**JOHNSTOWN WATER BOARD**

**MEETING**

**November 13, 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 (left meeting at 6:15 pm due to illness)

 Jason Hammer, Board Member

 John Swierzowski, Board Member

 Dave Hoover, Board Member

 Michael Hlozansky, Senior Water Treatment Plant Operator

 Barbara Koehler, Clerk of the Board

 Michael Poulin, City of Johnstown Attorney

 Tim Cellary, City Council Liaison

**PUBLIC SESSION** - none

**OLD BUSINESS**

 • Capital Projects Review -

 Contractor has commenced work on the Christman Roof project.

 • Meter Replacement

 303 Meter Heads have been changed out to date (9/4/18 – 11/13/18)

 117 Meters Heads are left.

 • Factory Street - No progress

 • Hulbert Property (3726 State Highway 29)

Clerk received phone call from new owner of property, Sherry Wolfe.

The Water Department can install water line and meter.

Water Department will contact owner for appointment.

 • Update on hiring a Water Department Superintendent

 No further progress to report.

Board Member Hoover met with the Fulton County Personnel Director earlier in the day.

Board Member Hoover noted a Water Department Superintendent is not an exempt positon. In order for the position to be made exempt, the Water Board must write a letter to County requesting so.

When interviewing possible applicants, it must be noted to possible applicants that the position could remain a non-exempt position and applicant would have to take civil service test and score in the top three.

Currently applicant must be a resident of Fulton County. To hire outside of Fulton County, Water Department has to prove hardship in filing vacancy within county, based on the advertising and canvasing of for qualified applicants in Fulton County.

Fulton County Civil Service has no current Superintendent list. Once the Water Superintendent Civil Service exam is test is given, it is good for 1 year and can extended to 4 years.

A “D” license is not a requirement. The Water Board can have a deadline to acquire a “D” license or we can leave this requirement out completely.

**NEW BUSINESS**

 • Board Member Hoover noted in the FCWD #1 (new line) there is a 5000 volt electrical box that is located

 near the entrance. This needs to be marked so it does not get hit by a snow plow. Mike Hlozansky will

take care of.

 • Billing City of Johnstown for Sewer invoicing (introduced by Board Member Hammer).

 Board President DiMarco said it would be prudent to discuss this matter with Mayor Jackson and

 Treasurer Gifford, along with another Board Member. Prior to the next meeting a letter to the Mayor and

 Treasurer would be complied, using as an example Gloversville Water Department receiving funding to

 undertake the task

 As water usage is tied directly sewer charges, the sewer billing was incorporated in the Water

 Department invoices ages ago.

 Board President DiMarco noted he will compose a letter a letter, at the guidance of Attorney

 Poulin, noting the Water Departments actual costs (example: paper, billing time, postage,

 man hours…). Board President Dimarco noted he will attempt to compose letter before next meeting.

 Board Member Hammer said let the city do the bills.

 • Grievance against City of Johnstown for unfair hiring (introduced by Board Member Hammer).

 Board Member Hammer voiced his concern the Water Department, at the moment, has no working

 foreman.

 Board Member Hoover suggested topic be addressed in Executive Session.

 • Attorney to review Shared Services Agreement for usage of Main Street building and Crescendo

 Road Building (introduced by Board Member Hammer).

 Attorney Poulin will investigate the issue.

 • Industrial / Commercial 2” Meter (introduced by Board Member Hammer).

 The Water Department will purchase a spare 2” “floating” meter for department to use to address

 commercial meter issues.

 Sr. Water Plant Operator Hlozansky noted the Johnstown Water Department does not repair meters.

 The water meters are sent out to the Gloversville Water Department, as they have a repair shop at their

 building.

 • Intermunicipal Agreement (Smart Water) FCWD #1 (introduced by Board Member Hammer).

Confirmed by Attorney Poulin, the only water users receiving the single rate, plus applicable surcharges, are those SBL’s listed in County Resolution 295. All other out of city residents receiving city water will remain at 2x the city rate.

 • Dig Safe Invoicing

 City Engineer Chris Vose is the manager of the Dig Safe account for the City of Johnstown.

 The Water Department currently receives Dig Safe invoices on a quarterly basis.

 In the future the Water Department should bill the city for their portion of the invoice.

Board Member Hammer noted we should separate out the cities portion and bill the city accordingly. Board President DiMarco will discuss matter with Deputy City Engineer.

 • Memo from Mayor Jackson regarding TAP for Townsend Leather.

According to Board President Dimarco, the Water Departments former Working Supervisor was in contact with Townsend Leather. Townsend submitted their completed TAP application August 20, 2018. On September 23, 2018 the Water Department received quote for parts. Townsend Leather paid for the TAP on October 23, 2018 (parts/labor). An invoice was compiled for Townsend on October 15, 2018, as the Clerk needed included the estimated cost of labor. Work was scheduled to be completed as soon as possible.

**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

 • **MOTION** to approve of October 2018 Industrial Levy made by Board Member Hammer and seconded

 by Board Member Hoover

4 ayes 0 nays 1 absent

**MOTIONS & RESOLUTIONS**

 • **MOTION** to accept meeting minutes of October 09, 2018, made by Board Member Hoover and seconded

 by Board Member Swierzowski

4 ayes 0 nays 1 absent

 • **MOTION** to accept meeting minutes of October 22, 2018 (Budget Meeting), made by Board President

 DiMarco and seconded by Board Member Hoover.

4 ayes 0 nays 1 absent

 • **MOTION** to table the below Resolutions was made by Board Member Hammer and seconded

 by Board Member Swierzowski

4 ayes 0 nays 1 absent

 (Tabled) RESOLUTION \_\_\_ - 2018 – Accept 6 Year Capital Improvement Plan (CIP)

 (Tabled) RESOLUTION \_\_\_ - 2018 – Accept 2019 Budget

Board Member Hoover would like a memo, in writing, from City Treasurer Mike Gifford regarding the budget regarding the $3,000,000 to be used for the Dam Project. In writing regarding bonding of project, if needed. Board President DiMarco ask Mr. Gifford to provide a memo.

**PUBLIC ANNOUNCEMENTS**

 • Next Water Board meeting will be Monday, December 10, 2018 at 6:00 p.m.

 • Water Department will be closed on Thursday and Friday, November 22 and 23, 2018, in observance

 of Thanksgiving.

**EXECUTIVE SESSION**

 • **MOTION** to enter 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 Member Hammer and seconded by Board Member Swierzowski at 7:35 p.m.

 4 ayes 0 nays 1 absent

 • **MOTION** to exit Executive Session made by Board President DiMarco and seconded by Board

 Member Swierzowski at 8:44 p.m.

 4 ayes 0 nays 1 absent

**MOTIONS**

• **MOTION** to increase annual (2019) salaries of non-union personnel as follows:

 Barbara Koehler, Clerk of the Water Board - 3% increase to $42,024.00.

 Susan Miller, Typist – increase base hourly rate to $16.94 per hour.

made by Board President DiMarco and seconded by Board Member Hoover

 3 ayes 1 nays 1 absent

**ADDITIONAL MEETING**

Special Board meeting will be held on November 26, 2018 to finalize 6 year capital Improvement plan and 2019 Budget at 5:00 p.m.

**ADJOURNMENT**

 • **MOTION** to adjourn made by Board President Dimarco and seconded by Board Member Swierzowski

 at 8:55 p.m.

 4 ayes 0 nays 1 absent

Submitted by

Barbara Koehler

Clerk of the Water Board