**JOHNSTOWN WATER BOARD**

**MINUTES**

**DECEMBER 10, 2018**

**Meeting Commenced AT 6:00 p.m.**

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

Board Vice President Scott Jeffers called the meeting to order, followed by the Pledge of Allegiance.

**ROLL CALL OF BOARD MEMBERS**

Barbara Koehler, Clerk of the Board

**ATTENDEES**

Scott Jeffers, Vice President

 Jason Hammer, Board Member

 John Swierzowski, Board Member (arrived at 6:05 pm)

 Dave Hoover, Board Member

 Michael Hlozansky, Senior Water Treatment Plant Operator

 Michael Poulin, City of Johnstown Attorney (arrived at 6:23 pm)

 Barbara Koehler, Clerk of the Board

 Tim Cellary, City Council Liaison

 **Absent**

George DiMarco, President

**PUBLIC SESSION**

 Board Member Elect Thomas Simek attended meeting.

 Board Vice President Jeffers welcomed Mr. Simek to the Water Board

**OLD BUSINESS**

• Capital Projects Review

 Christman Roof - Contractor commenced replacing the rubber roof on December 3, 2018. Lower section of roof

 is 90% complete and the second level is ongoing. Should take two (2) weeks to complete.

 Dam Phase II (Spillway Cork Center) - Greenman-Pedersen Inc., submitted a Project Memorandum addressed

 to the Johnstown Water Board outlining a brief summary of the DEC review process, construction options and

 timeline. (Exhibit A)

 New Dump Truck - Expected delivery to Water Department is in February 2019.

 By the end of December 2018, the new dump truck for Distribution is to be delivered from the manufacturer to

 the dealer. By mid-January 2019, the dump truck will be sent to Henderson for box installation.

• Meter Replacement

A total of 420 meter heads have been replaced. A new pallet of 420 meter heads was delivered today and the pallet of old meter heads is awaiting pick up for shipment back to Master Meter. Once the pallet of old meters is picked up, Clerk Koehler will place an order for another pallet of 420 meter heads.

• Factory Street

 Mike Hlozansky stated the project will be completed December 11, 2018.

• Water Department Superintendent

 Nothing new to report.

• Billing for Sewer invoicing

 Nothing new to report.

 Compilation of costs involved not completed.

• Shared Services Agreement (Building)

 Attorney Poulin had no new information from the last meeting.

 Attorney Poulin stated the City of Johnstown owns the property in question.

 The Water Department needs the space for the meter change outs, storage of meter heads, meter bases, and

 various parts. Board Member Hammer also noted the Water Department is to be given “warm” storage at

 the Crescendoe Road garage, which currently is not the case. Board Member Hammer also noted that if Water

 Department products are not stored properly, the products could rust and fall into disrepair, which will

 eventually cost taxpayers money.

 Board Member Hoover stated he had a meeting with Police Chief Gilbo. Chief Gilbo advised we could use one

 bay during the day and only temporarily until end of year 2018. The Police Department was not giving up any

 space. Board member Hoover offered to build a wall, keeping Police property separate from the Water

 Department, which was rejected by Chief Gilbo.

 Attorney Poulin stated he would have Chief Gilbo call Board Member Hoover on Tuesday December 11, 2018.

• Industrial / Commercial 2” Meter

 The Water Department purchased a new 2” “floating” meter.

 The 2” meter will be used to address issues with stopped industrial 2” meters.

• Dig Safe Billing

 More research needs to be completed and procedures need to be in place.

 Currently the Water Department is billed and pays for DPW and Water Department Dig Safes.

• TAPS

 O’Reilly Auto Parts: Completed. Sidewalk needs to be replaced.

 Townsend Leather: Completed. Road needs to be paved.

 • Letter to the city in lieu of grievance regarding violation of CSEA Local 1000 contract, regarding

 violation of hiring practices

 Board Member Hammer asked Attorney Poulin for guidance regarding CSEA grievance letter.

 Attorney Poulin noted a grievance letter is written by the aggrieved party, not the Attorney.

 Board Member Hammer will compose a letter.

**PERSONNEL**

• **MOTION** to promote Gustin Hilts to Working Supervisor was made by Board member Hoover and seconded

 by Board member Swierzowski.

 4 ayes 0 nays 1 absent

 Gustin Hilts’ promotion was approved by Fulton County Personnel.

 Discussion was had by Board Members Hammer and Hoover to provide retroactive pay for HEO’s providing

 duties as Working Supervisor.

 Board Member Hoover instructed Clerk Koehler to remit Fulton County Personnel paperwork for Gustin Hilts to

 Mayor Jackson for endorsement on December 11, 2018.

 A separate letter/memo will addressed to the City of Johnstown , from the Water Board, will be drawn up regarding

 retroactive pay for HEO’s providing duties as Working Foreman from the Water Board.

• With the departure of Senior Water Plant Operator Mike Hlozansky on January 18, 2019, Board Member

 Hammer inquired about the status of a new Water Plant Operator / Trainee.

 A Water Plant Trainee/Operator test will be given in the near future by Fulton County Personnel.

**NEW BUSINESS**

• Organizational Meeting January 2019 set for Monday, January 7, 2019 at 5:00 p.m.

**FINANCIAL**

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

 and seconded by Board Member Hoover.

 4 ayes 0 nays 1 absent

• **MOTION** to approve November 2018 Industrial Levy, made by Board Member Hammer and seconded by Board

 Member Swierzowski.

 4 ayes 0 nays 1 absent

• **MOTION t**o approve November 2018 Residential Levy made by Board Member Hoover and seconded by Board

 Member Swierzowski.

 4 ayes 0 nays 1 absent

**MOTIONS & RESOLUTIONS**

• **MOTION** to accept meeting minutes of November 13, 2018, made by Board Member Hammer and seconded

 by Board Member Hoover.

 4 ayes 0 nays 1 absent

• **MOTION** to accept meeting minutes of November 26, 2018 (Budget Meeting) made by Board Member Swierzowski

 and seconded by Board Member Hoover

 4 ayes 0 nays 1 absent

**PUBLIC ANNOUNCEMENTS**

• Organizational Water Board meeting will be held on Monday, January 7, 2019 at 5:00 pm.

• Next regular Water Board meeting will be Monday, January 14, 2019 at 6:00 pm.

• Water Department will be closed at noon on December 24, 2018 (Monday) and closed December 25, 2018

 (Tuesday), in observance of Christmas.

• Water Department will be closed January 1, 2019 (Tuesday) in observance of New Year’s Day.

 Water Board Vice President Jeffers thanked Board Member Hoover, whose term ends 12/31/18, for serving

 on the Water Board.

**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 Vice President Jeffers and seconded by Board Member Swierzowski at 7:01 p.m.

 4 ayes 0 nays 1 absent

• M**OTION** to exit Executive Session made by Board Member Hoover and seconded by Board Member Swierzowski

 at 7:18 p.m.

 4 ayes 0 nays 1 absent

**ADJOURNMENT**

• **MOTION** to adjourn the meeting made by Board Member Hoover and seconded by Board Vice President Jeffers

 at 7:19 p.m.

 4 ayes 0 nays 1 absent

Submitted by

Barbara Koehler

Clerk of the Water Board