

**GLOVERSVILLE-JOHNSTOWN JOINT SEWER BOARD
MEETING MINUTES
January 13, 2021**

The Gloversville-Johnstown Joint Sewer Board (GJJSB) held a meeting on Wednesday, January 13, 2021. Due to the circumstances of the COVID-19 pandemic the meeting was held via teleconference.

The meeting was called to order by Chairman Rizzo at 7:00 P.M.

ROLL CALL

John Rizzo	Chairman
Bobbi Trudel	Vice Chairperson
Christopher Vose	Secretary
Christopher Perry	Member
Craig Talarico	Member
Wrandy Siarkowski	Member
Wallace Arnold	Manager-Wastewater Programs
Donna Renda	Fiscal Officer
Mark Levendusky	Laboratory Director
Hilary Ruzycky	Administrative Aide

Chairman Rizzo read aloud the following statement: Due to the COVID-19 pandemic this meeting is open to the public through teleconference connection. This meeting shall be recorded and later transcribed.

ELECTION OF OFFICERS – 2021 JOINT SEWER BOARD

The Board reappointed the same slate of officers to the 2021 Joint Sewer Board on a motion made by Mr. Siarkowski, seconded by Mr. Talarico, carried six (6) in favor, and none (0) opposed: Chairman John Rizzo, Vice Chairperson Bobbi Trudel, and Secretary Christopher Vose.

COMMITTEE APPOINTMENTS

On a motion made by Ms. Trudel, seconded by Mr. Vose, carried six (6) in favor, and none (0) opposed, the Board reappointed the following committees:

Industrial Compliance/Operations/Preventative Maintenance

Wrandy Siarkowski (Chairman)
Christopher Perry
Christopher Vose

Budget/Purchase/Audit/Personnel

John Rizzo (Chairman)
Bobbi Trudel
Craig Talarico

DECEMBER 9, 2020 MEETING MINUTES

The Board approved the December 9, 2020 meeting minutes on a motion made by Mr. Siarkowski, seconded by Ms. Trudel, carried six (6) in favor, and none (0) opposed.

JANUARY 4, 2021 SPECIAL MEETING MINUTES

The Board approved the January 4, 2021 special meeting minutes on a motion made by Mr. Siarkowski, seconded by Mr. Vose, carried six (6) in favor, and none (0) opposed.

CORRESPONDENCE

The following correspondence was discussed: No. 21 and 38.

PLANT OPERATIONS

Authorize Bidding – Progressive Cavity Pumps

Plant Manager Arnold requested Board approval to seek bids for the supply and delivery of two (2) Progressive Cavity Pumps, per the 2021 Capital Plan. The new pumps will replace twenty-year old pumps at the gravity belt thickeners. Installation of the pumps will be accomplished by the Facility’s maintenance staff. On a motion made by Mr. Siarkowski, seconded by Mr. Perry, carried six (6) in favor, and none (0) opposed, the Board authorized to advertise bids for the supply and delivery of two (2) Progressive Cavity Pumps.

INDUSTRIAL COMPLIANCE

Sewer Bill Protest – 76 Helwig Street, Gloversville

Fiscal Officer Renda reviewed a request for sewer bill adjustment for excess water usage for property located at 76 Helwig Street in Gloversville. On a motion made by Ms. Trudel, seconded by Mr. Siarkowski, carried six (6) in favor, and none (0) opposed, the Board denied credit since permission to inspect the premises was not granted.

BUDGET/PURCHASE/AUDIT

Approval of Updated Policies

Fiscal Officer Renda reported that the Budget/Purchase/Audit committee met to review the Facility’s financial processes and policies. Fiscal Officer Renda provided an overview of the financial policies for the full Board, along with the committee’s suggested updates.

Required Policies:

1. Code of Ethics
2. Cash Management and Investment Policy
3. Procurement Policy and Procedures

On a motion made by Mr. Siarkowski, seconded by Mr. Talarico, carried six (6) in favor, and none (0) opposed, the Board adopted the amended Code of Ethics Policy.

On a motion made by Mr. Siarkowski, seconded by Ms. Trudel, carried six (6) in favor, and none (0) opposed, the Board adopted the amended Cash Management and Investment Policy.

On a motion made by Ms. Trudel, seconded by Mr. Talarico, carried six (6) in favor, and none (0) opposed, the Board adopted the amended Procurement Policy and Procedures.

Fiscal Officer Renda noted the current policies for Sexual Harassment and Workplace Violence are up to date.

Internal Policies:

1. Cash Receipts
2. Cell Phones
3. Credit Card
4. Fixed Asset Inventory
5. Travel and Training
6. Vehicle Use

On a motion made by Mr. Siarkowski, seconded by Mr. Vose, carried six (6) in favor, and none (0) opposed, the Board adopted the amended policies for cash receipts, cell phones, credit cards, fixed asset inventory, travel and training, and vehicle use.

Amended Bylaws of the Joint Sewer Board

Administrative Aide Ruzycky requested Board approval to amend the Bylaws of the Gloversville-Johnstown Joint Sewer Board. The revision designates the regular monthly meeting to be held generally on the second Wednesday of each month, instead of the second Tuesday of each month. On a motion made by Mr. Siarkowski, seconded by Ms. Trudel, carried six (6) in favor, and none (0) opposed, the Board adopted an amendment to Article VI, Section 1 of the Bylaws of the Gloversville-Johnstown Joint Sewer Board as follows:

Section 1. Regular meetings of the Sewer Board shall be held once each month, generally on the second Wednesday of each month. The regular meeting shall be held in the Board Room of the Gloversville-Johnstown Joint Wastewater Treatment Facility unless revised by consent of the Board members. The Board will issue appropriate notice of the meeting.

PERSONNEL

Retirement: Account Clerk/Typist Catherine Maragno

Chairman Rizzo read aloud a notice of retirement received from Account Clerk/Typist Catherine Maragno, effective March 31, 2021. On a motion made by Mr. Siarkowski, seconded by Mr. Talarico, carried six (6) in favor, and none (0) opposed, the Board accepted the retirement of Account Clerk/Typist Catherine Maragno, effective March 31, 2021, after ten (10) years of service.

ATTACHMENTS

Resolution No. 2021-01

On a motion made Ms. Trudel, seconded by Mr. Perry, carried six (6) in favor, and none (0) opposed, the Board approved Resolution No. 2021-01. *Closing Books for Fiscal Year 2020.*

Resolution No. 2021-02

On a motion made Mr. Siarkowski, seconded by Mr. Vose, carried six (6) in favor, and none (0) opposed, the Board approved Resolution No. 2021-02. *Transfer from Capital and Equipment Reserve Fund to General Fund.*

Wastewater Programs Report, Annual Trends/Comparison Report, and 2020 O&M Expenditure Reports were reviewed per Attachments No. 3, 4, & 5.

O&M purchase orders and disbursement sheets totaling \$180,076.00 were approved for payment on a motion made by Mr. Siarkowski, seconded by Ms. Trudel, carried six (6) in favor, and none (0) opposed.

OLD BUSINESS

Plant Tour

Board member Talarico contacted the offices of Senator Tedisco, Assemblyman Smullen, Congresswoman Stefanik, and Ronald Peters of the Fulton County Center for Regional Growth (CRG) to offer them a tour of the Plant. All parties expressed interest in an on-site visit. Vice Chair Trudel will contact Mr. Peters to set up a meeting with the CRG, Joint Sewer Board, and Manager Arnold to create an informational packet highlighting the Facility.

NEW BUSINESS

Employees Assistance Program

Administrative Aide Ruzycky reviewed the 2020 Utilization Report of the Employees Assistance Program offered by St. Mary's Healthcare.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 7:58 P.M. on a motion made by Mr. Siarkowski, seconded by Mr. Talarico, carried six (6) in favor, and none (0) opposed.

The next regular meeting will be held on **Wednesday, February 10, 2021 at 7:00 P.M.**

Respectfully submitted,

Christopher Vose, GJJSB Secretary