

FINAL COPY

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

Tuesday, April 09, 2024

Plant Administration Building

Members Present: George Kolba
Edward Crumb
Chris Papastrat
Stephen Andrew – Remote (Audio/Video) (entered 3:40pm)
Ron Lake
Bruce King

Also Present: Elliott Wagner, Superintendent
Billie J. Goodson, Business Manager
Alfred Paniccia, Jr., Esq., Co-Counsel
Ron Warwick, Asst. Superintendent
Howard Reeve, Facility Engineer
Larry Travis, E.E., Electrical Engineer
Clarence Shager, Fiscal Officer, and COB Comptroller (exited at 4:30pm)
Michele Cuevas, Confidential Secretary
Nate Hotchkiss, COB Councilman
Clark Giblin, Village of Johnson City Trustee, (Audio/Video (exited at 4:10pm)
Bryan Witbeck, CMMS Clerk and Union President (exited at 4:35pm)
Antoinette Reed (Audio/Video)

Chairman Kolba called the meeting to order at 3:30 PM. Sign in sheet was passed. Five (5) Board members were present. Confidential Secretary Cuevas read aloud roll call. Chairman Kolba confirmed all present 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 March 12, 2024, Regular Board Meeting Minutes with the suggested changes as contained in the Board Folders.

Motion seconded by Bruce King.

Motion carried. 5/0/1 (SA)

Edward Crumb made a motion that the Board approves the submitted March 26, 2024, Special Board Meeting Minutes with the suggested changes as contained in the Board Folders.

Motion seconded by Bruce King.

Motion carried. 5/0/1 (SA)

Fiscal Officer Report

Mr. Shager reported that all the 2nd quarter 2024 estimated billings have been mailed out.

Mr. Shager went through the 2023 end of the year budget items and reported that he will be closing the books at the end of the week.

(Stephen Andrew joined the meeting; all Board Members are now present).

Mr. Shager has found an error in the financial records of the Board's fund balance. He is currently working on this and will report at the next regular meeting.

Mr. Shager reported the update on the TPS project. Advertised for Qualifications for TPS Design Engineering and responses are due back on May 1, 2024.

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.

March Superintendents Report 04/09/24

4.10 inches of precipitation in March.

Average flow 24.33 MGD, with a total of 754.28 million gallons treated.

All Permit numbers look good. We have had a struggle this winter with Total Nitrogen, due to

Superintendent's Report-cont.

high flow and the modulating valve being out of service. Thankfully, that has been replaced and appears to be working as intended. Thanks to the mechanical department for working with representatives from the valve manufacturers.

We have been having meetings with the DEC regarding our NY2A Permit application. Several key changes are:

Consolidating Binghamton, Johnson City, and the plant under one (1) permit. Added sampling for PFAS & 1,4 Dioxane, Dissolved Oxygen, Free Cyanide, Total Phenols. Some minor new calculations based on data we already monitor, some wording changes in the Mercury Minimization Program and billing changes to the three (3) permits. They will now fall under the permit number assigned to the treatment plant. This is still ongoing and there will be a public comment period prior to any changes.

Both operators that went to Operator 4 school received their certificates and will take the test as soon as they meet the minimum time in grade requirement.

We have another operator 2 who has requested to attend school and will take his Operator 4 test when he meets the requirements.

The Assistant Superintendent and Superintendent have completed the Advanced Wastewater Course.

We received the appraisal from Industrial Appraisal and the Facilities Engineer and CMMS mechanic have been adding budget values to the CMMS assets.

Superintendent Wagner further reviewed his charts and graphs and answered questions relating to them.

Superintendent Wagner is seeking the Board approval for travel and training expenses for 1 Operator and 1 Operator Trainee for Basic Operations certification classes in Morrisville.

Edward Crumb made a motion that the Board approves a travel and training advance in the amount of \$250.00 to be paid from the Travel and Training budget line (ES8130.54701) for expenses for 1 Operator & 1 Operator Trainee to attend the Basic Operations class in Morrisville. 05/13/24-05/24/24.

Motion seconded by Bruce King.

Motion carried. 6/0

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

Business Manager's Report

Ms. Goodson reviewed her Business Manager's Report.

Our flood insurance carrier Brown & Brown would like a copy of the Industrial Appraisal report that we received. Business Manager Goodson will forward to them. After a brief discussion, it was decided to hold a committee meeting on April 25, 2024, to discuss flood and commercial insurance with updated eligibility/limits on the whole facility based on the appraisal report.

2024 Budget Amendment-Appraisal Services

Edward Crumb made a motion that the Board approves an amendment for the 2024 Budget to increase the ES8130.54410 Professional Services by \$51,750.00 and decrease the ES8130.55000 Contingency by \$51,750.00 and that the corresponding requests for legislation be submitted to the Owners' legislative bodies.

Seconded by Bruce King.

Motion carried. 6/0.

Advances to Municipalities in Partial Prepayment of 2023 Final Billing

Edward Crumb made a motion that the Board approve the partial prepayment to municipalities based on the 2023 Estimated Flows at 85% of the estimated Final Billing for 2023 in the amount of \$4,016,955.99 from ES.601, with the remaining balances to be paid upon ratification by the Joint Sewage Board of the final billing, and that the corresponding budget modification Requests for Legislation be submitted to the Owners' legislative bodies.

Seconded by Bruce King.

Motion carried. 6/0.

2023 Flows

The Business Manager presented the 2023 Billable Wastewater Flows worksheet. Board Member Crumb noted that there was a little difference in rounding calculations from how a water meter operates (i.e., a water meter doesn't round up).

Edward Crumb made a motion that the Board approve the 2023 Flows as amended in the total amount of 3,112,651 100 CuFt units.

Seconded by Bruce King.

Motion carried. 6/0.

Advertisement RFP/Q Property, Vehicle & Liability Insurance

The Business Manger would like Board approval to advertise RFP/Q for Brokers/Vendors to furnish Property, Vehicle and Liability Insurance. It was noted that Counsel review has not been completed yet. After a brief discussion, it was decided to gather more information and this permission to advertise was held over to next month.

Edward Crumb made a motion to hold over the advertisement for the RFP/Q Brokers/Vendors to furnish Property, Vehicle & Liability Insurance. Seconded by George Kolba. Motion carried. 6/0.

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

Committee Reports

Construction: It was suggested to post the City's TPS bid Design Services RFQ on our website.

Finance: Mr. Crumb mentioned that an RFP/RFQ should be developed and go out/be advertised for flood insurance for the Facilities based on the February 2, 2024, Appraisal.

Flow Management: Mr. Crumb noted that there needs to be a quote request finalized for updating the service area map, and the I-I Remediation Basin Map, to reflect the addition of the Bunn Hill Road Sewer Extension in the Town of Vestal, as well as to update the Service Area Modelling Data Table. In addition to GHD, possibly seek out local engineers like Keystone, Hulbert, Griffiths, and Delta.

Edward Crumb made a motion that the Board requests development and issuance of an RFQ for the update of the Service Area Map, the I-I Remediation Basin Map, and the Modelling Data Table to include the recently-approved sewer extension along Bunn Hill Road in the Town of Vestal.

Motion seconded by Bruce King.

Motion carried. 6/0

Personnel: Mr. Crumb and Mr. Andrew wanted to say thank you to Confidential Secretary Cuevas referencing the arbitrator list selection which was submitted on time. It was suggested that on the Sick Leave question (regarding use to fund retiree health insurance premiums) it was suggested to possibly hire a professional or possibly ask the EFPR Group for some assistance. Business Manager Goodson will contact the EFPR Group. Board Member Crumb also mentioned the adoption of a policy on access to business-related data on employer-provided cellphones. This will be discussed next month.

Future Planning: Mr. King stated that a mission statement has been written. The 5-year plan is in place and will consider the next step with Asset Management with CMMS input. Mr. Wagner

has already started the asset management plan. So, we have a good start to move ahead with the future planning of the facility.

Ad Hoc: Bruce King – Mr. King stated that a copy of the By-Laws has been forwarded to everyone. Please make your corrections before the next regular meeting.

Correspondence: March IWPP report. Confidential Secretary Cuevas read the report. A copy of Board Member Chris Papastrat’ s appointment letter to the Joint Sewage Board. The appointment should end March 4, 2027. The letter states March 4, 2028. This should be corrected before the Board formally accepts the appointment.

Old Business: none

New Business: It was noted that the Election of Officers will be postponed to the May meeting.

The next regular Board meeting is May 14th, 2024, at 3:30PM.

Adjournment

Ronald Lake made a motion to adjourn.

Motion seconded by Bruce King.

Motion carried. 6/0

Meeting adjourned at 4:38PM.

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 Shager, 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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