**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

**July 10, 2017**

**Commenced at 6:00 p.m.**

**Pledge of Allegiance**

1. ATTENDEES:

\_\_x\_\_ George DiMarco, Vice President

\_\_x\_\_ Scott Jeffers, Board Member

\_\_x\_\_ John Swierzowski, Board Member

\_\_x\_\_ Michael Hlozansky, Senior Water Treatment Plant Operator

\_\_x\_\_ Michael Poulin, City of Johnstown Attorney (Arrived 6:39 pm)

\_\_x\_\_ Barbara Koehler, Clerk of the Board

\_\_x\_\_ Tim Cellary, City Council Liaison

EXCUSED

Jason Hammer, Board Member

2. GUESTS:

None

3. FINANCIAL:

3.1 Water Department has received Vouchers for sewer charges from the City Treasurer due to the Sewer Department. Mr. DiMarco noted, as far as we know, all funds due the City Treasurer for the Sewer charges received by the Water Department have been paid.

3.2 Audit Approval – Accept Vouchers payment.

Motion to accept vouchers for payment made by Swierzowski and seconded by Jeffers.

Yeas 3 Noes 0 Absent 1

Total for July 2017 $1,191,544.60 (Total includes $1,115,645.80 of sewer charges)

Total for June 2017 $ 975.75 National Grid

4. PERSONNEL:

**•** Mr. Dimarco noted the request for new laborer in progress. Mayor Vernon Jackson

approved the position. Signed form went to Civil Service and we are waiting for their return. Will need this laborer to help install the new Water Meters from Master Meter.

• Arrangements have been made for Gustin Hilts, our newest laborer, to attend class to

obtain his “Grade D Water Operator’s License”. This is a two day course at SUNY Morrisville, July 24 and July 25, 2017.

5. CORRESPONDENCE RECEIVED:

­ None

6. OLD BUSINESS:

6.1 Bloomingdale Avenue Project.

Schultz Construction finished work on the project on the arterial. A final bill will be

submitted to the Water Department shortly.

6.2 Cyber Security Report.

CT Male & GCS are working with Mike Hlozansky to prepare the Cyber Security Report required by Department of Health (DOH). This is a new requirement for public water suppliers. A certified vendor is needed to complete the report. As this is a new requirement by the DOH, with very few vendors who are certified, vendors are now taking steps to become certified. GCS and CT Male will have to become certified.

GCS is our computer vendor, helping us with our SKADA.

The report needs to be completed by September 2017.

Another meeting is scheduled this week (week of 7/12/17) with GCS and CT Male.

6.3 Lead and Copper Testing Report for Department of Health (DOH).

Another new requirement for us by the DOH. We are all ready to proceed.

• The Water Department has a listing of homes for sampling prepared, which was

sent to the DOH for approval.

• Sampling dates will be scheduled shortly.

• A Letter of appreciation is being sent to homes agreeing to sample.

6.4 Fulton Storage Tank

• Aqua Store set date to commence work on August 1 (Tuesday), 2017.

The Water Department will drain the tanks on Monday July 31 (Monday), 2017.

6.5 Review of minimums for Industrial users.

• Need committee still needs to review this.

The need for review came about due to Johnstown Renewables. The Water Department

wants to assess the Industrial usage prior more industries moving into the area.

6.6 Master Meter – New Meter installations.

• Attorney Poulin reviewed the contract and it will be returned to Master Meter.

• A public notice is still being prepared to issue to the news media before the project

commences.

• Master Meter will deliver 420 Meters per pallet. The Water Department has 90

days to complete to install the meters.

Mr. Swierzowski noted it will be overtime for the distribution crew.

Our distribution crew is more than willing to work.

Mr. DiMarco noted we might try to install 30-40 per week.

• Mr. DiMarco and Mr. Swierzowski asked what happens if we do not complete a pallet in

90 days. Ms. Koehler will call Master Meter for clarification.

• Hlozansky noted the issue with the meters occurred in other cities, as they installed new

meters about a year or 2 earlier than us.

This is an effort on Master Meter’s part to fix any future issues by issuing new meters to

the cities having these meters

With a bad meter battery, a reading will not be sent to the remote reader. A bad meter

will have a zero or low read, creating more work having to read the meters manually.

6.7 Repair work at Cork Center

CT Male is looking for direction with the work we want done on the Gate House floor.

Floor is very bad. The floor is the emergency.

The Water Department will direct CT Male to take the building off and pour a concrete cap / floor. Leave valve controls open to the elements. Maybe a small inexpensive shelter will be placed over the valves in the future. We are directing CT Male that we do not want a new building .

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Replace filtration plant pass doors and overhead doors are also included in the above plans.

CT Male will get prices for new pass doors.

6.8 Christman

The plan for replacement filtration plant pass doors will be given to the Water Department,

by CT Male, about the same time we will be getting the plans for Cork Center.

Replace section of roof. No work will be performed at this time. Mr. DiMarco noted the roof can last another year and can go into next year’s maintenance budget

**7. CAPITAL PROJECTS REVIEW**

Mr. DiMarco noted the loggers are moving along and are at the west side of the spillway.

90% of the trees are gone. Included the 1 ½ Acre acres sited for gravel usage. Loggers should be done by next week. The Dam Construction Project should commence next week.

7.1 Cork Center – DAM REHABILITION PROJECT

Construction Administration / Inspection Contract with GPI, with full time Inspector

approved by Common Council (their Resolution #60).

7.2 Review and revise 6 year Capital Plan.

Mr. DiMarco noted we do not need to change the 6 Year Capital Plan now, unless we find a new dump truck. In that case we will take $100,000 from 2018 to 2017.

Mr. Swierzowski wanted to know how we know if a dead end water line is bad. Do we wait for customers to call the Water Department with issues, or do we assume all dead ends are bad? Loss of pressure is an issue with dead ends.

Mr. Swierzowski noted that if dead ends are an issue, we add this issue to future capital projects.

Holzansky noted the pressure on Route 107 is bad (low). Rosewood Avenue, Abel Drive, and Jansen Avenue should be put on the list for future repairs.

8. MOTIONS & RESOLUTIONS:

Motion to accept minutes of June 12, 2017 meeting made by Swierzowski, seconded by Jeffers.

Yeas 3 Noes 0 Absent 1

**Resolution No. 18, 2017** to increase general services contract with CT Male.

Motion to accept Resolution No. 18, 2017 to increase general services contract with CT Male meeting made by DiMarco, seconded by Jeffers.

Yeas 3, Noes 0, Absent 1

9. NEW BUSINESS:

9.1 Review Water Bills for reprieve on the following individuals:

Hector Mejias, Sr.

Christopher Pertell

James Nellis

Water Department rules state any water that passes through the meter, customers have to pay for it.

All the above reprieves have been denied by the Water Board.

Letters will be issues to customers.

9.2 Attorney Poulin to discuss directors / officer liability insurance with board members.

Attorney Poulin explained we have a 1 million / 2 million policy, with 5 million excess 10 million total. As long as you are acting in proper authority for the Water Board, one should not be liable for anything unless you are neglectful. An example of neglect is spending public money without proper authority or encourage public misconduct As long as one acts in accordance with the Charter, there should be no issues.

The Water Board members are covered under the City of Johnstown insurance policy.

Attorney Poulin noted that one could be sued individually; yes one can be. Being held liable is another issue.

Board members do not have “individual” policies. The City of Johnstown has a policy that covers the actions of Water Board members.

ADJOURNMENT:

Motion to adjourn made by Jeffers seconded by DiMarco.

Yeas 3, Noes 0, Absent 1

Meeting ended at 7:05 pm.