

**GLOVERSVILLE-JOHNSTOWN JOINT SEWER BOARD
MEETING MINUTES
June 12, 2024**

The Gloversville-Johnstown Joint Sewer Board held a meeting in the Boardroom of the Gloversville-Johnstown Joint Wastewater Treatment Facility (GJJWTF) on Wednesday, June 12, 2024. The meeting was called to order at 6:08 P.M.

ROLL CALL

Donald Schwartz	Vice Chairman
Eric Parker	Secretary
Michael W. Stover	Member
John Rizzo	Member
Bobbi Trudel	Member
Harry Brand	Manager-Wastewater Programs
Mark Levendusky	Laboratory Director
Ian Colvin Marincic	WWTP Engineer Technician
Darleen Gaugler	Principal Account Clerk
Hilary Ruzicky	Administrative Aide

ABSENT

Christopher Vose	Chairman
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MAY 8, 2024, REGULAR MEETING MINUTES

The Board approved the May 8, 2024, regular meeting minutes on a motion made by Ms. Trudel, seconded by Mr. Rizzo, carried five (5) in favor, one (1) absent, and none (0) opposed.

MAY 23, 2024, SPECIAL MEETING MINUTES – Employment Offer

The Board approved the May 23, 2024, special meeting minutes on a motion made by Mr. Parker, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed.

CORRESPONDENCE

The following correspondence was discussed: No. 12

PLANT OPERATIONS

Scheduled Work Projects / Capital Plan

Manager Brand reported that cleaning and maintenance of Primary Settling Tanks No. 1 and No. 3 was completed. The entire chain assembly, sprockets, and 17 flights were replaced in cross collectors of Tank No. 3. Both tanks are back in service.

Manager Brand reported he is reviewing the 2024-2026 Capital Plan with Department Heads to determine which projects can be completed within the next 6 months and which projects may be eliminated to stay within the budget. Some projects accomplished in 2024 did not stay within the estimated costs approved under the Capital Plan. Purchase and installation of an emergency generator for the UV Disinfection System was budgeted at \$20K, with a final cost of \$89K. Rebuilds of Cogen No. 1 and Cogen No. 2 were initially budgeted at \$150K for both units, but the current Capital Plan lists only \$120K. The Cogen No. 1 rebuild completed in April 2024 cost \$69K. The Cogen No. 2 rebuild is expected to cost the same. A spiral auger for Conveyor No. 4 in the Sludge Building was budgeted at \$35K, but current pricing for the auger is \$85K. A more affordable system that uses belts instead of a spiral auger is under review. The CAST Settling Tank requires a new chain and sprockets.

Manager Brand reported asphalt conditions are substandard throughout the facility. Repairs are needed soon to stop wear and tear on vehicles and to prevent potential safety hazards. Numerous potholes are navigated around when fork trucks transport chemical totes. Manager Brand proposed Shared Services between the Cities' DPW Departments and GJJWTF. Asphalt patching materials could be purchased by GJJWTF. The Cities could provide

an asphalt roller, other necessary equipment, and some laborers. It was suggested that DPW Directors tour the plant to evaluate the asphalt conditions.

NYSDEC Compliance:

- **Petroleum Bulk Storage Program**

Manager Brand reported he submitted a Petroleum Bulk Storage (PBS) Update and Renewal Application to NYSDEC. Facility contact information was updated and corrections submitted for an incorrectly unregistered tank. Conversations with NYSDEC determined that Tank 006 was listed as a 50-gallon Bulk Storage Tank on the PBS registration at the time of inspection, however the NYDEC Inspector was shown the Portable Godwin Pump Tank during the compliance inspection in 2021, which would not be a registered tank under NYSDEC Regulations, and therefore was removed from the facility's PBS Registration. Tank 006 is a 50-gallon stationary tank and is required to be registered under NYSDEC PBS Regulation. The tank was added back to the registry at the correct volume. Manager Brand is researching secondary containment and overflow protection for Tank 006, as required under the PBS regulation, to be completed within 30-days of placing Tank 006 back on the registry.

- **4A WWTP Operator by July 3, 2024**

Manager Brand reported the facility must be under the responsible supervision of a Grade 4A WWTP Operator by July 3, 2024, to meet minimum requirements mandated by NYSDEC. To date, the Board has been unable to fill the vacant Lead WWTP Operator position with a certified Grade 4A WWTP Operator.

Approve Consulting Services Agreement: 4A WWTP Operator James Davis

Manager Brand requested Board approval to contract with previous employee and Certified Grade 4A WWTP Operator James Davis to provide Consulting Services until the Lead WWTP Operator position is filled with a Certified Grade 4A WWTP Operator. On a motion made by Ms. Trudel, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved an Agreement by and between the Gloversville-Johnstown Joint Sewer Board and Certified Grade 4A WWTP Operator James Davis to provide Consulting Services until a permanent Certified Grade 4A Lead WWTP Operator is hired, to start employment on June 17, 2024, working onsite a minimum of 30 days per calendar quarter, approximately 2 – 4 hours per day, at the cost of \$80.00 per hour.

NYS Assets Management Project

Manager Brand reported he and Engineering Technician Marincic participated in a phone conference with C2AE Engineering regarding the progress of the NYS Asset Management Program. Under this collaborative program, the NYS DEC, NYS Environmental Facilities Corporation, and a chosen engineering firm assist municipalities with developing programs to inventory and document facility assets. C2AE engineers were onsite in late 2023 to walk the plant and catalogue assets. C2AE assigned tag numbers to fixed assets missing from the facility's Fixed Asset Inventory Report. Manager Brand is working to update toolboxes in Phase 2 of the program.

Manager Brand reported an IBM resource platform called Maximo Asset Management may be available to maintain the assets program after completion. The software program would manage asset values, depreciation values, equipment life services, inventory, purchase orders, work orders, and preventative maintenance schedules.

Manager Brand noted the Operations and Maintenance staff have limited access to computer workstations. Additional stations are needed for Operator test preparation and contact hour training. Many training courses and safety classes are offered free online. The new computer workstations could be installed in the Operator's Lab and the Recirculation Building training room. Board members unanimously agreed to the purchase of additional computer workstations.

Septic Hauler Grease Rates

Manager Brand reported numerous loads of restaurant grease are delivered by Septic Haulers. The grease is discharged from tankers to the Screening Building, requiring Operators to shovel wood chips into the processing equipment to prevent blockages and backups. The grease collects on the surface of the Primary Tanks where it is manually pulled off the tanks by the Operators. GJJWTF staff transport the skimmed grease to the Fulton County Department of Solid Waste for disposal, which includes a tipping fee.

Manager Brand noted that currently the Septic Haulers are charged \$0.09 per gallon to discharge. Manager Brand requested Board approval to notify Septic Haulers in writing they will be charged the approved Food Waste Rate of \$0.33 per gallon when discharging restaurant grease. The letter shall contain language requiring Septic Haulers to disclose the content of the material they are discharging, with possible ramification for nondisclosure.

On a motion made by Ms. Trudel, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board authorized for Manager Brand to send correspondence to all approved Septic Haulers, stating upon discharge all Haulers shall disclose the contents of material to be discharged (Septic Waste, Industrial Waste, or Food Waste), discharges will be charged at the approved rates including Industrial Waste and Food Waste, specifically identifying Oil & Grease as Food Waste to be charged at \$0.33 per gallon, effective July 1, 2024.

INDUSTRIAL COMPLIANCE

Sewer Bill Protest: 54 Park Street, Gloversville

Principal Account Clerk Gaugler reviewed a request for sewer bill adjustment for excess water usage for property located at 54 Park Street in Gloversville. On a motion made by Ms. Trudel, seconded by Mr. Rizzo, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board denied a credit since the period usage is within the normal range for this address.

PERSONNEL

WWTP Operator Trainee Civil Service Exam

Manager Brand reported five (5) employees took the WWTP Operator Trainee Civil Service Exam on May 18, 2024; four (4) employees passed the exam and one (1) employee failed. On May 28, 2024, employees Owen Chizek, John Samples, and Aaron Tubbs were appointed from provisional to permanent WWTP Operator Trainees.

Promotion: Tyler Pettit to WWTP Operator Trainee

Manager Brand reported WWTP Attendant Tyler Pettit successfully passed the WWTP Operator Trainee Civil Service Exam on May 18, 2024. On a motion made by Mr. Parker, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved the permanent appointment of Tyler Pettit to WWTP Operator Trainee, effective upon approval by Civil Service.

Appointment: Kenneth Gifford to WWTP Attendant

Manager Brand reported provisional WWTP Operator Trainee Kenneth Gifford did not successfully pass the WWTP Operator Trainee Civil Service Exam on May 18, 2024. On a motion made by Mr. Stover, seconded by Mr. Rizzo, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved the permanent appointment of Kenneth Gifford to WWTP Attendant, effective upon approval by Civil Service.

EXECUTIVE SESSION

On a motion made by Ms. Trudel, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, all Board members present went into executive session at 6:59 P.M. to discuss NY Public Officers Law §105:1 – (f) 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.

On a motion made by Ms. Trudel, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board came out of executive session at 7:17 P.M.

Manager Brand requested Board approval for a Memorandum of Agreement to allow a 3A WWTP Operator to temporarily satisfy the duties of the Lead WWTP Operator position at an out-of-title pay rate. On a motion made by Ms. Trudel, seconded by Mr. Parker, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved for the Chairman to execute a Memorandum of Agreement by and between the Gloversville-Johnstown Joint Sewer Board and Teamsters Local 294 to authorize a 3A WWTP Operator to discharge the duties of the Lead WWTP Operator position at an out-of-title pay rate of \$36.50 per hour, until the earlier of Board hires a permanent Lead WWTP Operator who holds Grade 4A WWTP Operator certification or until July 3, 2024, unless extended by NYSDEC and authorized by Fulton County Personnel Officer.

ATTACHMENTS

Wastewater Programs Report, Annual Trends/Comparison Report, and 2024 O&M Expenditure Reports were reviewed per Attachments No. 1, 2, & 3.

O&M purchase orders and disbursement sheets totaling \$312,456.98 were approved for payment on a motion made by Ms. Trudel, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed.

OLD BUSINESS

Slope Failure Update

Manager Brand reported he met with a representative from NBT Insurance to discuss coverage to repair the slope failure on the north side of the Cayadutta Creek. NBT Insurance indicated that NYMIR has taken the position that the incident is not defined as an insurable event combined with there is not proven insurable asset damages. While efforts will continue to ensure there is not any potential this event has the potential to be insurable, all indications currently indicate it will be unlikely. Therefore, the slope failure project will require finance bonding from the City of Gloversville.

Manager Brand presented two (2) written proposals from Greenman Pedersen Inc. (GPI) for Professional Services, including scope and fees, to Engineer the repair of the slope failure. Recommendation is a phased approach with Proposal No. 1, to support the ability to obtain construction cost and investigate complete project financing, to include GPI providing Project Management.

1. GPI Proposal No. 1 details project Engineering Services including interpretation of building codes, field inspections, document review, developing and awarding bids, vetting contractors, and permitting, at an hourly fee, not to exceed \$ 90,000 without additional authorization.
2. GPI Proposal No. 2 provides all the project Engineering Services included in Proposal No.1 with the addition of onsite Project Management through completion of construction, with construction estimates starting August 2024 ending on November 1, 2024, at an hourly fee, not to exceed \$ 220,000 without additional authorization.

On a motion made by Ms. Trudel, seconded by Mr. Parker, carried four (4) in favor, one (1) absent, one (1) abstained (John Rizzo), and none (0) opposed, the Board authorized for Manager Brand to execute GPI Proposal No. 1 for Professional Services.

High Voltage Electric Service, Inc.

Manager Brand reported High Voltage Electric Service, Inc (HVES) is selling the company's book of business to RESA Power, effective target date of July 1, 2024. Gus Mininberg will contract under the new business for the next 3-year period. Mr. Mininberg will remain the Primary Contact for the High Yard Recovery Project.

NEW BUSINESS

Odor Complaint

Manager Brand reported NYSDEC called to notify the facility they had received an odor complaint on June 12, 2024, on behalf of a local resident. Per NYSDEC, the odors occurred on June 11, 2024, at 11:45 P.M. and lasted approximately 1-hour. NYSDEC did not provide the resident's name or address. Manager Brand was unable to determine the cause of the odors as they occurred after hours when the facility was unmanned. The complaint was recorded in the facility's Odor Complaint Log and posted to the GJJWTF website.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 8:13 P.M. on a motion made by Ms. Trudel, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed.

The next regular meeting will be held on **Wednesday, July 10, 2024, at 6:00 P.M.**

Respectfully submitted,

Eric Parker, Secretary
Gloversville-Johnstown Joint Sewer Board