

**GLOVERSVILLE-JOHNSTOWN JOINT SEWER BOARD
MEETING MINUTES**

DRAFT

July 10, 2024

The Gloversville-Johnstown Joint Sewer Board held a meeting in the Boardroom of the Gloversville-Johnstown Joint Wastewater Treatment Facility (GJJWTF) on Wednesday, July 10, 2024. The meeting was called to order at 6:00 P.M.

ROLL CALL

Christopher Vose	Chairman
Donald Schwartz	Vice Chairman
Eric Parker	Secretary
Michael W. Stover	Member
John Rizzo	Member
Tammie Weiterschan	Gloversville Commissioner of Finance
Harry Brand	Manager-Wastewater Programs
Ian Colvin Marincic	WWTP Engineer Technician
Darleen Gaugler	Principal Account Clerk
Hilary Ruzycky	Administrative Aide

ABSENT

Bobbi Trudel	Member
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JUNE 12, 2024, REGULAR MEETING MINUTES

The Board approved the June 12, 2024, regular meeting minutes on a motion made by Mr. Schwartz, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed.

CORRESPONDENCE

The following correspondence was discussed: No. 10 & 15.

PLANT OPERATIONS

Project Updates:

1. High Yard Recovery

Manager Brand reported that National Grid provided a letter stipulating upgrades required to be compliant with the current regulations and standards for the new High Yard Substation Control House and equipment. This provides support for additional equipment and upgraded systems. NYMIR has taken a position they will not cover any cost associated with any upgrades or non like kind replacements not required by code or regulation. The new building needs a larger structural footprint to provide access clearance for additional electrical panels required by code under National Grid. The new building has been designed to have two (2) egress points which is normal best practice for rooms/buildings containing high voltage electrical equipment. A new site location was selected to better accommodate the footprint and to reduce vehicle traffic exposure. NYMIR has made it clear they do not believe the relocation and increased building size is a covered cost and is the responsibility of the GJJWTF. The current estimate of the incremental cost of the larger building and relocation is approximately \$125,000, which will be the responsibility of GJJWTF. NYMIR insurance is independently estimating a like, kind, and quality building comparison. NYMIR has indicated that some of the building upgrades required to meet current code are considered insurable expenses. Additional project financing must be obtained to cover the uninsured cost. To date, NYMIR has issued payments in the amount of \$400,000 and \$100,000.

2. Slope Stabilization

Manager Brand reported the southside of the failed slope at the Cayadutta Creek continues to move slowly. Efforts to stabilize the slope are currently considered uninsurable and therefore will require finance bonding. On July 11th, Greenman Pedersen Inc. (GPI) is scheduled to start core drilling for geological makeup determination to facilitate

the stabilization solution engineering. GPI Project Engineering is expected to be complete within the next 3 months to include the project bid specification development and solicitation.

City of Gloversville Bond Resolution

Gloversville Commissioner of Finance Tammie Weiserschan reported she met with the City of Gloversville Finance Committee to discuss Gloversville funding for the uninsurable expenses of the High Yard Recovery Project and the probable full funding of the Slope Stabilization Project. Details of both projects were forwarded to the Gloversville Bond Counsel. At the July 23rd meeting of the Gloversville Common Council, Weiserschan shall request the adoption of a Bond Resolution in the amount of \$2,000,000 for combined funding of both the High Yard Recovery Project and the Slope Stabilization Project, as needed. The Bond will be initially disbursed through \$250,000 Bond Anticipation Notes (BAN) with 3-month terms.

On a motion made by Mr. Schwartz, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board authorized to accept a Bond Resolution from the City of Gloversville in the amount of \$2,000,000 for funding of the High Yard Recovery Project and the Slope Stabilization Project.

High Yard Recovery Project: \$125K Purchase Order

On a motion made by Mr. Schwartz, seconded by Mr. Rizzo, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved to issue a Purchase Order in the amount of \$125,000 to High Voltage Electric Service, Inc. for a High Yard Substation Control House to cover the anticipated uninsured expenses associated with moving the building and increasing its footprint.

Accept Addendum to Abstract 7

Manager Brand requested Board approval to pay an outstanding balance of \$64,198.30 owed to High Voltage Electric Service, Inc. for ongoing work on the High Yard Recovery Project. On a motion made Mr. Parker, seconded by Mr. Schwartz, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board authorized an addendum to Financial Abstract 7 to include Total Capital Disbursements of \$64,198.30 payable to High Voltage Electric Service, Inc., with Total Disbursements amended from \$281,963.04 to \$346,161.34.

NYSDEC Compliance:

Manager Brand reported the facility is in full NYSDEC compliance with the following programs:

1. Water Treatment Chemicals

Water Treatment Chemical Forms submitted to and approved by NYSDEC for the current process chemicals being utilized, sodium hypochlorite 15% and polymers (Clarifloc NE-2387 and Clarifloc NE-2388), updated for the new suppliers, which occurred in 2022. Manager Brand noted the bidding process for chemicals may need to be modified due to NYSDEC requirements for WET testing.

2. Chemical Bulk Storage

Hazardous Substance Bulk Storage Application submitted to and approved by NYSDEC for ferrous chloride tanks. Received an updated Chemical Bulk Storage Certificate to expire on March 3, 2025.

3. Petroleum Bulk Storage Program

Submitted an updated PBS Application and received an updated Petroleum Bulk Storage Certificate to expire September 1, 2025, for aboveground petroleum and diesel tanks, all required tanks are not identified on the facility's registration.

4. NYSDEC Comprehensive Inspection - December 2023

Manager Brand reported the GJJWTF entered into a Consulting Agreement with a Certified Grade 4A WWTP Operator, effective June 17, 2024, satisfying the last Non-Compliance item identified during the NYSDEC Comprehensive Inspection conducted on December 20, 2023. Certification of Compliance submitted to the NYSDEC.

Report of Noncompliance Event

Manager Brand reported the permit limit for Effluent Settleable Solids was exceeded on Saturday, June 29, 2024. The noncompliance event occurred after heavy rainfall and high flows which likely caused buildup to break free in the Effluent Channel. The first grab sample result was 0.4 mL/L which exceeded the permit limit of 0.1 mL/L. Two additional samples were obtained and analyzed with both sample results <0.1 mL/L. NYSDEC was verbally notified of the noncompliance event on June 29, 2024. Report of Noncompliance Event was filed with NYSDEC on July 1, 2024. No further action was required. Cleaning of the Effluent Channel will be scheduled.

FAGE Wash Water Line Cleanout

Manager Brand reported he coordinated cleaning and maintenance of the CAST wash water line with FAGE USA Dairy, requiring FAGE to temporarily reduce discharge to less than 300 gpm. FAGE requested the cleaning take place on a weekend to accommodate their production schedule. FAGE agreed to cover the incremental labor costs of \$3,140 for GJJWTF weekend staffing.

On Saturday, June 29, 2024, Precision Industrial Maintenance jet cleaned and vacuumed the wash water line from Manhole-4 on the southside hill to the CAST Headworks. Minimal solids were removed by the vacuum truck. A camera was sent through the jetted wash water line to detect residual buildup or obstructions. The camera could not pass through the 45-degree elbow where the 12" line decreases to an 8" line at the northside of the pipe bridge. The line air valve was relocated to the alternate cleanout port, which points downstream on the line. The line is back in service.

Scheduled Work Projects

Manager Brand reported on the following work projects:

1. Final Settling Tank #4 cleaning and inspection started last month and is now complete. Longitudinal flights are not working properly due to a seized bushing in the drive shaft causing pins to shear. Maintenance staff are working to free the seized bushing with grease.
2. Digester Heat Exchanger walls need cleaning due to scaling. Some pipes may need cleaning or replacement.
3. A gas mixer to replace the Nash Digester Gas Mixer Compressor #2 is on order with a 24-week lead time. Nash Digester Gas Mixer Compressor #1 is leaking but usable for emergency use.
4. CAST Tank cleaning is scheduled for the end of July. The tank is currently vibrating and needs inspection of the rake and catwalk. Spray nozzles may be installed to break up blankets of dairy waste that accumulate on the surface of the tank.

PERSONNEL

New Position: Chief WWTP Operator

Manager Brand reported he created a new Non-Union position within the organization entitled Chief Wastewater Treatment Plant Operator. Civil Service approved the Job Specifications submitted for the new position. The Chief WWTP Operator will cover supervisory and technical oversight of all plant operations under the general supervision of the Manager. On a motion made by Mr. Stover, seconded by Mr. Schwartz, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board authorized a new Non-Union position, approved by Civil Service, entitled Chief Wastewater Treatment Plant Operator, at the salary of \$91,000.

New Hire: Account Clerk/Typist

Manager Brand reported he interviewed a candidate for the vacant Account Clerk/Typist position. The candidate is currently working in a Civil Service approved lateral position within Fulton County. On a motion made by Mr. Parker, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved to offer employment to Adrienne Slade as an Account Clerk/Typist, with permanent appointment starting on the candidate's availability, at the hourly rate of \$24.09. (On July 11, 2024, candidate confirmed a start date of August 5, 2024).

Open Staff Positions

Manager Brand provided Board members an Organizational Chart listing the twenty-nine (29) full-time staff positions. Staff positions still open include one (1) Maintenance Mechanic and one (1) Lead Operator. Manager Brand noted he is currently reviewing two (2) applications submitted for the Maintenance Mechanic position.

ATTACHMENTS

Wastewater Programs Report, Annual Trends/Comparison Report, and 2024 O&M Expenditure Reports were reviewed per Attachments No. 1, 2, & 3.

O&M purchase orders and disbursement sheets totaling \$281,963.04 were approved for payment on a motion made by Mr. Schwartz, seconded by Mr. Rizzo, carried five (5) in favor, one (1) absent, and none (0) opposed.

Capital disbursement sheets totaling \$64,198.30 were approved for payment on a motion made by Mr. Schwartz, seconded by Mr. Rizzo, carried five (5) in favor, one (1) absent, and none (0) opposed.

OLD BUSINESS

Administration Building Odor Issues

Manager Brand reported air samples were sent out for laboratory analysis and results are pending. Ventilation changes in the front offices to lessen negative pressure proved successful in the Administrative Aide's Office. Installation of a large draft unit near the front vestibule is under review.

Asphalt Repairs

Manager Brand offered to provide a tour of the facility's grounds to Board Members Vose and Schwartz for assessment of plant asphalt conditions and possible Shared Services repairs, as discussed at the June meeting. Both members Vose and Schwartz confirmed their availability as schedules permit.

NEW BUSINESS

Shared Services: Vacuum /Jetting Trucks

Manager Brand proposed Shared Services between the Cities' DPW Departments and GJJWTF for small projects within the plant requiring a jetting and vacuum truck. Members Vose and Schwartz will evaluate the project areas needing jetting and vacuuming during their tour of the facility.

Board Member Rizzo suggested creating a spreadsheet to reflect a breakdown of monies bonded by the Cities on behalf of GJJWTF.

Board Member Rizzo suggested contacting Lobbyist or Assemblyman Robert Smullen's Office for assistance with any available environmental grants to lessen the cost of the Slope Stabilization Project.

Chairman Vose noted receipt of correspondence from the Teamsters Local 294 stating that changes are desired in the presently existing Collective Bargaining Agreement due to expire on December 31, 2024.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 8:08 P.M. on a motion made by Mr. Schwartz, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed.

The next regular meeting will be held on Wednesday, August 14, 2024, at 6:00 P.M.

Respectfully submitted,

Eric Parker, Secretary
Gloversville-Johnstown Joint Sewer Board



City of Johnstown

Assessor's Office

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ASSESSOR REPORT

August 19, 2024

- The 2024 Final Roll is complete and submitted to the NYS Office of Real Property Tax Services.
- New homeowners need to apply for the STAR Credit exemption directly with NYS through their website www.tax.ny.gov/star or by calling 518-457-2036
- NYS now offers direct deposit of STAR Credit checks. Please contact the Assessor's office for details at 518-736-4015 or assessor@cityofjohnstown.ny.gov.
- The Assessor's Office continues to enter sales and work on the 2025 Roll.



City of Johnstown

Meeting: Planning Board Meeting
 Date: Tuesday, August 6, 2024
 Time: 4:00 p.m.
 Location: Conference Room, City Hall
 Presiding Officer: Peter Smith, Chairman

Meetings are broadcast using Facebook Live. The public is able to view the meeting from the official City of Johnstown Facebook page: [City of Johnstown, New York](#)

The proceedings of meetings are taped for the benefit of the City Clerk; the minutes are not a verbatim record of the proceedings; therefore, the minutes are not a word-for-word transcript.

Meeting Minutes

• **CALL MEETING TO ORDER**

• **MEMBERS IN ATTENDANCE**

		PRESENT	ABSENT / EXCUSED	LATE
Peter Smith	Board Member, Chairman	X		
Chandra Cotter	Board Member	X		
Terri Easterly	Board Member	X		
Betsy Camarra	Board Member	X		
Roberta Thomas	Board Member	X		
Michael M. Albanese	Board Member, City Attorney		X - Excused	
Christopher J. Vose	Board Member, City Engineer	X		
Larry O'Regan	Fire Chief	X		
Carrie M. Allen	City Clerk	X		
Scott Jeffers	Council Liaison	X		

• **APPROVE MINUTES**

1. Meeting – June 4, 2024

Action Taken

Motion:	Board Member	Camarra	Ayes:	6	Absent:	1 (Albanese)
Seconded:	Board Member	Easterly	Noes:	0	Abstain:	0
Discussion:	None					

• **ITEM #1: Foothills Worship Center @ 305 Jansen Avenue; Head Start Classroom**

SITE PLAN REVIEW

Would like permission to lease space to Fulmont Community Action Agency, Inc. to operate a Head Start classroom in the building.

- 1 classroom, 16 children
- employ one full time teacher, one full time teacher assistant, one full time cook and on part time aid
- required to comply with all NYS Office of Children and Family Services Day Care regulations as well as all Head Start performance standards required by US Dept. of Health and Human Services

SITE PLAN APPROVAL

Action Taken

Motion:	Board Member	Cotter	Ayes:	6	Absent:	1 (Albanese)
Seconded:	Board Member	Camarra	Noes:	0	Abstain:	0
Discussion:	Required to complete permit and inspection process with Code Enforcement					

• **ITEM #2: Johnstown Public Library @ 38 S. Market Street; landscape renovation & reduction of off-street parking**

SITE PLAN REVIEW

Dave D'Amore, Managing Architect for CT Male Associates prepared a presentation of the proposed landscape changes of the Johnstown Public Library.

Mr. D'Amore provided an initial demonstration to the Board and recapped the communication provided and noted highlights of the project.

- Feel they are underutilizing the site
- This will be a learning landscape, not a playground; learning opportunities, family activities, music space
- Feel this project will enhance the city for the vitality of downtown
- Passive space as an open area for public to use
- Landscape – Current landscape is overgrown and difficult to manage. Will replace with plantings that support a small eco system and will be a component of learning experience.
- The front entrance will be for exit only, stairs no longer useful
- Lighting – accent to outside of building, up light landscaping, not obstructive to neighbors and provide directional lighting to parking lot. Staff will be encouraged to use public city parking lot. Off street parking still available.
- Parking – 21 spots to 11 including; 2 accessible parking spots (11 spots is the average used at the library, special events increase parking usage). Current code requires 28 parking spaces be made available, which means that are currently not in compliance.
- Zoning – Would like to be rezoned to CB-3 (Central Business District) like surrounding properties, they believe they are zoned Public Use. Vose stated that Public Use was omitted in 2015 zoning amendments; Clerk will clarify.
- Drainage – need further engineering upon approval of site plan. There is surface runoff in front of building. Will keep most runoff on site w/ the additional green space and retaining wall.
- Erica Wing stated the outdoor landscaping would be a multipurpose space and could provide a space to provide activities such as yoga, painting, story time, music performances
- D’Amore stated there are 3 zones to the project:
 1. Market Street to be developed into a passive seating for reading and games. Construction of retaining wall to separate sidewalk from elevated seating, pathway to connect Clinton Street or ingress and egress to library, led lighting, landscaping to southwest corner.
 2. Clinton Street to be developed into an active play and learning area. Canopy over Clinton St. entrance, pavilion, walkway, sidewalk, accent lighting, retaining wall on north edge of lot, condensing units on Clinton St relocated to northeast corner away from street.
 3. Smaller off-street parking lot, sidewalk to connect zone 2 to provide safer access for visitors, lighting, retaining wall extended along north edge
- Project will be in 2 phases in order to better leverage grant funding. Phase 1; Zone 1 (spring 2025) and Phase 2; Zone 2 & 3 (late 2025 or spring 2026)
- D’Amore stated a variance would be needed for the parking.

O’Regan – issue with reduction of parking spaces and travel distance (75 ft) for handicap parking spaces. Site currently doesn’t and can’t meet the requirements for parking.

Vose – need to clarify zoning and decide on what variances may be required.

D’Amore would like to come back before the Board with a more formal proposal for Phase 1 of project. He was informed that submission to be heard at the September 3rd will need to be submitted within 5 days of meeting.

• **ADJOURN**

Time: 4:54 pm

Motion:	Board Member	Cotter	Ayes:	6	Absent:	1 (Albanese)
Seconded:	Board Member	Vose	Noes:	0	Abstain:	0

Respectfully Submitted,



Carrie M. Allen, City Clerk