

**GLOVERSVILLE-JOHNSTOWN JOINT SEWER BOARD
MEETING MINUTES
January 12, 2022**

The Gloversville-Johnstown Joint Sewer Board (GJJSB) held a meeting in the Boardroom of the Gloversville-Johnstown Joint Wastewater Treatment Facility on Wednesday, January 12, 2022. The meeting was called to order at 7:00 P.M.

ROLL CALL

Bobbi Trudel	Chair
Christopher Vose	Vice Chair
Wrandy Siarkowski	Secretary
John Rizzo	Member
Donald Schwartz	Member
Vacant	Member
Wallace Arnold	Manager-Wastewater Programs
Hilary Ruzicky	Administrative Aide
Donna Renda	Consultant

JOINT SEWER BOARD – APPOINTMENTS

- Donald Schwartz appointed by Gloversville, filling Chris Perry’s term expiring December 31, 2023.
- Bobbi Trudel reappointed by Gloversville, 3-year term expiring December 31, 2024.

ELECTION OF OFFICERS – 2022 JOINT SEWER BOARD

The following slate of officers was nominated for the 2022 Joint Sewer Board on a motion made by Mr. Vose, seconded by Mr. Siarkowski, carried five (5) in favor, one (1) vacant, and none (0) opposed: Chair Bobbi Trudel, Vice Chair Christopher Vose, and Secretary Wrandy Siarkowski.

COMMITTEE APPOINTMENTS

On a motion made by Mr. Vose, seconded by Mr. Siarkowski, carried five (5) in favor, one (1) vacant, and none (0) opposed, the Board appointed the following committees:

Industrial Compliance/Operations/Preventative Maintenance

Wrandy Siarkowski (Chair)
Christopher Vose
Donald Schwartz

Budget/Purchase/Audit/Personnel

John Rizzo (Chair)
Bobbi Trudel
Vacant

DECEMBER 2021 MEETING MINUTES

The Board approved the December 8, 2021 meeting minutes on a motion made by Mr. Rizzo, seconded by Mr. Siarkowski, carried four (4) in favor, one (1) abstained, one (1) vacant, and none (0) opposed.

CORRESPONDENCE

The following correspondence was discussed: No. 15 & 18.

PLANT OPERATIONS

Chemical Pilot Study

Plant Manager Arnold reported a satisfactory rating was received from NYS DEC for the CAST process site inspection conducted on December 7, 2021. DEC agrees that efforts to control odors under the chemical pilot study have been successful. DEC requested submittal of Water Treatment Chemical (WTC) Notification Forms for potassium permanganate and sodium hypochlorite, as well as additional data on chemical dosages. Manager Arnold submitted the required WTC forms and is working to gather the chemical data.

BUDGET/PURCHASE/AUDIT

Policy Review

Consultant Renda noted she completed an annual review of the facility's internal and required policies. All policies are up-to-date with no changes recommended at this time.

PERSONNEL

Employee Assistance Program

Administrative Aide Ruzycky requested Board approval for the Employee Assistance Program contract renewal with St. Mary's Healthcare at the cost of \$425.00 per year. The program provides early intervention and counseling services for employees and their immediate family members. On a motion made by Mr. Siarkowski, seconded by Mr. Vose, carried five (5) in favor, one (1) vacant, and none (0) opposed, the Board approved renewal of the Employee Assistance Program contract with St. Mary's Healthcare at the cost of \$425.00 for 2022.

ATTACHMENTS

Resolution No. 2022-01

On a motion made Mr. Vose, seconded by Mr. Rizzo, carried five (5) in favor, one (1) vacant, and none (0) opposed, the Board approved Resolution No. 2022-01. *Designate Banks and Appoint Bank Account Signatories.*

Resolution No. 2022-02

On a motion made Mr. Siarkowski, seconded by Mr. Vose, carried five (5) in favor, one (1) vacant, and none (0) opposed, the Board approved Resolution No. 2022-02. *Closing Books for Fiscal Year 2021.*

Resolution No. 2022-03

On a motion made Mr. Rizzo, seconded by Mr. Vose, carried five (5) in favor, one (1) vacant, and none (0) opposed, the Board approved Resolution No. 2022-03. *Transfer from the Capital and Equipment Reserve Account to the General Fund Account.*

Wastewater Programs Report, Annual Trends/Comparison Report, and 2021 O&M Expenditure Reports were reviewed per Attachments No. 4, 5, & 6.

O&M purchase orders and disbursement sheets totaling \$316,413.28 were approved for payment on a motion made by Mr. Siarkowski, seconded by Mr. Vose, carried five (5) in favor, one (1) vacant, and none (0) opposed.

OLD BUSINESS

Staffing

Plant Manager Arnold reported no applications were received for the open position of WWTP Maintenance Supervisor. The Maintenance Department is currently operating with only two (2) employees. It was agreed that Manager Arnold should investigate hiring a regular maintenance mechanic at this time.

Manager Arnold noted Civil Service Exams for the vacant office positions are scheduled in early 2022.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 7:52 P.M. on a motion made by Mr. Siarkowski, seconded by Mr. Vose, carried five (5) in favor, one (1) vacant, and none (0) opposed.

The next regular meeting will be held on **Wednesday, February 9, 2022 at 7:00 P.M.**

Respectfully submitted,

Wrandy Siarkowski, GJJSB Secretary