

**GLOVERSVILLE-JOHNSTOWN JOINT SEWER BOARD  
MEETING MINUTES  
January 11, 2023**

The Gloversville-Johnstown Joint Sewer Board (GJJSB) held a meeting in the Boardroom of the Gloversville-Johnstown Joint Wastewater Treatment Facility on Wednesday, January 11, 2023. The meeting was called to order at 7:00 P.M.

**ROLL CALL**

Bobbi Trudel	Chair
Wrandy Siarkowski	Secretary
John Rizzo	Member
Eric Parker	Member
Wallace Arnold	Manager-Wastewater Programs
Mark Levendusky	Laboratory Director
Hilary Ruzicky	Administrative Aide
Michele Rackmyre	Senior Account Clerk

**ABSENT**

Christopher Vose	Vice Chair
Donald Schwartz	Member

**JOINT SEWER BOARD – APPOINTMENTS**

Wrandy Siarkowski reappointed by Gloversville, 3-year term expiring December 31, 2025.

**ELECTION OF OFFICERS – 2023 JOINT SEWER BOARD**

The Board reappointed the same slate of officers to the 2023 Joint Sewer Board on a motion made by Mr. Siarkowski, seconded by Mr. Parker, carried four (4) in favor, two (2) absent, and none (0) opposed: Chair Bobbi Trudel, Vice Chair Christopher Vose, and Secretary Wrandy Siarkowski.

**COMMITTEE APPOINTMENTS**

On a motion made by Mr. Siarkowski, seconded by Mr. Parker, carried four (4) in favor, two (2) absent, and none (0) opposed, the Board appointed the following committees:

**Industrial Compliance/Operations/Preventative Maintenance**

Wrandy Siarkowski (Chair)  
Christopher Vose  
Donald Schwartz

**Budget/Purchase/Audit/Personnel**

John Rizzo (Chair)  
Bobbi Trudel  
Eric Parker

**DECEMBER 2022 MEETING MINUTES**

The Board approved the December 14, 2022 meeting minutes on a motion made by Mr. Siarkowski, seconded by Mr. Rizzo, carried four (4) in favor, two (2) absent, and none (0) opposed.

**CORRESPONDENCE**

The following correspondence was discussed: No 18.

## PLANT OPERATIONS

### **NY-Alert Notification**

Plant Manager Arnold reported an intense rainfall with snow melt water pushed solids through the plant and caused influent flow to bypass the Screening Building on December 27, 2022. Maximum influent flow hit 23.2 MGD. Approximately 246,000 gallons of influent flow bypassed the Screening Building over 177 minutes. Recorded Settleable Solids of 23.0 mL/L in the effluent Imhoff cone exceeded the SPDES limit of 0.1 mL/L. On December 27, 2022, Manager Arnold filed a NY-Alert incident report as required under the NY Sewage Pollution Right to Know Act and filed a Report of Noncompliance Event to the NYS DEC Regional Water Engineer.

### **Award Bid – Sodium Hypochlorite**

Plant Manager Arnold reported a chemical bid opening was held on January 5, 2023, for the supply and delivery of Sodium Hypochlorite. Bids were received from Slack Chemical Co., Inc. and Surpass Chemical Company, Inc. Surpass Chemical Company submitted the lowest bid at \$2.91/gallon. On a motion made by Mr. Siarkowski, seconded by Mr. Parker, carried four (4) in favor, two (2) absent, and none (0) opposed, the Board accepted the bid proposal from Surpass Chemical Company, Inc. for a one (1) year contract for the supply and delivery of Sodium Hypochlorite, at the cost of \$2.91/gallon.

## INDUSTRIAL COMPLIANCE

### **Sewer Bill Protest: 13 Sixth Street, Gloversville**

Senior Account Clerk Rackmyre reviewed a request for sewer bill adjustment for excess water usage for property located at 13 Sixth Street in Gloversville. Plant Manager Arnold conducted an inspection of the premises. On a motion made by Mr. Siarkowski, seconded by Mr. Rizzo, carried four (4) in favor, two (2) absent, and none (0) opposed, the Board denied credit since there is not sufficient evidence to prove the excess water did not enter the sewer system to be treated during the billing period.

## BUDGET/PURCHASE/AUDIT

### **Request for Proposals – Financial Audit Services for FY2022, 2023 & 2024.**

Senior Account Clerk Rackmyre reported Requests for Proposals were sent to four auditing firms to provide financial auditing services for fiscal years 2022, 2023 & 2024. Two firms responded with proposals, one firm is not accepting new clients, and one firm sent no response. BST submitted the lowest proposal. On a motion made by Mr. Siarkowski, seconded by Mr. Parker, carried four (4) in favor, two (2) absent, and none (0) opposed, the Board accepted the proposal submitted by BST to provide financial auditing services for fiscal years ending 2022, 2023, and 2024, not to exceed \$12,500.00, \$12,750.00, and \$ 13,000.00 respectively.

### **Policy Review**

Senior Account Clerk Rackmyre reported the facility's internal and required policies are up to date with no changes recommended at this time. Workplace Violence Prevention Program and the Lockout/Tagout Program were both updated after the Public Employee Safety and Health partial complaint inspection conducted on August 4, 2022.

## PERSONNEL

### **Employee Assistance Program**

Administrative Aide Ruzycky requested Board approval for the Employee Assistance Program contract renewal with St. Mary's Healthcare at the cost of \$425.00 per year. The program provides early intervention and counseling services for employees and their immediate family members. On a motion made by Mr. Siarkowski, seconded by Mr. Parker, carried four (4) in favor, two (2) absent, and none (0) opposed, the Board approved renewal of the Employee Assistance Program contract with St. Mary's Healthcare at the cost of \$425.00 for 2023.

ATTACHMENTS

**Resolution No. 2023-01**

On a motion made Mr. Rizzo, seconded by Mr. Siarkowski, carried four (4) in favor, two (2) absent, and none (0) opposed, the Board approved Resolution No. 2023-01. *Closing Books for Fiscal Year 2022.*

**Resolution No. 2023-02**

On a motion made Mr. Siarkowski, seconded by Mr. Parker, carried four (4) in favor, two (2) absent, and none (0) opposed, the Board approved Resolution No. 2023-02. *Transfer from the Capital and Equipment Reserve Account to the General Fund Account.*

Wastewater Programs Report, Annual Trends/Comparison Report, and 2022 O&M Expenditure Reports were reviewed per Attachments No. 3, 4, & 5.

O&M purchase orders and disbursement sheets totaling \$200,668.06 were approved for payment on a motion made by Mr. Siarkowski, seconded by Mr. Rizzo, carried four (4) in favor, two (2) absent, and none (0) opposed.

OLD BUSINESS

Board Member Rizzo inquired on progress to modify CAT Cogen contracts to include language regarding liquidated damages and early completion. Manager Arnold noted he will discuss with GJJSB legal counsel.

Board Member Rizzo requested a breakdown of healthcare costs comparing 2022 to 2023, to be provided at the next Joint Sewer Board meeting.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 7:37 P.M. on a motion made by Mr. Siarkowski, seconded by Mr. Parker, carried four (4) in favor, two (2) absent, and none (0) opposed.

The next regular meeting will be held on **Wednesday, February 8, 2023 at 7:00 P.M.**

Respectfully submitted,

Wrandy Siarkowski, GJJSB Secretary