

FINAL COPY

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

Tuesday, May 14, 2024

Plant Administration Building

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

Also Present: Elliott Wagner, Superintendent
Billie J. Goodson, Business Manager
Michele Cuevas, Confidential Secretary
Alfred Paniccia, Jr., Esq., Co-Counsel
Ron Warwick, Asst. Superintendent
Howard Reeve, Facility Engineer (exited at 5:58pm)
Larry Travis, E.E., Electrical Engineer (arrived at 3:40pm exited 5:58pm)
Clarence Shager, Fiscal Officer, and COB Comptroller (exited at 4:32pm)
Chuck Robinson, COB Assistant Comptroller (exited at 4:32pm)
Nate Hotchkiss, COB Councilman (arrived at 3:48pm exited at 5:58pm)
Rachel Fiume, Confidential Senior Account Clerk (exited at 5:58pm)

Chairman Kolba called the meeting to order at 3:30 PM. Sign in sheet was passed. All six (6) 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 April 9, 2024, Regular Board Meeting Minutes with the suggested changes as contained in the Board Folders.

Motion seconded by Steve Andrew.

Motion carried. 6/0

Fiscal Officer Report

Mr. Shager noted the total balance of funds as of 04/30/24 is \$14,797,445.58.

Mr. Shager reported in the 2nd quarter 2024 estimated billings have been received in except Town of Vestal and Town of Kirkwood. Confidential Secretary Cuevas noted that the Town of Kirkwood and Town of Vestal came this afternoon; these will be sent to the city tomorrow morning.

Mr. Shager has found an error in the financial records of the Board's Fund Balance kept by his office. He is currently working on this and explained in detail the process that will take place for reconciliation of the Fund Balance.

Mr. Shager also announced that he is leaving his position with the City of Binghamton in June. The Joint Sewage Board and Staff members thanked Mr. Shager for his service and guidance over these last 10 years. Everyone wished Mr. Shager well.

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.

April Superintendents Report 05/14/24

April received 4.42 inches of precipitation.

Total flow for April was 22.87 MGD Binghamton = 16.92 MGD, Johnson City = 5.96 MGD for a total of 686,240,000 gallons.

CBOD=8mg/L, TSS=5mg/L, NH3=0.202 mg/L, Phos=0.459 mg/L, TN=4.39 mg/L.

Micro-Turbines produced 92,216 KWH.

Solar produced 6,247 KWH.

Superintendent's Report-cont.

April briefly:

CN Modulating valve was put back on-line.

Work continued with the DEC on the new permit.

North Grit conveyor was repaired.

RSP here for Micro-Turbines

The electrical dept. closed our Tie switch to allow NYSE&G to work on 3B Feed at Harper station.

Our Lab received its certification.

Auto skimmers are being inspected and wear surfaces swapped. Safety dept. holding Hazard Operations, Right to Know, Workplace Violence safety training.

The Business Manager completed her 2 master's level Human Resources classes with an A in each.

We have two operators at school in Morrisville.

We continue making progress on our 5-year plan with weekly meetings.

**Motion to amend the April 9, 2024, Minutes to state on page 6 that the 5-year plan is "in process" (rather than "in place") was made by Edward Crumb.
Seconded by Steve Andrew.
Motion carried. 6/0**

**Motion to reapprove the April 9th, 2024, Minutes as amended was made by Edward Crumb.
Seconded by Steve Andrew
Motion carried. 6/0**

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

Superintendent's Report-cont.

Superintendent Wagner is seeking the Board approval for registration, travel and training expenses for 1 Operator Trainee for Basic Lab certification class in Morrisville.

Edward Crumb made a motion that the Board approves a travel and training advance in the amount of \$250.00 in accordance with the Travel Policy to be paid from the Travel and Training budget line (ES8130.54701) for expenses for 1 Operator Trainee to attend the Basic Lab class in Morrisville: 06/24/24-06/28/24.

Motion seconded by Steve Andrew.

Motion carried. 6/0

Superintendent Wagner mentioned that we have a new area to advertise for employment vacancies: the website is called Water Otter. Mr. Wagner also mentioned that in the month of June there will be a Shift Lead Operator retiring.

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

Business Manager's Report

Ms. Goodson reviewed her Business Manager's Report.

Need Board Approval 2023 Revenue and Fund Balance request

Business Manager requested the following budget amendment:

1. Increase ES1994.54999 Depreciation \$16,091,299.36
Decrease ES.49999 JS Fund Balance \$8,833,877.36
Decrease ES8130.54001.COB Debt Service COB \$3,868,687.00
Decrease ES8130.54001.VJC Debt Service VJC \$3,388,735.00

Board Member Crumb raised a Point of Order that, as presently worded, Section 23(G) of the Owners' Intermunicipal Agreement for the Joint Sewage Project limits the Board's ability to propose changes to the Budget to 45 days following the end of a given year, a deadline that is now long-expired (today it is 135 days after the end of 2023).

Board Member Crumb made a motion to direct the Business Manager and Co-Counsel Al Paniccia to draft a letter to the Owners' Mayors stating that the IMA Section 23G - Budget Transfer number of days following year-end limit renders the Board unable to request the necessary Depreciation/Fund Balance budget amendment, so the mayors should request that their legislative bodies approve the budget amendment directly.

Second by George Kolba.

Motion carried. 6/0

Board members mentioned again that the City and the Village are very late (more than five years delinquent) in convening a Joint Sewage Task Force in accordance with Section 30 of their IMA.

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

Committee Reports

Construction: Mr. Lake reported regarding the City's TPS project that the committee needs to complete adding up its scores to rank the bidders.

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 went through a chart and graph presentation regarding the 2023 total influent, 2023 CSO discharges, 2023 non-billable flows, and 2023 billable flows.

Personnel: Mr. Andrew would like to set up a meeting on the new NY State Law referencing Cell Phone personal business phone. Need to write something up with a consent form. Will work with Business Manager and committee.

It was suggested that on the Sick Leave question (regarding use of accumulated Sick Leave upon retirement 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 progress 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 potential changes to the By-Laws has been forwarded to everyone. A meeting will be scheduled in the near future.

Correspondence: April IWPP report. Confidential Secretary Cuevas read the report.

Old Business:

Election of Officers:

Motion by Edward Crumb to nominate Chris Papastrat.

Motion failed - no second.

Motion by Chris Papastrat to nominate Ronald Lake.

Seconded by Edward Crumb.

Mr. Lake declined the nomination.

Motion was withdrawn.

Election of Officers cont.

Motion by Steve Andrew to nominate George Kolba, Jr. as chairman of Joint Sewage Board.

Seconded by Bruce King.

Motion carried. 6/0.

Motion by George Kolba to nominate Chris Papastrat as vice-chairman of Joint Sewage Board.

Seconded by Steve Andrew.

Motion carried. 6/0.

New Business: none

The next regular Board meeting is June 11, 2024, at 3:30PM.

Executive Session:

Edward Crumb made a motion to enter Executive Session to discuss the potential appointment of a firm for a professional services engagement.

Motion seconded by Bruce King.

Motion carried. 6/0

The Board entered Executive Session at 5:58pm.

Exit Executive Session:

Edward Crumb made a motion to exit the Executive Session.

Motion seconded by Steve Andrew.

Motion carried. 6/0

The Board exited Executive Session at 6:06pm. No action was taken during the Executive Session.

Adjournment:

Steve Andrew made a motion to adjourn.

Motion seconded by Bruce King.

Motion carried. 6/0

The meeting was adjourned at 6:07PM.

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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