

Final

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

**Tuesday, January 14, 2014
Village of Johnson City Offices**

Members Present: George Kolba, Jr., Chairman
Edward Crumb
Eugene Hulbert, Sr.
Luke Day
Steve Andrew
Ronald Davis

Also Present: Cathy (Aingworth) Young, Superintendent
Shane Guilford, Business Manager
John Perticone, Esq., Co-Counsel (arrived @ 3:04 PM)
Alfred Paniccia, Jr.
Charles Pearsall, City of Binghamton Comptroller/Financial Officer
(arrived @ 3:07 PM; left @ 5:19 PM)
Gerald Kennicutt, Asst. City of Binghamton Comptroller
(arrived @ 3:07 PM; left @ 5:19 pm)
Gary Holmes, City of Binghamton Commissioner of Public Works
(arrived @ 3:40 PM; left @ 4:40 pm)
Bruce King, JC Village Trustee
Diane Marusich, JC Village Trustee (arrived @ 3:08 PM)
Laura Lee Perkins, Transcriptionist

Chairman Kolba called the meeting to order at 3:02 PM; all six Board Members are present; sign-in sheet passed for signatures; fire exits identified.

Edward Crumb made a motion for the Board to approve the November 27, 2013 Minutes in the form contained on the Google Drive with associated changes and comments.

Stephen Andrew seconded the motion

Motion carried 6/0

Edward Crumb made a motion for the Board to approve the November 12, 2013 Minutes in the form contained on the Google Drive with associated changes and comments.

Stephen Andrew seconded the motion

Motion carried 6/0

Edward Crumb made a motion for the Board to approve the December 10, 2013 Minutes as presented in the Board folder

Ronald Davis seconded the motion

Motion carried 6/0

Edward Crumb made a motion for the Board to approve the December 19, 2013 Minutes as presented in the Board folder

Ronald Davis seconded the motion

Motion carried 6/0

Charles Pearsall passed out 8 financial reports (see folder): cash balance through 12/31/13, Revenue Recorded (2013 and 2014 YTD), Operations and Maintenance Budget (2013 and 2014 YTD), MUNIS conversion report for 2014, and Flood Capital Fund (2013 and 2014 YTD). The Capital Fund report is missing and will be e-mailed to Board Members.

Financial Report as of December 31, 2013:

1/1/2013 Beginning Balance

Checking Account	\$ 532,174.98
------------------	---------------

Savings Account	<u>\$ 546,937.74</u>
-----------------	----------------------

TOTAL	\$ 1,079,112.72
-------	-----------------

12/31/13 Revenue	\$14,266,353.84
------------------	-----------------

12/31/13 Disbursements	<u>\$11,474,465.11</u>
------------------------	------------------------

BALANCE	\$ 3,871,001.45
---------	-----------------

Mr. Pearsall presented an overview of the 2014 estimated bills and invoices prepared by him.

Edward Crumb made a motion for the Board to adopt the 2014 estimated bills for the municipalities as prepared by the Fiscal Officer and to submit same as 1st Quarter 2014 billings with a notice that adjustments will be made in the future (plus/minus) if required.

Ronald Davis seconded the motion

Motion carried 6/0

Mr. Guilford stated that he did not have a list yet regarding any additional budget lines overspent in 2013 that require transfers. Mr. Pearsall stated that, with respect to the Professional Services line, his office needs input from City Engineer Philip Krey, P.E. with respect to billings incorrectly posted against the Board's Professional Services line which caused the line to appear to have been overspent.

Stephen Andrew made a motion for the Board to approve payment of the City of Binghamton invoice for the \$3,125.00 balance of 2013 accounting services.

George Kolba, Jr. seconded the motion

Motion carried 4/2/0 (RD & EC)

Eugene Hulbert, Sr. made a motion to accept the January 7, 2014 proposal from Keystone Associates titled "Additional Service Authorization – No. 2" for \$3,766.67 as a not-to-exceed amount, based upon Keystone's hourly rates in the existing contract.

(As there was no second, the motion failed)

Edward Crumb made a motion for the Board to accept the recommendation to reallocate 480,000 gallons per day of the Flow Credits assigned to the City of Binghamton under the Flow Management as presented in the December 19, 2013 correspondence from Steven Gamelsky. Stephen Andrew seconded the motion

In discussion, it was noted that a formal amendment to the Flow Management Plan will also need to be submitted to the DEC to afford it a 30-day opportunity for review and comment.

Motion carried 6/0

Mr. Guilford noted that a final CMOM Program document has not yet been received from the Town of Vestal.

Superintendent's Report

Superintendent's Report January 14, 2014

Violations and Significant Issues Compliance

Date: December 2013	Influent	Effluent	Average % Removal		Effluent Limit
Average Flow	19.31mgd				
CBOD	145	96	33.8%		Monitor
Suspended Solids	104	44	57.7%		Monitor
Other: Settleable Solids Max	9.7	0.9	90.7%		Monitor
Total Nitrogen	Nov. 28.0	Nov. 23.2	17.1%		Monitor
Chlorine	NA	1.60Max.	NA		2.0Max.
Avg. Temperature	12.5	12.1			
Solids Removed		September	October	November	December
Digested		0	0	0	0
Lime Stabilized		824.38	886.14	867.73	837.56
Total		824.38	886.14	867.73	837.56

Operations

- The plant continues to operate in CEPT mode. We have not received a record of the actual Polymer Tank level transducer installation drawings, and the installation has been revised several times since initial design. We have requested to Savin that these drawings be provided so that we can troubleshoot alarms we have experienced..
- A conference call for a preliminary constructability review with Jacobs Engineers, our digester construction management team, was held to review the GHD digester design on December 30th.
- Head Mechanic Jim Ross spoke talked with Leon Welch from Hunt Engineers regarding depth of water in the digester. We are waiting for a change order from Tim Steed (Hunt Engineers) for the cost to repair the leak of significance from a crack along the corbel. . The crack repair appears to be beyond what the contract required, and the plan was to provide cost estimates for its repair.
- The clarifier stress testing plan has been approved by the DEC. The testing addresses the concerns that the DEC has with removal and conversion of clarifier 7 to a fine screen process. It is scheduled to occur the week of January 20th.

Personnel

- The facility engineer interviews are currently being held.
- A new operator trainee list has been established and interviews are being scheduled.
- There was a retirement in the electrical department and interviews are being conducted to fill that vacancy.

Other

- A Flood Protection meeting was held on December 4th to review progress to date. The next meeting is scheduled for Wednesday, January 15th at the Hillside Building.
- I worked with George Fowler and Woidt Engineers to submit an Application for the DEC WQIP-11 Grant for Outfall Dredging of River Sediment. The grant request includes sediment removal as well structures for habitat restoration that will also inhibit build up of sediment in the future. It is currently in review at the DEC.
- A Meeting was held with Town of Conklin and its attorney regarding the lack of an agreement for discharge to our treatment plant. They are moving forward to request a meeting with the city attorney to resolve the issue.
- The Advanced Demolition project for the BAF's is almost completed. Due to the substantial completion of the Advanced Demolition Project, the progress meeting scheduled for January 7, 2014 was cancelled. Future progress meetings are not anticipated to be necessary. A project close out meeting is still required to reconcile any outstanding change orders or issues. Information regarding date and time shall be forthcoming for those interested in attending.
- I received a request to perform soil borings at TPS in relation to the flood mitigation efforts from a subcontractor to Griffiths Engineering. This request is still outstanding and needs board direction.
- A 30 % DAF design meeting with plant staff, Savin Engineers and the city is tentatively being scheduled for the end of January.
- I am working with the Safety Coordinator to complete a grant application for safety training for the 2014-2015 year. The submittal deadline is staff to develop a scope of services for the remediation of lead paint throughout the plant. Several areas have been tested and it appears that many if not most areas have lead paint on the walls and piping
- I have been working with Modspace and the board chair and vice chair to get the modular office building contractors work coordinated.
- I continue to work with EPA regarding Crane Hogan. The trial date has been moved to April.
- I attended a City Council meeting at their request to give an explanation regarding the IWPP charges to the water department. After the meeting, it was decided that the water department will begin exploring methods for sediment removal on site.
- I have met with the city comptroller and Michael Lisson, from Grossman St. Amour regarding the FEMA audit. Progress is ongoing.
- The EPA conducted and audit of our pretreatment program on Sept 11th, 12th, and 13th. The response to their comments regarding the inspection is in your packets.
- Request authorization for travel to NYWEA conference February 4th through 6th.
- I am requesting Plant employee travel expense request (\$250) for a February Grade 3 operator training class is requested.

Edward Crumb made a motion for the Board to authorize the Superintendent or her designee to advertise for proposals/qualifications for the safety training for 2014 using the same document as was used for 2013.

Stephen Andrew seconded the motion

Motion carried 6/0

Stephen Andrew made a motion for the Board to approve and authorize Cathy (Aingworth) Young and any Board Member and any Plant Personnel designated by the Superintendent (up to 4 people total) to attend the NYWEA annual meeting and conference on February 4 – 6, 2014 in New York City and to approve the issuance of a \$250.00 per person allowance for travel and costs to be paid from budget line J8130.54701 (Travel and Training - Plant) or J8130.54701A (Board Travel and Training) as the case may be, to be reconciled following return based on costs actually incurred.

Ronald Davis seconded the motion

Motion carried 6/0

Edward Crumb made a motion for the Board to approve payment of a \$250.00 allowance for travel expenses for one person designated by the Superintendent to attend Operations Grade 3 training for one week in February to be paid from budget line J8130.54701 (Travel and Training - Plant), to be reconciled following return based on costs actually incurred.

Luke Day seconded the motion

Motion carried 6/0

Committee Reports

Operations – Eugene Hulbert, Sr. – continuing to work with Keystone and ModSpace regarding the revised site plan and revised foundation plan for the Modular Building. ModSpace will not submit the building plans to the New York State Department of State until the foundation plan is approved. ModSpace has requested an \$86,000 change order based on adding a retaining wall to the building's north side. LeChase would like to proceed as soon as the weather and ground conditions permit. A meeting will be held with the contractors to coordinate. Mr. Guilford was asked about his progress in obtaining a quote for a contract for the electrical work, and he reported that this has not been obtained yet. Distributed documents for review and comment regarding financial and organizational matters related to the publicity project Mr. Hulbert is overseeing. It was suggested that the Board hold a series of meetings with each Municipal User to explain current and projected operations and finances and answer questions.

Edward Crumb made a motion for the Board to authorize the advertisement for a Project Representative (RFP/RFQ) for the Digester Complex Restoration Project with the description of the engagement in the form posted on the Google Drive and distributed to Board Members, to be advertised in the Press & Sun-Bulletin and the NYS Contract Reporter.

Ronald Davis seconded the motion

In discussion, it was noted that coordination of the language should be made to replace "Typical Work Activities" with "Scope of Services" and to replace "assigned by" with "coordinated with", in addition to adding the standard RFP/RFQ boilerplate verbiage.

Motion carried 6/0

Construction – Luke Day – noted that a request will need to be made for a revised scope and fee proposal from Jacobs for CM/CA services for the Digester Complex Restoration Project based on changes in the project plans. It was noted that the DEC stated that it did not require submission of the plans and specifications for approval. Superintendent Young will obtain a written confirmation from DEC in this regard (may be needed for FEMA approval of reimbursements). It was noted that all Notices to Proceed have been issued regarding the modular building project. An outline for a proposed change order from Spensieri was discussed by Superintendent Young. Further coordination will be necessary in line with available finances.

Edward Crumb made a motion for the Board to approve the transfer of \$6,710.00 from Capital Fund budget line JH813.554032 (Digester Brick Repair) to Capital Fund budget line JH813.554030 (Digester Leak Repair) and the transfer of \$90,000.00 from Capital Fund Contingency budget line JH813.554039 to Capital Fund budget line J8130.554030 (Digester Leak Repair) and direct the Business Manager to submit requests for legislation to the Owners' legislative bodies for approval of the transfers.

Ronald Davis seconded the motion

Motion carried 6/0

Finance – Edward Crumb – asked Mr. Guilford the status of obtaining the insurance endorsement to cover the CEPT. Mr. Guilford will research and report back. Discussion was held regarding the status of the 2012 Final Billing. Chairman Kolba would like to have a meeting scheduled to resolve remaining items. Mr. Pearsall stated that his schedule was full, and he would need to look for a date/time and get back to the Board.

Personnel – Stephen Andrew – (nothing to report at this time)

Ad Hoc – Ronald Davis – the County has nearly completed establishment of the underlying website IT infrastructure.

Flow Management – Edward Crumb – asked Mr. Guilford the status of the contract with Paige Group. Mr. Guilford stated that he has not gotten to this yet. Discussion was held regarding postponing the first Steering Committee meeting of the year to February 26, 2014, pending having the Paige Group contract in place. A policy statement will be drafted for Board consideration regarding 239-l and 239-m reviews submitted by Broome County which do not involve “new or modified sewer connections” to parallel the routing of documentation/approvals under the Flow Management Plan. Noted the report issued by the Center for Environmental Integrity last week in relation to the Chesapeake Bay Watershed which did not note any discharge violations by the Facilities in the five years ending December 31, 2012.

John Perticone, Esq. summarized the meeting with the Town of Conklin he attended regarding the City of Binghamton's negotiations of a user agreement with the Town of Conklin (successor to the agreement that expired December 7, 2012).

Next meeting is scheduled for 2/11/14 at 3 PM at the Village of Johnson City Municipal Offices.

Luke Day made a motion for the Board to adjourn
Stephen Andrew seconded the motion
Motion carried 6/0

Meeting adjourned at 6:16 PM

Respectfully submitted,

Laura Lee Perkins
Transcriptionist

cc: Board Members
Mayor Rich David, City of Binghamton
Mayor Greg Deemie, Village of Johnson City
City Clerk, City of Binghamton
Village Clerk/Treasurer, Village of Johnson City
John Perticone, Esq.
Alfred Paniccia, Esq.
Charles Pearsall, Fiscal Officer
Catherine Young, Superintendent
Brown & Brown Empire State
Haylor Freyer & Coon
Robert Bennett, P.E., Village of Johnson City, Engineer
Philip Krey, P.E., City of Binghamton, Engineer
File