**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

**FEBRUARY 11, 2019**

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

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

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

**ROLL CALL OF BOARD MEMBERS**

Board President Jeffers

**ATTENDEES**

Scott Jeffers, President

Jason Hammer, Vice President

George DiMarco, Board Member

John Swierzowski, Board Member

Thomas Simek, Board Member

John Denmark, Water Plant Operator

Barbara Koehler, Clerk of the Board

Brad Hayner, City Council Liaison

 **ABSENT**

 Michael Poulin, City of Johnstown Attorney

**SPEAKERS**

• Friendship Lodge Project

 Attending for the Friendship Lodge Project:

 David D’Amore, AIA – Architect

 Daniel Hampson, GPI

 Mike Newman, CSD Housing (Rochester)

David D’Amore and Daniel Hampson discussed the water needs of the Friendship Lodge Project. Also in attendance on behalf of the project was Bruce Heberer (Code Enforcement), Chris Vose (City of Johnstown Engineer), and Rich Calderwood (Century Linen).

David D’Amore stated that he received approval last fall from the Planning Board to proceed with the project.

The reason for attending the meeting was to discuss the water logistics for all affected, including: Friendship Lodge Project, Johnstown Water Department, and Century Linen.

Rich Calderwood (Century Linen) expressed concern about how the water pressure at Century Linen could be impacted by the usage of water tapping into the 6” main, noting Century Linen already has pressure issues.

Water Plant Operator John Denmark advised that tapping into the 12” main at the lower end of North Perry Street would not impact the water pressure at Century Linen.

Bruce Heberer (Code Enforcement) noted a line will be split outside of the building separating domestic water use and a sprinkler system. Heberer noted all commercial water applications are handled in this manner. He added that a domestic water line has to be split from the sprinkler in case of a faulty tenant and water needs to be shut off.

D’Amore requested a map noting the size of the water mains. Water Plant Operator Denmark and Clerk Koehler will compile the information. D’Amore noted once plans are finalized, they will be presented to the Water Board.

**PUBLIC SESSION**

* Greg Hillier, resident of the Landfill Permissive use area, advised the Board that he was considering building a second house on property he already owns. He asked if he could tie into the water line on County Highway131A.

 Mr. Hillier was given a TAP Application to be filled out and approved by the Water Board.

Mr. Hillier was informed there would be a fee for the TAP, for materials and labor. Mr. Hillier stated he feels he is grandfathered into the single city rate. Board President Jeffers asked Clerk Koehler to contact Attorney Poulin for clarification about the rate.

**OLD BUSINESS**

• Capital Projects Review:

 a) Christman Roof

 Mid-State Industries stopped at reservoir today (2/11/2019) to assess the leak on the newly installed roof.

 Board Member DiMarco noted the engineer has not completed his final inspection, adding that we are

 holding $15,000 retainage, to be paid after final engineer inspection and approval.

 b) Dam Phase II (Spillway)

Board Member DiMarco noted we should fix the following: Grout Curtain, repair the two (2) intake valves that do not work, and fix the deck on outlet works building

Board Member Simek asked Water Plant Operator Denmark what he thought was the most important item to be repaired.

Water Plant Operator Denmark noted the most important item to be repaired are the valves. Denmark noted the Spillway is still capable of handling water but is in need of a facelift as it is 100 years old.

 c) New Dump Truck

 Board President Jeffers spoke with Joel Wilson (Deputy Engineer) today. Henderson Equipment is

 currently installing the chassis. He will e-mail Board President Jeffers when complete.

• Meter Replacement

Clerk Koehler noted laborers are replacing meters with issues first.

Plant Operator Denmark noted Jason Matt from TI Sales would like to do a presentation in April, or soon after, for Neptune meter bases and heads. Master Meter representative has stated their heads do not work because the Neptune bases are not working.

The Board was receptive to the idea of a presentation on the Neptune product.

• Proposed Lead Service Line Replacement Program (LSLRP) –

Board President Jeffers contacted Doug Tracey from the NYS DOH regarding the LSRP noting the Board was interested in receiving more information on the program. The Water Department will be contacted by Doug Tracey with further information as it becomes available.

• Friendship Lodge Project – see above *Public Speaker*

• Dig Safely Invoicing

City of Johnstown Engineer Chris Vose advised that the City was taking over Dig Safely NY (DSNY) paper work. He advised that DPW will contact our employees in case of an emergency and we will be billed accordingly by the City of Johnstown for the Water Department portion.

Board Member DiMarco stated that the City of Johnstown DPW and Water Departments should have safety seminars. He noted that CSEA Union Employees need to wear hard hats and safety clothing for their own safety. He advised that he would suggest the idea to City Engineer Vose or Deputy Engineer Wilson.

• Billing City of Johnstown for Sewer invoicing - No discussion.

• Shared Services Agreement (Attorney review) - Attorney Poulin to review.

 Board President Jeffers noted we have been denied any additional building space by Police Chief Gilbo.

He noted that the Police Department started using a bay for evidence storage and animal control, then they started to use more bays. The Water Department tried to terminate the Contract in late 2016, however the City Attorney said we could not terminate. This occurred under the brief term of Mayor Lakata.

Board Member DiMarco suggested Board President Jeffers send a letter to the Mayor terminating the Shared Space Agreement to see what the response would be.

Board President Jeffers discussed putting a 3000 square foot addition on our current building Board Member DiMarco noted this was discussed last year and included in Capital Projects.

**PERSONNEL**

• Civil Service Exam for Water Treatment Plant Operator and Water Treatment Plant Operator Trainee

 (Topic introduced by Board Member Swierzowski)

Board Member Swierzowski asked for a Motion at the end of the meeting for a short Executive Session to discuss an employment issue.

Water Plant Operator Denmark suggested that the Water Plant Trainee as well as the Meter Reader/Laborer positions be added to the negotiations for the 2020 CSEA Union Contract. He noted that the latter position was abolished in 2014 with the title only being used as a reference for “out of title” work.

Board Member DiMarco stated the Personnel Committee should contact Chris Duesler (President of the CSEA Union) to add positions, prior to the 2020 Contract negotiations, to have the positions added to the current Contract.

Board President Jeffers stated he did not think that the City or the CSEA Union would entertain opening the current Contract to add titles so close to negotiations for the 2020 Contract.

 • Laborer

The Water Department Personnel Committee recently interviewed for the laborer position and hired one (1) laborer. Board President Jeffers advised that paperwork is being processed by the City/County for the laborer position with the start date to be determined.

**NEW BUSINESS**

• Walmart Distribution Leak (Topic introduced by Board Vice President Hammer)

• Fage Leak Usage (Topic introduced by Board Vice President Hammer)

 There were issues with excess water being used at Walmart and Fage.

Chief Heberer (Code Enforcement) said flow alarms are installed at Walmart. He stated that Walmart night security turns off the alarms at times. This resulted in the loss of approximately 1,000,000 gallons of water in January 2019.

 Board Member Hammer suggested charging for the use/loss of water.

Chief Heberer stated one cannot charge for fire suppression, noting the free water is for fire use. Chief

Heberer advised he would get back to us with specifics.

 Board Member Hammer requested Clerk Koehler and Plant Operator Denmark figure out labor, water

 usage, and any other costs associated with addressing these leaks. He advised that the findings will be

discussed at the next meeting.

Board Member Simek asked if we could assess fines for usage of this nature. He noted a fine should be addressed as part of the Water Department’s Policies and Procedures.

• Review of 2018 Financials (Topic introduced by Board Vice President Hammer) – Not discussed.

 Board Vice President Hammer said individual Board Members can assess the financial data given to

 them by Clerk Koehler for yearend 2018.

• Review of NYS DEC letter regarding Cold Brook Inspection (Topic introduced by Board President Jeffers)

Board President Jeffers asked Board Member DiMarco to handle the NYS DEC letter. Board Member DiMarco suggested we contact CT Male to address the DEC letter.

**FINANCIAL**

**• MOTION** to accept Claims and Vouchers for payment (Audit Approval)

 Made by Board Vice President Hammer and seconded by Board Member DiMarco.

 **5 ayes 0 nays 0 absent**

**• MOTION** to approve January 2019 Industrial Levy

 Made by Board Member DiMarco and seconded by Board Member Swierzowski.

 **5 ayes 0 nays 0 absent**

**MOTIONS & RESOLUTIONS**

• **MOTION** to accept meeting minutes of January 14, 2019

 Made by Board Member DiMarco and seconded by Board Vice President Hammer.

 **5 ayes 0 nays 0 absent**

• **MOTION** to accept meeting minutes of January 25, 2019

 Made by Board Member Swierzowski and seconded by Board Member DiMarco.

 **5 ayes 0 nays 0 absent**

**PUBLIC ANNOUNCEMENTS**

• Next regular Water Board meeting will be Monday, March, 11, 2019 at 6:00 pm

• Water Department will be closed February 18, 2019 in observance of Presidents’ Day.

**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 Board Member Swierzowski and seconded by Board Member Tom Simek at 7:40 p.m.

 **5 ayes 0 nays 0 absent**

• M**OTION** to exit Executive Session

Made by Board Member DiMarco and seconded by Board Member Tom Simek at 8:02 p.m.

**5 ayes 0 nays 0 absent**

**ADJOURNMENT**

• **MOTION** to adjourn the meeting

Made by Board President Jeffers and seconded by Board Member Swierzowski at 8:05 p.m.

 **5 ayes 0 nays 0 absent**

Submitted by

Barbara Koehler

Clerk of the Water Board