the Water Board that the Town of Johnstown is proceeding to have existing water and sewer services extended to the Johnstown Town Hall on the south side of State Highway 29, as well as additional surrounding parcels through the Fulton County SMART Waters Agreement with the City of Johnstown.

**• Jim Mraz – Draft RFP for Superintendent Position**

Mr. Mraz stated that he met with Board Member Swierzowski to draft a Request for Proposal (RFP) for a Water Department Superintendent. Mr. Mraz noted that the draft RFP was completed in early March 2019 and forwarded to the Water Board and City Attorney Poulin for review. He noted the draft RFP was standard, noting the duties of a Superintendent as they relate to unionized workers. The document was reviewed during the meeting and proposed changes were made.

Attorney Poulin noted that there were a few matters that needed to be amended.

Mr. Mraz noted that the changes would be taken into account and a new draft RFP would be drawn up.

Liaison Hayner inquired what charges are associated with the County preparing the RFP. He also asked what the base salary would be for the Superintendent position.

Mr. Mraz advised that there was no cost to prepare the RFP and noted there is no base salary established at this time for a Superintendent.

**PERSONNEL**

• **MOTION** to accept the resignation of Scott Jeffers as Board President effective 02/26/19.

Motion made by Board Vice President Hammer and seconded by Board Member Swierzowski.

**3 ayes 0 nays 1 absent**

• **RESOLUTION 9, 2019**

Officers (resignation of Scott Jeffers has created a vacancy for the position)

Motion made by Board Member Simek and seconded by Board Member Swierzowski.

**3 ayes 0 nays 1 absent**

**Jason Hammer named as President of the Water Board.**

**John Swierzowski named as Vice President of the Water Board.**

• **Update regarding County Personnel Department**

Board Vice President Swierzowski stated there have been no updates on promotions by the County

Personnel Office.

**RESOLUTIONS**

• **RESOLUTION 6, 2019**

Agreement with CT Male Associates for General Engineering and Consulting Services for the year 2019

Motion was made by Board President Hammer and seconded by Board Vice President Swierzowski.

**3 ayes 0 nays 1 absent**

• **RESOLUTION 7, 2019**

Authorization for CT Male to develop plans for Sand Replacement and put out to bid

Motion was made by Board Vice President Swierzowski and seconded by Board Member Simek.

**3 ayes 0 nays 1 absent**

• **RESOLUTION 8, 2019**

Transfer of Funds (TABLED)

Motion to **Table** Resolution made by Board Member Simek and seconded by Board Vice President

Swierzowski.

**3 ayes 0 nays 1 absent**

**APPROVAL OF MINUTES**

• **MOTION** to accept meeting minutes of February 11, 2019, made by Board Member Simek and

seconded by Board Vice President Swierzowski.

**3 ayes 0 nays 1 absent**

• **MOTION** to accept meeting minutes of February 21, 2019, made by Board Member Simek and

seconded by Board Vice President Swierzowski.

**3 ayes 0 nays 1 absent**

**FINANCIAL**

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

Simek and seconded by Board Vice President Swierzowski.

**3 ayes 0 nays 1 absent**

• **MOTION** to approve February 2019 Industrial Levy, made by Board Member Simek and seconded by

Board Vice President Swierzowski.

**3 ayes 0 nays 1 absent**

• **MOTION** to approve February 2019 Residential Levy, made by Board Member Simek and seconded by

Board Vice President Swierzowski.

**3 ayes 0 nays 1 absent**

**OLD BUSINESS**

• **Capital Projects Review:**

a) **Christman Roof:** The project is finished with the exception of clean up. The Water Board has

not made final payment. Clerk Koehler noted we project remaining retainage.

b) **Dam Phase II (Spillway):** Nothing to report.

c) **New Dump Truck:**  Joel Wilson, Deputy Engineer, noted the dump truck is at Henderson

having the body installed and the estimated time of arrival is the 3rd week of April.

• **Meter Replacement** –

Clerk Koehler again noted the Water Department is temporarily reducing the number of meter

replacements (at the request of Distribution) as we have one less person in the Distribution Dept.

The Water Department is currently replacing meters with issues.

Clerk Koehler noted we have 240 Meters Heads remaining on the pallet of 420 delivered by

Master Meter as replacements.

• **Proposed Lead Service Line Replacement Program (LSLRP**) – No further discussion.

• **Friendship Lodge** – No further discussion.

• **Billing City of Johnstown for Sewer Invoicing** – Clerk Koehler to provide the Water Board an

estimate of the cost involved on an annual basis.

• **Shared Services Agreement (Attorney review)** – Board President Hammer noted Police Chief

Gilbo sent the Water Department a letter stating we cannot have the additional garage space. Board

President Hammer would like to see a copy of the letter, which will be provided by Attorney Poulin.

Board President Hammer again noted the Water Department needs a warm/ heated space for their

supplies. Board President Hammer will meet Water Liaison Hayner at 5:00pm on March 12, 2019, to

assess the space at the garage on Crescendoe Road.

• **Update on Costs Associated with Water Leak at Fage and Walmart Distribution**

Clerk Koehler provided the Board with figures on the estimated water loss and costs associated with that loss. It was noted that Walmart Distribution disengaged their fire protection alarms, contributing to the loss.

Board President Hammer noted that Fire Chief Heberer advised we could bill for this water as it was not used for fire suppression.

Board Member Simek will draft a letter to both entities for the Board review.

• **Hillier Property in Landfill Water District**

Attorney Poulin offered legal opinion concerning the request made at the last meeting from Mr. Hillier regarding water rates for property located in the Landfill Water District. He noted that the Landfill Water District was created based on ground contamination.

Clerk Koehler provided Attorney Poulin with a copy of Water Board Resolution #15 – 1995 stating the parameters of the Agreement.

Attorney Poulin advised that the Agreement defines who is entitled to reduced water rates in that District.

• **Sand Filter Replacement at Cork Center** - see Speakers / CT Male.

• **Discussion Linden Avenue**

Board President Hammer advised that the Linden Avenue water issue is in the City Attorney’s hand.

**NEW BUSINESS**

• **Appointing new member to Personnel Committee**

Board President Hammer assigned Board Member DiMarco to the 2019 Personnel Committee.

• **New Floor at Gate House**

Water Plant Operator Denmark received quotes from Pro Build for materials to rebuild the floor for the

Gate House, which Water Department employees would install. The price is under $1,000.00.

**PUBLIC ANNOUNCEMENTS**

• Next regular Water Board meeting will be Monday, April 8, 2019 at 6:00 p.m.

**EXECUTIVE SESSION**

**MOTION** to enter into Executive Session for “the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation” made by Board President Hammer and seconded by Board Vice President Swierzowski at 7:05 p.m.

**3 ayes 0 nays 1 absent**

**MOTION** to exit Executive Session made by Board President Hammer and seconded by Board Vice President Swierzowski at 7:42 p.m.

**3 ayes 0 nays 1 absent**

**ADJOURNMENT**

**MOTION** to adjourn meeting made by Board President Hammer and seconded by Board Vice President Swierzowski at 7:43 p.m.

**3 ayes 0 nays 1 absent**

Submitted by

Barbara Koehler

Clerk of the Water Board