

FINAL COPY

MINUTES OF A REGULAR MEETING OF THE BINGHAMTON - JOHNSON CITY JOINT SEWAGE BOARD

Tuesday, July 9, 2024

Plant Administration Building

Members Present: George Kolba
Edward Crumb
Chris Papastrat
Ron Lake
Bruce King
Stephen Andrew

Also Present: Elliott Wagner, Superintendent
Michele Cuevas, Confidential Secretary
Alfred Paniccia, Jr., Esq., Co-Counsel
Ron Warwick, Asst. Superintendent
Howard Reeve, Facility Engineer
Larry Travis, E.E., Electrical Engineer
Bryan Witbeck, CMMS Clerk and CSEA Unit President
Clark Giblin, Village of Johnson City, Trustee

Chairman Kolba called the meeting to order at 3:31 PM. Sign in sheet was passed. Six (6) Board members were present. Confidential Secretary Cuevas read aloud roll call. Chairman Kolba confirmed all signed in, identified fire exits and requested cell phones be turned off or silenced during the meeting. All stood to recite the Pledge of Allegiance.

Privilege of the Floor

Chairman Kolba asked if anyone would like the privilege of the Floor. No one wished to speak. The Chairman closed the floor.

Meeting Minutes Approval

Edward Crumb made a motion that the Board approves the submitted June 11, 2024, Regular Board Meeting Minutes with the suggested changes as contained in the Board Folders.

Motion seconded by Bruce King.

Motion carried. 6/0

Fiscal Officer Report

Mr. Robinson was not in attendance, the Fiscal Officer report was e-mailed and copied for Board Members. Board Member Crumb mentioned that the 2024 budget is tracking normally.

Superintendent's Report

Superintendent Wagner overviewed his Superintendent's Report below which included graphs, charts, copies of which were distributed in the Board's folders. The first page of the report is set forth below.

Superintendent Wagner mentioned that everything at the facility is running well.

June Superintendents Report

July 9, 2024

June received 3.09 inches of precipitation, for a total of 21.62 inches so far this year.

Total avg. flow was 12.56 mgd with the sum being 376.91 million gallons.

CBOD=10 mg/L, TSS=7 mg/L, NH3=0.331 mg/L, Phos=0.564 mg/L

Micro turbine production was 53,830 kwh. Solar produced 9,049 kwh

In June the mechanics removed a crumbling staircase and built a wooden platform and stairs. With the Operations department they have started the annual draining and inspection of all 10 Primary tanks.

The new Shift Lead Operator and the Operations department have been conducting more jar testing to further enhance the operational efficiency of the Actiflo Process. Two (2) new operator trainees have started their training and are doing well.

Electrical/Instrumentation department brought in the ChemScan rep. for the annual inspection/part update and minor training. They installed cooling fans in the CN gallery PLC control panels.

Superintendent's Report-cont.

These panels are used for controlling the valve operations for each of the 14 CN Cells, Backwash waste pumps and spray water pumps.

We are continuing to make progress on the 5-year plan.

The 2025 Budget has been forwarded to the Board Members. Superintendent Wagner stated that it is an honor and humbling to do this large budget. The staff appreciates the Board's confidence in allowing us to present the 2025 budget.

We had a DEC official come to the plant for a Chemical & Bulk Storage inspection.

The EPA has announced an Industrial Wastewater Pretreatment audit, which begins Tuesday, July 16th with a 2-hour interview, followed by 3 days of on-site inspections and visits to up to 6 random IWPP participants sites. Currently we have 19 permitted users under the program.

The Safety Coordinator/Industrial Hygienist has been scheduling safety training and supporting work efforts throughout the plant.

The Business Manager wanted to remind the board and co-counsel Paniccia about the terms for Joint Sewage Board Members.

Operator II-ABC Review class-Morrisville-Request

Edward Crumb made a motion that the Board, in accordance with the Travel Policy, and to be paid from the Travel and Training budget line (ES8130.54701), grants approval for registration and expenses for one (1) Operator II to attend the 1-day ABC review class in Morrisville on August 2nd, 2024.

Motion seconded by Bruce King.

Motion carried. 6/0

*****end of report*****

Business Manager's Report

Secretary Cuevas noted that Business Manager Goodson wanted the Board to review the e-mail from Haylor Freyer & Coon-Amy Zingaro referencing the building/contents insurance policy to update the insured values consistent with the appraisal value. After a brief discussion, it was decided to have Finance Committee meetings, on notice to all Board Members, with Haylor Freyer & Coon (HFC), Brown & Brown, and the Business Manager to better understand the figures that HFC came up with. Will report back next month.

Committee Reports

Construction: Mr. Lake reported regarding the TPS project that a pre-design meeting with the consultant will take place next week. TPS project grant application is in. There is bond money available to the Owners in order to proceed.

New Business-\$10,000 check **EM Seal Project-Pumping**

Mr. Lake mentioned that there was a \$10,000 escrow account check from the EM Seal project that was made out to the City of Binghamton for the bypass pumping. Since the work was paid out of the Joint Sewage Board budget, Mr. Lake reported that the City of Binghamton will relinquish the check, and a new check will be written out to the Binghamton-Johnson City Joint Sewage Board to be deposited into the Joint Sewage Board account.

Edward Crumb made a motion that the Board accept the \$10,000 check made out to the correct party along with a relinquishment letter from the City of Binghamton to have the check made out to the Binghamton Johnson City Joint Sewage Board and deposit the funds into the revenue account refund prior year's expense (ES.42701).

Motion seconded by Steve Andrew.

Motion carried. 6/0

Finance: Mr. Crumb mentioned that the Superintendent's proposed budget is an excellent start to the 2025 budget. The scheduled meetings were approved last month. Mr. Crumb mentioned that since the facility has a flood wall that is not yet approved by FEMA to take the JSTP out of the flood hazard zone, engineering services are needed to procure a Letter of Map Amendment (LOMA) is needed in order to procure flood insurance at "standard" flood insurance rates (as opposed to the "high hazard" rates currently applicable). Board Member Lake agreed to make a call to find an engineering firm willing to assist the Board. Final 2023 billing comments were sent to the City of Binghamton Comptroller, Mr. Robinson. The Confidential Secretary continues to work on the RFP/RFQ for broker services to procure property/commercial insurance.

Flow Management: Mr. Crumb mentioned that they are still waiting for a response from GHD regarding updating the JSTP's Service Area Map and Infiltration/Inflow Basin Map. Board Member Lake agreed to make a call and ask for status.

Personnel: Board Member Crumb mentioned that Business Manager Goodson coordinated to get an updated opinion letter from the accounting firm regarding accumulated sick time usage at retirement to fund Retiree Health Care premium costs. The rules and opinion letter that was received back in 2010 are still the same except the monetary "cap" for unemployment insurance, which has increased based on inflation. Board Member Andrew mentioned that, under State Comptroller guidance, the Joint Sewage Board is not able to set up a reserve fund for Retiree Health Care premium costs. Maybe set-up a ledger account. A brief discussion was held. There will be a committee meeting to discuss this further.

Personnel:cont.

Board Member Andrew asked Superintendent Wagner how everything is going with personnel at the facility, and Superintendent Wagner responded by saying “pretty good” and reported that the facility just recently hired two employees in the operator/trainee position, and a request was received from another employee to attend schooling and take another test: “things are good”.

Future Planning: Mr. King stated that a mission statement has been written for the 5-year plan; development is in progress and the Committee and Plant Staff have a good start to move ahead with the future planning of the facility.

Ad Hoc: no business

Old Business:

By-Laws

Board Member King went through the by-laws. The following corrections and updates were discussed.

Pg 1 Item #5-Second sentence should read as follows: If the Mayor fails to appoint a new board member, then the previous person remains in the position.

Pg 3 Item #1-First sentence should read as follows: Unless otherwise agreed by the Board, regular meetings shall be called on the second Tuesday of every month, Work sessions for the regular meetings, if called by the Chairman, shall be held either before the scheduled time of the regular meeting, or shall be the Thursday prior to the regular meeting, at a time selected by the Chairman.

Pg 4 Item #3-First sentence should read as follows: The meeting place for each ensuing meeting shall be determined at the meeting other than for special meetings or emergency meetings called after the meetings.

Pg 4 & 5 Item #3A-Delete the following: 3a, b, c, d, e, f, g, h, i, j, k sections.

Mr. King will distribute these corrections and will bring them to vote at the next regular meeting in August. If Board Members have any comments/corrections, please e-mail Mr. King.

New Business:

Credit Card Usage-Opinion

Chairman Kolba asked the members about whether the Board should look into having a credit card available for purchases. In the discussion that followed, it was noted that the Owners’ Intermunicipal Agreement (IMA) does not authorize the Board to borrow or incur debt, and a credit card involves borrowing. The potential of obtaining a debit card linked to a dedicated bank account funded only for purchases that have been pre-approved was brought-up. After a brief discussion, it was decided to ask the comptroller, Mr. Robinson.

The next regular Board meeting is August 13, 2024, at 3:30PM.

Adjournment:

Bruce King made a motion to adjourn.

Motion seconded by Edward Crumb.

Motion carried. 6/0

Meeting adjourned at 4:44pm.

Michele Cuevas
Confidential Secretary

cc: Board Members
Mayor Kraham, City of Binghamton
Mayor Meaney, Village of Johnson City
City Clerk, City of Binghamton
Village Clerk/Treasurer, Village of Johnson City
Alfred Paniccia, Esq.
Chuck Robinson, Fiscal Officer
Elliott Wagner, Superintendent
Brown & Brown Empire State
Haylor, Freyer & Coon
Joshua Holland, Village of Johnson City Director of Public Services
Ronald B. Lake, P.E., City of Binghamton Engineer
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