**JOHNSTOWN WATER BOARD**

**MEETING MINUTES**

**march 12, 2018**

**Meeting commenced at 6:00 p.m.**

**Pledge of Allegiance**

**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

 Michael Poulin, City of Johnstown Attorney (Arrived at 6:03PM)

 Barbara Koehler, Clerk of the Board

 Tim Cellary, City Council Liaison

**ABSENT** - None

**PUBLIC SESSION** – Kenneth Chamberlain/Beth Ringer

Kenneth Chamberlain and Beth Ringer of 4 Factory Street addressed the Board regarding their need to keep water running in the basement to prevent their water pipes from freezing in the winter. He stated that his property is located on a dead end street approximately 200 yards away from the nearest house with water. Mr. Chamberlain advised that he has two sump pumps in his basement which run frequently to handle the water flow and this has resulted in an increase in his monthly electric bill. He asked the Board to come up with a remedy for this situation and asked if the water pipe could be insulated

Board President DiMarco advised that the Board would look into solutions on how best to address the issue and would follow up with him regarding any corrective action that the Water Board could take to rectify the problem.

**FINANCIAL**

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

made by Board President DiMarco and seconded by Board Member Jeffers.

5 ayes 0 nays 0 absent

Vendor Claims and Accounts Paid:

$ 2,233.71 for February 2018

$ 392,410.39 for March 2018 (includes sewer payment of $301,476.85 for February 2018)

$ 394,734.10 TOTAL

Unpaid Claims:

$ 1,381.15 Goldberger & Kremmer

• **MOTION** to approve February 2018 Industrial and Residential Levies

 made by Board President DiMarco and seconded by Board Member Hoover.

5 ayes 0 nays 0 absent

**CORRESPONDENCE RECEIVED** - None

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**OLD BUSINESS**

• Capital Projects Review - Cork Center Dam Rehabilitation Project

Board President DiMarco noted Phase II work will commence in the spring at Cork Center. He stated GPI is working on determining costs associated with the spillway rehabilitation. He advised that he was working with Chad Kortz of CT Male to prepare necessary specs for the roof at Christman.

• Smart Water Agreement - No new information was discussed.

• Master Meter Agreements – Meters and software training

Contact for new meters has not been signed. All Board members were in agreement that clarification must be made on who would be responsible for shipping costs for the old meters once removed. Board Member Hoover stated that he would like Master Meter to provide a demonstration of the installation of the new product that will be replacing the current meters and an estimate on how long it will take to complete the change out.

• Chlorinators at Cork Center

Mike Hlozansky reported that the new chlorinators have been installed and are working very well and that the new system is more user friendly. He added that the chlorination system has an annual maintenance agreement once the one (1) year service warranty ends.

• Tap Fees for in City as well as out of City water users

The Board reviewed costs associated with tap installation. It was agreed that the minimum fee for an in city tap would be $400. Out of the city rates would be $1,500, which includes pit or curb box, parts, heavy equipment, and labor. The prices noted are the base prices, which could fluctuate dependent on the market price of copper. Any additional cost for pipe will be passed on to the homeowner, in addition to the base price of the tap. Board Member Hoover stated that an applicant must provide a plumbing permit from the Code Enforcement Department before any work would commence.

• Water Rate increase for 2018

 The Board decided unanimously that water rates would not be increased at this time.

• Industrial Customers: Setting Minimum Use Rate

The Board discussed setting a monthly minimum usage fee of $55.60 for Industrial Customers. A Resolution will be prepared for the next meeting.

• Deer Park Receivership

City Attorney Michael Poulin advised the Board that he was waiting to hear from the law clerk regarding the status of the Deer Park receivership. Water Board Clerk Barbara Koehler stated that Howard Carr is no longer the receiver. She noted Trustco Bank is the new owner and all past due bills are now current.

**MOTIONS & RESOLUTIONS**

• MOTION to accept meeting minutes of February 12, 2018

made by Board Member Hoover and seconded by Board President DiMarco.

5 ayes 0 nays 0 absent

**PERSONNEL**

• Grade A School/Tonawanda, NY

The Board gave approval to send Thomas Wager & Russell Coon to Grade A School in Tonawanda 5/14-25.

• New Hire

 Board President DiMarco announced Eric Heberer would start as a laborer on Monday, March 19th.

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**NEW BUSINESS**

• Keys for Board Members

Board Member Hoover inquired as to what Board Members had keys to the Water Department Building. Board President DiMarco and Board Vice President Jeffers stated that they had keys to the building. Board Member Hoover stated that it could be a liability issue for Board Members to be in the building without staff present. Board President DiMarco noted that without a Superintendent, there is a need for him to have access to the building at all hours; as well as posting notices and closures.

• Recouping Space in Water Department Building

Board Member Swierzowski stated that the department is in need of additional space and the Board should revisit the issue of recouping space in the water department building. Board Member Hoover stated that the terms of the Shared Space Agreement should be adhered to regarding the revocation process.

• Supervisor Approval of Time Sheets

Water Board Clerk Koehler questioned changes made to the Water Department employee’s weekly activities sheet. Board Member Hoover stated any time a change is made to an employee’s activity/time sheet the employee should be informed and asked to sign the change. Board President DiMarco stated that the Water Department hires its own employees which are different than DPW employees; however, all are city employees. Water Department City Attorney Poulin stated that several years ago the Common Council changed the job description of the City Engineer to encompass oversight of Water Department employee’s time cards. Board President DiMarco stated that the City Charter states that the Water Department is responsible for its employees. City Attorney Poulin concurred that the City Charter supersedes other documents.

• Maintenance Work

 President DiMarco stated the staff is getting quotes to remove trees at Christman per DEC directive.

CT Male is also preparing a Request for Quotes for the doors at the filtrations plants.

**PUBLIC ANNOUNCEMENTS**

• Water Department will be closed at noon on Friday, March 30, 2018 (Good Friday Observance)

• Next Water Board Meeting will be Monday, April 9th, 2018 at 6:00 pm

**ADJOURNMENT**

• MOTION to adjourn at 7:30 p.m., made by Board Member Hoover and seconded by

 Board Member Swierzowski

 5 ayes 0 nays 0 absent

Submitted by

Barbara Koehler

Clerk of the Water Board

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