

## JOHNSTOWN WATER BOARD

### Meeting Minutes

NOVEMBER 23, 2020 6:00 PM

The meeting was held in the City of Johnstown Council Chambers located on the second floor of City Hall.

Due to COVID-19, the meeting was closed to the public. The contracted videographer was unavailable to film the meeting due to an emergency. The meeting was not broadcast using Facebook Live on the "Johnstown Water Dept." Facebook page as usually done. Provisions have been made to remedy this situation should it occur again.

### CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Board Member DiMarco called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

### ROLL CALL

#### BOARD MEMBERS

Brandon Lyon, Board Vice President  
Ralph Marotta, Board Member  
George DiMarco, Board Member

#### ATTENDEES

Susan Miller, Water Department Typist  
Michael Poulin, City of Johnstown Attorney  
Bradley Hayner, Common Council Liaison  
Amy Praught, Common Councilwoman

#### ABSENT

Michael Capparello, Board President  
Mark Empie, Board Member

### NEW BUSINESS

### GRIEVANCES

Property Owner: John Warner   Meter location: 218 W. Second Avenue   Bill grieved: August/2020

G-J Joint Wastewater reviewed the grievance application and determined "that there is not sufficient evidence provided to determine that the excess water did not enter the sewer system and had to be treated during the mentioned billing period. Due to this lack of evidence, your request has been denied."

After discussion, the Board Members present were in agreement that the water was used and it was best not to set precedent to issue credit for the water portion of the bill.

**Motion** to deny issuing credit for the water portion of the August 2020 bill was made by Board Member Lyon; seconded by Board Member Marotta.

**Ayes: 3   Nays: 0   Absent: 2**

Property Owner: Marnel Lewis   Meter location: 5 Washington Street   Bill grieved: November /2020

G-J Joint Wastewater reviewed the grievance application and determined "that the extreme water usage during this period was for a condition beyond your control." A credit of \$315.16 was issued by them.

After discussion, the Board Members present were in agreement that the water was used and it was best not to set precedent to issue credit for the water portion of the bill.

**Motion** to deny issuing credit for the water portion of the November 2020 bill was made by Board Member DiMarco; seconded by Board Vice President Lyon.

**Ayes: 3   Nays: 0   Absent: 2**

## **2021 TENTATIVE OPERATING BUDGET**

Board Member DiMarco reviewed the tentative 2021 Operating Budget. He noted the following:

Estimated revenue for 2021: \$1,692,400 from water rents for residential and industrial customers  
Estimated expenditures for 2021: \$1,972,600 for Source, Distribution and Office division expenses  
Estimated shortfall for 2021: \$ 280,200 to be made up from Water Dept. Gov't Money Market Account

Board Member DiMarco reviewed the anticipated Capital Projects for 2021 and 2022 which amounted to \$5M. He noted that the Water Department would work with the Treasurer to Bond for this amount.

**Motion** was made by Board Member DiMarco to accept the tentative 2021 Operating Budget; seconded by Board Vice President Lyon.

**Ayes: 3 Nays: 0 Absent: 2**

Board Member DiMarco advised that a brief Special Meeting will be held on Monday, November 30<sup>th</sup> at 6:00 pm to vote on the 2021 Operating Budget.

## **CONTRACTS**

Board Member DiMarco advised the Board that there were three Contracts that required Motions.

### **First Light**

Contract for professional services from First Light for remote support to install a CradlePoint Router Parsec Antenna on the Water Tower for FCWD #1 in the amount of **\$1,127.05**. Board Member DiMarco added that once this service was provided, a necessary Contract with Verizon will follow to facilitate communication from the tank/pump station which will amount to approximately \$50/mo.

**Motion** was made by Board Vice President Lyon to contract for these services; seconded by Board Member Marotta.

**Ayes: 3 Nays: 0 Absent: 2**

### **Milton CAT/Generator Serial #2007094**

Contract for semi-annual, (Department of Health required), professionally provided preventive maintenance inspections for the generator located at the Cork Reservoir. This is a three year Contract in the amount of **\$6,835.77**.

**Motion** was made by Board Member DiMarco; seconded by Board Vice President Lyon.

**Ayes: 3 Nays: 0 Absent: 2**

### **Milton CAT/Generator Serial #2007095**

Contract for semi-annual, (Department of Health required), professionally provided preventive maintenance inspections for the generator located at the Christman Reservoir. This is a three year Contract in the amount of **\$6,804.62**.

**Motion** was made by Board Member DiMarco; seconded by Board Vice President Lyon.

**Ayes: 3 Nays: 0 Absent: 0**



## **APPROVAL OF LEVIES**

### **November 2020 Residential Billing**

1891 customers billed

Water	\$259,479.18
Sewer	\$142,370.34
Inflow/Inf	\$ 23,261.35
Maintenance	\$ 17,489.00
<b>Total</b>	<b>\$442,599.87</b>

**MOTION** to approve the November 2020 Residential Levy was made by Water Board Vice President Lyon; seconded by Board Member DiMarco.

**Ayes: 3    Nays: 0    Absent: 2**

### **September 2020 Industrial Billing**

10 customers billed

Water	\$ 63,147.78
Sewer	\$171,083.95
Maintenance	\$ 6,882.95
<b>Total</b>	<b>\$241,114.68</b>

### **October 2020 Industrial Billing**

10 Customers billed

Water	\$ 60,172.44
Sewer	\$177,177.74
Maintenance	\$ 6,560.25
<b>Total</b>	<b>\$243,910.43</b>

**MOTION** to approve the September 2020 and October 2020 Industrial Levies was made by Water Board Vice President Lyon; seconded by Board Member DiMarco.

**Ayes: 3    Nays: 0    Absent: 2**

## **APPROVAL OF MINUTES**

**MOTION** to approve the meeting minutes of October 13, 2020 was made by Board Member DiMarco; seconded by Board Member Marotta.

**Ayes: 3    Nays: 0    Absent: 2**

## **OUT-OF-TITLE PAY**

Board Member DiMarco advised the Board that since the Clerk to the Water Board resigned on 09/23/20 the work duties have been being performed by Water Department Typist Susan Miller and recommended she be paid for out-of-title pay retroactive to 09/24/20. He asked for discussion/motion to move forward with this.

All Board Members present were in agreement that out-of-title pay should be paid for duties that have been performed (residential/industrial billing, bank deposits, accounts payable, etc.).

**MOTION** to approve out-of-title pay for Water Department Typist Susan Miller was made by Board Member DiMarco; seconded by Board Vice President Lyon.

**Ayes: 3    Nays: 0    Absent: 2**

## **PUBLIC ANNOUNCEMENTS**

Special Water Board meeting will be held Monday, November 30<sup>th</sup>, 2020 at 6:00 pm.

Next Regular Water Board meeting will be held Monday, December 14<sup>th</sup> at 6:00 pm.

## **ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:30pm was made by Board Vice President Lyon; seconded by Board Member Marotta.

**Ayes: 3    Nays: 0    Absent: 2**

Respectfully submitted by  
Susan Miller, Water Department Typist

**JOHNSTOWN WATER BOARD**  
**Meeting Minutes for a Special Meeting**  
**NOVEMBER 30, 2020 6:00 PM**

The meeting was held at the Water Department Office.

Due to COVID-19, the meeting was closed to the public, but was broadcast using Facebook Live. The public could view the meeting live on the "Johnstown Water Department" Facebook page.

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

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

**ROLL CALL**

**BOARD MEMBERS**

Michael Capparello, Board President  
Brandon Lyon, Board Vice President  
Ralph Marotta, Board Member  
George DiMarco, Board Member

**ATTENDEES**

Susan Miller, Water Department Typist

**ABSENT**

Mark Empie, Board Member  
Michael Poulin, City Attorney  
Bradley Hayner, City Council Liaison

**NEW BUSINESS**

**2021 OPERATING BUDGET**

Board President Capparello asked if there was any discussion regarding the Revenue (Exhibit A) or Expenses (Exhibit B) for the 2021 Operating Budget.

Board Member DiMarco reviewed the Capital Projects anticipated for 2021 and 2022 amounting to \$5M to be put in a Bond or BAN. He noted that the anticipated shortfall in the 2021 Operating Budget of \$280,200 would be made up from available funds in the Water Department Government Money Market Account.

**RESOLUTIONS**

**Resolution 27-2020: Adopting the Operating Budget for 2021**

**MOTION** was made by Board Member DiMarco; seconded by Board Vice President Lyon.

**Ayes: 4    Nays: 0    Absent: 1**

**PUBLIC ANNOUNCEMENTS**

The next regular Water Board meeting will be held on Monday, December 14, 2020 at 6:00 pm.

**ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:10pm was made by Board Member DiMarco; seconded by Board Member Marotta.

**Ayes: 4    Nays: 0    Absent: 1**

Respectfully submitted by:  
Susan Miller, Water Department Typist