**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

**AUGUST 13, 2018**

**Meeting commenced at 6:08 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

 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

 Tim Cellary, City Council Liaison

 **ABSENT -** Michael Poulin, City of Johnstown Attorney

**PUBLIC SESSION** - none

**OLD BUSINESS**

 • Capital Projects Review –

Christman Roof Project – Board President DiMarco asked if the TPA roof will need walking mats. Board member Hoover noted mats are needed only if the roof walked on continuously. Sr. Water Plant Operator Hlozansky said the roof is walked on 4 to 5 times per year. Board Member Hoover asked if we have the money in our budget for a roof repair. Board President DiMarco noted we budgeted $110,000 for the roof project but that was for a partial roof. However, there is enough money in the Capital Improvement Plan to cover the cost.

Nick Lobosco (CT Male) noted the roof was in bad shape and also that he is also comfortable entering into a contract with Mid State Industries.

**MOTION** to accept the recommendation of CT Male for a TPA/TPO roof made by Board Member Hammer and seconded by Board President Dimarco

 5 ayes 0 nays 0 absent

(See Resolution 14 – 201, below)

 • Smart Water Agreement -

The water line has taken over by the City of Johnstown and City of Johnstown Water Department on 8/3/2018. The Smart Waters agreement was approved by the Fulton County Board of Supervisors in their July 2018 meeting. The Water Department has not received the map and plan report from the county. This report will list the properties included in the new water district.

Residents affected by the Smart Water agreement will be notified, in writing, at some point after the Water Department receives a map and plan report , (a list of residents) , from the county. Board President DiMarco noted we will not be setting up ant Taps for these residents until at least April of 2019.

 • Setting Tap Fees for new water users -

Clerk Koehler presented to the board a draft tap procedure. Board members are to review and comment to the clerk of any comments, changes, and costs. The documents are to be reviewed and approved by the Water Board the next meeting.

 • Meter Replacement and Training –

 Master Meter computer module training was held on August 7 & 8, 2018.

 Water Clerk Koehler attended the training pertaining to the office portion of the training.

 All Distribution crew, with the exception of TJ Wager (as he had prior training) were included in training for

 the distribution portion (new meter read program).

For the new meter read program, the Water Department needs WIFI. Clerk Koehler is in the process of installing WIFI.

• Temporary Water Department Distribution Employees – Hoover and Hammer are interviewing the

 Temporary employees 8/14/2018. There will be 2 open positions lasting for 18 weeks. Tentative start

 date will be September 4, 2018. The primary duty of the temporary employees is to assist with the meter

Change outs. Board member Hoover noted we must have one water department employee with one

Temporary to replace meters. Temporary employees cannot enter a home without a water department employee.

 Board President Dimarco said weekend and after-hours meter change outs will be performed by meter

 department employees only.

 Board President Dimarco stated a short board meeting is needed, after the interviews, to approve hiring

the laborers.

 • Six (6) year Capital Improvement Plan and Budget for 2019 –

 To be discussed and completed at a future meeting.

 Copies of the 2018 6yr CIP and 2018 Budget given to all board members for comments or additions.

 Items to be considered for 2019-6yr CIP:

1. Roof on Cork
2. Filtration pickup truck
3. Bloomindale Avenue, near Route 30A, 6” line. NY State is preforming work in the vicinity and the water department could, at this point change, the line to a 6” line. The city will pay for the line materials

 and the state will install. Project will be cost effective as NY State is digging up the road for their

 project.

 • Office Renovations / Space constraints -

Nothing new to report. Board President DiMarco asked Board Member Hoover about his progress is in

getting a portion of our garage back. Board member Hoover asked Chief Gilbo for a meeting, but to date he has not responded.

 • Walmart

 Hlozansky requested Fire Chief Bruce Heberer help us with the Walmart overflow matter.

**NEW BUSINESS**

• Construction Pump for Distribution

 HTR Honda WT40XK3A $2,000.00

 **MOTION** to purchase new trash pump for distribution made by Board President DiMarco and seconded by

 Vice President Jeffers.

 5 ayes 0 nays 0 absent

 • Zero Turn Mower

B & B Motors Gravely ZT-HD $5,299.00

 **MOTION** to purchase new Zero Turn Mower for both Source and made by Board President DiMarco and

 seconded by Vice President Jeffers.

 5 ayes 0 nays 0 absent

**FINANCIAL**

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

 and seconded by Board Member Swierzowski.

 5 ayes 0 nays 0 absent

 Vendor Claims and Accounts Paid:

$ 16,237.32 for July 2018

$ 330,591.62 for August 2018

$ 346,828.94 TOTAL

Unpaid Claims: $ 1,381.15 Goldberger & Kremmer from October 2016.

 • **MOTION** to approve of August 2018 Industrial Levy, made by Board Member Swierzowski and seconded by

 Board Member Hoover.

 5 ayes 0 nays 0 absent

**MOTIONS & RESOLUTIONS**

 • **MOTION** to accept meeting minutes of July 9, 2018, made by Board Member Swierzowski and seconded by

 Board President DiMarco.

 5 ayes 0 nays 0 absent

 • **RESOLUTION 14 - 2018**, Award contract for Christman Roof to Mid-State Industries, Ltd., made by Board

 Member Hoover and seconded by Board President DiMarco.

 5 ayes 0 nays 0 absent

 • **RESOLUTION 15 - 2018**, granting an increase in pay to Susan Miller to $14.00 per hour, effective

 August 14, 2018, made by Board Member Hoover and seconded by Board President DiMarco.

 5 ayes 0 nays 0 absent

 • **RESOLUTION 16 - 2018**, authorizing the City of Johnstown Water Board to execute Change Order #1

 (Resolution 9-2018), made by Board President Dimarco and seconded by Board Member Hoover.

 5 ayes 0 nays 0 absent

**PUBLIC ANNOUNCEMENTS**

 • Next Water Board Meeting will be Monday, September 10, 2018 at 6:00 pm

 • Water Department will be closed on Monday, September 3, 2018, in observance of Labor Day.

**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 President Dimarco

 and seconded by Board Member Hammer at 7:19 p.m.

 5 ayes 0 nays 0 absent

 • **MOTION** to exit Executive Session made by Board Member Hoover and seconded by Board Member

 Swierzowski at 7:23 p.m.

 5 ayes 0 nays 0 absent

**ADDITIONAL MATTER(S)**

 • Hulbert Property

Property is located on Rt. 29 just east of the Christman reservoir. The Hulbert’s, as original owners of home, received city water at no cost. Board president DiMarco believes the Hulbert house is sold. Does the entire property receive water at no cost for the life of the home or does the free water cease with change of ownership? Board President DiMarco will meet City Attorney Poulin to research.

 • Smart Water 17 % to City

Board President Dimarco asked Mayor Jackson if the city will share the 17 % the city will receive with regard to the Smart Water deal. Will the Water Department receive a portion of this? Mayor Jackson noted he has not heard back from Common Council on our request

**ADJOURNMENT**

 • **MOTION** to adjourn made by Board Member Hammer and seconded by Board Vice President Jeffers at

 7:39 p.m.

 5 ayes 0 nays 0 absent

Submitted by

Barbara Koehler

Clerk of the Water Board