

FINAL COPY

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

Wednesday, February 6, 2019

Plant Administrative Bldg

Members Present: George Kolba, Jr., Chairman *Pro Tem*
Edward Crumb
Steve Andrew VIA FACETIME
Ray Standish

Members Absent: Ronald Davis

Also Present: Cathy Young, Superintendent
Michele Cuevas, Confidential Secretary
Clark Giblin, Village of Johnson City Trustee – exit meeting at 4:20 PM
Benjamin Reynolds, Village of Johnson City Trustee
(exit meeting at 4:20 PM)
Charles Harding, Trustee, Village of Port Dickinson –
exit meeting at 4:20 PM
Michael Dundon, City of Binghamton Resident – exit meeting at 4:20 PM
Don Slota, Village of Johnson City Resident – exit meeting at 4:20 PM
Laura Lee Perkins, Transcriptionist – exit meeting at 4:20 PM

George Kolba called the meeting to order at 4:01 PM. Four (4) Board Members were present. It is noted that the Board is still without a third representative from the City of Binghamton.

Attendance sheet was passed for signatures. Fire exits were identified.

The following job descriptions were handed out to the Board Members:

WASTEWATER TREATMENT PLANT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical and administrative position in charge of the complete operation of a Wastewater Treatment Plant with a point score of 76 or greater. The work is performed under the general direction of the Binghamton-Johnson City Joint Sewage Board and involves the supervision over the plant personnel. Does related work as required.

Typical Work Activities:

Supervises the operation of the plant to assure the most efficient and economical use of equipment, supplies and personnel; Makes daily inspection of plant and plant machinery; Makes

or supervises necessary tests for control of plant operation; Supervises the maintenance and repair of machinery; Assigns plant personnel to shifts; Instructs and supervises operators, trainees and other subordinate employees; Maintains inventory of supplies, chemicals and equipment; Requisitions materials; Maintains records and prepares periodic reports on the operation of the plant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Wastewater Treatment Plant with a point score of 76 or greater; good knowledge of the operations of a modern Wastewater Treatment Plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; mechanical aptitude; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited university or school with a bachelor of science degree with thirty credit hours of math and/or science or graduation from an accredited university or school with a bachelor of arts degree with thirty credit hours of math and/or science; and
2. Satisfactory completion of an appropriate course of instruction by the Commissioner, Department of Environmental Conservation and not less than two years of satisfactory experience in the actual operation of a wastewater treatment plant with a point score of 76 or greater, and facilities of the appropriate type; and
3. The ability to conduct the routine laboratory and field tests required for the control of the operation of a wastewater treatment plant with such facilities.

Grade 4 can use one of the following options to meet the minimum education requirements: The *operating experience* discussed under these options is required in addition to the *approved operating experience*.

QUALIFYING OPTIONS FOR GRADE 4 OPERATORS: (Must also have required duration of approved experience-two (2) years):

- a) BS degree with thirty credit hours of math and/or science from duly accredited university or school, or
- b) BA degree with thirty credit hours of math and/or science from a duly accredited university or school, or
- c) AAS degree from a duly accredited university or school in NYSDEC approved curriculum, plus eighteen months *operating experience* at a wastewater treatment plant, or
- d) AAS degree from a duly accredited university or school plus three years *operating experience* at a wastewater treatment plant, or

- e) AA degree with thirty credit hours of math and/or science from a duly accredited university or school, plus three years of *operating experience* at a wastewater treatment plant, or
- f) High school or equivalence diploma and 6 years *operating experience* at a wastewater treatment plant.

SPECIAL REQUIRMENTS:

Must obtain and maintain operator license or certificate during the entire length of appointment. Wastewater Treatment Plant with a point score of 76 or greater.

The candidate must possess a Grade 4 Certification issued under the provisions of the New York State Department of Environmental Conservation.

Definitions:

Operating experience:

Is defined as work experience at a wastewater treatment plant with a SPDES permit. A minimum of fifty (50) percent of the work experience must include hands-on operation of all unit processes at the WWTP.

Approved Operating Experience:

Is defined as work experience at a wastewater treatment plant with a SPDES permit having the same or higher point score for which certification is being sought. A minimum of fifty (50) percent of the experience must include hands-on operating of all unit processes at the WWTP.

Revised: 11/16/00 (Competitive)

Revised: 4/11/07 (Competitive) Plant up-grade

Revised: 3/27/09 (Competitive)

Revised: 12/18/13 (Competitive)

and

ASSISTANT WASTEWATER TREATMENT PLANT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Superintendent of the Wastewater Treatment Plant in the administration, operation and maintenance of a Wastewater Treatment Plant with a point score of 76 or greater. The incumbent assumes overall responsibility for the operation of the plant in the absence of the Superintendent. The work is performed under the general supervision of the Superintendent with wide leeway allowed for planning work methods in dealing with emergency situations. Supervision is exercised over subordinate plant personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in supervising the operation of the plant to assure the most efficient and economical use of equipment, supplies and personnel;
- Makes daily inspection of plant and plant machinery;
- Makes or supervises necessary tests for control of plant operation;
- Repairs or supervises the repair of machinery;

- Instructs and supervises operators, trainees and other subordinate employees;
- Assists in assigning plant personnel to shifts;
- Prepares payrolls, maintenance records, and correspondence;
- Conducts periodic examinations of plant equipment and directs necessary repairs and maintenance;
- Assists in supervising the treatment and disposal of wastewater;
- Assists in maintaining inventories and supplies, chemicals, and equipment;
- Assists in purchasing of equipment, chemicals, and other operating supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of the Wastewater Treatment Plant with a point score of 76 or greater; good knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; mechanical aptitude; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed;

physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with an Associate of Applied Science (AAS) degree in a New York State Department of Environmental Conservation approved curriculum; and
2. Completion of an appropriate course of instruction approved by the New York State Department of Environmental Conservation; and Not less than eighteen months of satisfactory experience in the actual operation of a wastewater treatment plant with a point score of 56 or greater, and facilities of the appropriate type; and
3. The ability to conduct the routine laboratory and field tests required for the control of the operation of a wastewater treatment plant with such facilities.

Grade 3 can use one of the following options of meet the minimum education requirements: The *operating experience* discussed under these options is required in addition to the *approved operating experience*.

QUALIFYING OPTIONS FOR GRADE 3 OPERATIONS: (Must also have required duration of *approved* operating experience-18 months).

- a) AAS degree from a duly accredited university or school in a NYSDEC approved curriculum, or
- b) AAS degree from a duly accredited university or school, plus eighteen months *operating* experience at a wastewater treatment plant, or
- c) AA degree with thirty credit hours of math and/or science from a duly accredited university or school, plus eighteen months *operating experience* at a wastewater treatment plant, or

- d) High school equivalency diploma and three years of operating experience at a wastewater treatment plant.

SPECIAL REQUIRMENTS:

Wastewater Treatment Plant with a point score of 76 or greater

The candidate must possess a Grade 3 certification issued under the provisions of the New York State Department of Environmental Conservation with 6 and one half years experience, and must obtain a Grade 4 certificate within 18 months and maintain the certificate during the entire length of appointment.

DEFINITIONS:

Operating Experience:

Is defined as work experience at a wastewater treatment plant with a SPDES permit. A minimum of fifty (50) percent of the work experience must include hands-on operation of all unit processes at the WWTP.

Approved Operating Experience:

Is defined as work experience at a wastewater treatment plant with a SPDES permit having the same of higher point score for which certification is being sought. A minimum of fifty (50) percent of the experience must include hands-on operations of all unit processes at the WWTP.

Adopted: 7/14/84

Revised: 9/12/00 (Competitive)

Revised: 4/11/07 (Competitive) Plant up-grade

Revised: 3/27/09 (Competitive)

Revised: 12/18/13 (Competitive)

Edward Crumb informed the Board that Cathy Young, Superintendent had submitter her Retirement Letter effective March 29, 2019, which will be her last day of work.

Mr. Crumb stated that the Board has two vacancies (Superintendent and Assistant Superintendent) and funding through the Owners in the budget for the Assistant Superintendent position. (The job descriptions are above) The job descriptions are current with the Civil Service Commission. He stated that he didn't see anything that needed to be changed in the descriptions, but asked Steve Andrew if he had any input.

Steve Andrew asked about the (SI) Grade 4 with 8 years experience – if that was a minimum qualification and if that is the case, if there is a candidate who had a high school diploma or equivalency diploma and is presently a Grade 4 Operator, he/she would be qualified to take the Civil Service exam.

Ms. Young stated that the minimum qualifications are on Page 1, then on Page 2 the options are increased. She asked Mr. Andrew if his question concerned having a degree. Mr. Andrew questioned the operating experience and high school or equivalent degree. The second part of his question has to do with it being a competitive position. Mr. Crumb said it is. There is no list, so Board would have to call for a test. Mr. Andrew stated that the Board could appoint someone, on a provisional basis, providing that person takes the Civil Service exam and passes. Mr.

Crumb stated that under “Minimum Qualifications 2”, it should say that it has to be Grade 4. For the Plant, it has to be Grade 4 because the point score is 76 or above. Ms. Young pointed out that this qualification is under “Special Qualifications for Grade 4 Operators”. Mr. Crumb asked if the Board wanted to go through the Civil Service Commission to have the wording re-done.

Mr. Kolba stated to go with the job description. Mr. Crumb stated the Board must post the job, call for an exam and then approve advertising for the position. The advertising would be in the local newspaper, the City’s website because it is Civil Service, the NYWEA (?) Journal (depending on their deadline), the NY ProWater Journal.

Edward Crumb made a motion for the Board to direct the Confidential Secretary to make arrangements with Binghamton Civil Service to post the position of Waste Water Treatment Plant Superintendent and Assistant Waste Water Treatment Plant Superintendent

Steve Andrew seconded the motion
Motion carried 4/0/1 (absent)/1 (vacant)

Edward Crumb made a motion for the Board to direct the Confidential Secretary to contact the Binghamton Civil Service Commission to call for an exam for Waste Water Treatment Plant Superintendent and Assistant Waste Water Treatment Plant Superintendent

George Kolba seconded the motion
Motion carried 4/0/1 (absent)/1 (vacant)

Edward Crumb made a motion for the Board to authorize for advertisement of Waste Water Treatment Plant Superintendent with a start date of March 30, 2019 and Assistant Waste Water Treatment Plant Superintendent with a start date of April 1, 2019, in the local newspaper and any related appropriate job sites including NYWEA and NY Water Assoc, including any of their web sites.

Steve Andrew seconded the motion
Motion carried 4/0/1 (absent)/1 (vacant)

George Kolba brought up the concept of changing the voting percentage/quorum since the Board membership has been reduced to 5 Board members. He wondered if the City was going to appoint another Board member. Mr. Crumb stated that his appointment expires on March 1st and is not sure if he will be re-appointed. Mr. Kolba suggested that a letter be written to the City of Binghamton Mayor, with a cc to Mayor Deemie. The Agreement states that the Mayor will appoint, but there is no provision if he doesn’t. Mr. Crumb offered his input for a letter addressed to Mayor David explaining that he could get to the end of the month but not be appointed to the Board. He can’t continue to serve as the Finance Committee if he is not duly appointed.

Steve Andrew made a motion for the Board to go into Executive Session

Edward Crumb seconded the motion
Motion carried 4/0/1 (absent)/1 (vacant)

Board went into Executive Session at 4:20 PM

_____ **made a motion for the Board to exit Executive Session**
_____ **seconded the motion**

Motion carried 4/0/1 (absent)/1 (vacant)

Board exited Executive Session at _____ PM

_____ made a motion for the Board to adjourn
_____ seconded the motion
Motion carried 4/0/1 (absent)/1 (vacant)

Meeting adjourned at _____ 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
Alfred Paniccia, Esq.
Chuck Shager, Fiscal Officer
Catherine Young, Superintendent
Brown & Brown Empire State
Haylor Freyer & Coon
Robert Bennett, P.E., Village of Johnson City, Engineer
Ray Standish, P.E., City of Binghamton, City Engineer
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