

**GLOVERSVILLE-JOHNSTOWN JOINT SEWER BOARD**  
**MEETING MINUTES**  
**November 12, 2025**

The Gloversville-Johnstown Joint Sewer Board held a meeting in the Boardroom of the Gloversville-Johnstown Joint Wastewater Treatment Facility (GJJWTF) on Wednesday, November 12, 2025. The meeting was called to order at 6:09 P.M.

**ROLL CALL**

Christopher Vose	Chairman
Eric Parker	Secretary
Michael W. Stover	Member
John Rizzo	Member
Deanna Hitchcock	Member
Harry Brand	Manager-Wastewater Programs
Mark Levendusky	Laboratory Director
Ian Colvin Marincic	WWTP Engineering Technician
Darleen Gaugler	Principal Account Clerk
Hilary Ruzicky	Administrative Aide
Adrienne Slade	Account Clerk/Typist

**ABSENT**

Bobbi Trudel	Vice Chair
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**OCTOBER 8, 2025 REGULAR MEETING MINUTES**

The Board approved the October 8, 2025 regular meeting minutes on a motion made by Mr. Stover, seconded by Mr. Parker, carried five (5) in favor, one (1) absent, and none (0) opposed.

**CORRESPONDENCE**

The following correspondence was discussed: No. 15

**PLANT OPERATIONS**

**Odor Complaint**

Manager Brand reported Benjamin Moore filed a complaint by email on 10/15/25 for odor detected at their facility during the evening shift on 10/14/25. GJJWTF staff was not able to identify the source of the odor. Additional details were requested from Benjamin Moore, but no response was received. Manager Brand reported the complaint to NYSDEC by email on 10/15/2025. The complaint was posted to the Odor Complaint Log and the GJJWTF website.

**NYSERDA Cogen #3 Performance Incentives**

Manager Brand provided an update on NYSERDA payments for the annual performance of Cogen #3 under the Anaerobic Digester Gas-to-Electricity Program (PON 2828). A payment of \$56,545.18 was received for Measurement & Verification (M&V) Year #7 and a payment of \$39,445.58 was received for M&V Year #8. A Payment Request Form for M&V Year #9 has been submitted.

Due to a loss of funding NYSERDA proposes to modify the current PON 2828 Standard Performance Contract Agreement to facilitate the program closeout payment for M&V Year #10. Manager Brand received a redline version of the proposed Agreement from NYSERDA prior to said Sewer Board meeting. Manager Brand provided a brief summary of the contract modifications but there was not sufficient time for a full read or review. Revisions include separating M&V Year #10 payment in two (2) parts:

1. M&V Year #10 performance would be calculated using the period July 2025 – September 2025 and utilize the current incentive calculation,

2. Final performance payment would be calculated using the period November 2024 – November 2025 based on a generation capacity target of 75% and methane leakage of less than 4%. If a methane assessment indicates significant leakage over 4%, it is possible to extend the period until July 2026 and perform another methane assessment.

Manager Brand recommended accepting the redline Agreement in principle before the program funding is exhausted. On a motion made by Mr. Stover, seconded by Mr. Parker, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board authorized Manager Brand to communicate to NYSERDA that the proposed revisions to the PON2828 Standard Performance Contract Agreement are acceptable in principle only and a full Board member review is necessary prior to execution.

#### **RFP #2025-01 Wastewater Treatment Plant Expansion Feasibility Study**

Manager Brand reported an informational meeting was held on 10/20/25 for Engineering Firms interested in providing a Feasibility and Evaluation Study for the proposed Acid Whey Anaerobic Digestion & Biogas System Project. RFPs from Engineering Firms seeking to perform the Feasibility Study were opened on 11/12/25. Five (5) RFPs were received with the lowest bid from Delaware Engineering at \$45,000.00 and the highest bid from C2AE at \$200,000.00. A committee meeting will be held to review all the RFPs and recommend selection based on Engineering Firm qualifications, pricing, and quality of the proposal. RFPs will be awarded at the December Board meeting.

#### **Sludge Building Roof Repair**

Manager Brand reported Greenman-Pedersen, Inc. (GPI) performed an assessment of the Sludge Building roof earlier this year. It was determined the roof is not in critical repair state but does require some structural and surface repairs. GPI issued a report summarizing the condition of the exiting roof with recommendations for either a full roof replacement or repairs that could extend the “roof life” approximately 5 years.

GPI submitted a proposal for Scope of Work to develop construction drawings and specifications for repairs to the existing roof and roof decking, at a lump sum fee of \$7,300.00. Bid phase and construction administration services can be provided on request and billed at an hourly rate. The Board previously authorized to seek bids for a Sludge Building Roof Repair Project at the May 14, 2025 Sewer Board meeting. On a motion made by Mr. Stover, seconded by Mr. Parker, carried four (4) in favor, one (1) abstained (Rizzo), one (1) absent, and none (0) opposed, the Board authorized to issue a Purchase Order for \$7,300.00 to GPI for Scope of Work to develop construction drawings and specifications for repairs to the existing roof and roof decking.

#### **Authorize Emergency Repair: Cogen #1 Exciter Failure**

Manager Brand reported Milton CAT installed a new exciter and PMG in Cogen #1 in May of 2025 after generator exciter failure had occurred in March. Cogen #1 shut down again in October due to the same generator exciter failure. Milton CAT was on site to inspect Cogen #1 and advised sending the entire Cogen unit to Milton CAT in Syracuse to identify the root cause of the exciter failures. GJJWTF maintenance staff is currently working to disconnect the unit.

Milton CAT provided two quotes through Sourcewell Contracting for Cogen services. Milton CAT would transport Cogen #1 to Syracuse, disassemble the generator from the engine, send the generator out for inspection and repair determination, recouple the engine with the repaired generator, and transport the unit back to the facility at \$21,609.98, which does NOT include any generator repair cost. GJJWTF staff would reconnect the unit with Milton CAT available for startup. Milton CAT also offered to provide an In-Frame overhaul on Cogen #1 while the unit is in Syracuse at \$101,288.90. After much discussion, it was decided to check the valves in-house, send out an oil sample for metal analysis, and to send Cogen #1 to Milton CAT in Syracuse for inspection only. On a motion made by Mr. Stover, seconded by Mr. Parker, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board authorized to send Cogen #1 to Milton Cat in Syracuse for inspection only, not including repairs or top-end overhaul, at the cost of \$21,609.98.

#### **Legal Services Agreement**

Manager Brand requested Board approval to accept a proposal from Miller, Mannix, Schachner & Hafner, LLC to provide general legal services for the years 2026 and 2027, with compensation based on hourly rates of up to \$275

per hour for 2026 with an option for a rate increase in 2027. On a motion made by Mr. Rizzo, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved the Legal Services Agreement between the Gloversville-Johnstown Joint Sewer Board and Miller, Mannix, Schachner & Hafner, LLC for general legal services for the years 2026 and 2027, with compensation based on hourly rates of up to \$275 per hour for 2026 with an option for a rate increase in 2027, effective January 1, 2026 through December 31, 2027.

## **BUDGET/PURCHASE/AUDIT**

### **Approve Health Plan Proposals**

Manager Brand reported a meeting was held with brokers Brown & Brown Insurance to discuss cost increases for health insurance carriers in 2026. CDPHP proposes a premium increase of 23% , MVP proposes a premium increase of 13%, Teamsters Union has an increase of 2.9%, and retiree health insurance plans remained effectively flat. Brown & Brown provided alternatives to reduce premiums and remain substantially comparable or equivalent to the current health care plans.

The Health Insurance Committee, consisting of three (3) representatives from the Union and three (3) representatives from the Employer, met to review four (4) new health insurance plan options:

1. Anthem Platinum Blue Access EPO to replace CDPHP Platinum EPO
2. Anthem Gold Blue Access EPO to replace CDPHP GOLD EPO
3. MVP Platinum HMO to replace MVP Platinum EPO
4. MVP Gold HMO to replace MVP Gold EPO

All the new health care plans were found acceptable by the committee, and premiums will be equivalent to 2025 pricing. On a motion made by Mr. Parker, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved to offer employees four (4) new health insurance plans that are substantially comparable or equivalent to the current health care plans.

### **Flexible Spending Account**

Manager Brand requested Board approval to offer employees a Flexible Spending Account (FSA) through Brown & Brown Insurance. Using an FSA can help employees save money on health care costs by allowing them to pay for expenses with pre-tax dollars. On a motion made by Mr. Stover, seconded by Mr. Rizzo, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board authorized to offer employees a Flexible Spending Account through Brown & Brown Insurance.

### **Slope Stabilization Project BAN**

Manager Brand reported the Bond Anticipation Note (BAN) issued to the City of Gloversville to cover costs associated with the 2024 Slope Stabilization Project is due for first renewal in the amount of \$1,120,000.00, with an interest rate of 3.65%. Gloversville intends to bond the note in August 2026.

### **Industrial Billing**

Manager Brand reported two (2) errors were discovered in Industrial Billing due to metering. Principal Account Clerk Gaugler worked with City of Johnstown personnel to obtain the correct meter and billing data. Revised invoicing was sent out before receipt of any payments.

## **PERSONNEL**

### **Authorize New Hire – WWTP Maintenance Mechanic**

Manager Brand reported he and Maintenance Supervisor Horton interviewed a candidate for a vacant WWTP Maintenance Mechanic position. Manager Brand recommended applicant Derek Ricciardi. Mr. Ricciardi meets the minimum qualifications required by Civil Service. On a motion made by Mr. Stover, seconded by Mr. Parker, carried five (5) in favor, one (1) absent, and none (0) opposed, the Board approved the appointment of Derek Ricciardi as a WWTP Maintenance Mechanic with a start date of 11/17/25.

## ATTACHMENTS

Wastewater Programs Report, Annual Trends/Comparison Report, and 2025 O&M Expenditure Reports were reviewed per Attachments No. 1, 2, & 3.

### **Approve Abstract #11**

O&M purchase orders and disbursement sheets totaling \$672,149.75 were approved for payment on a motion made by Mr. Parker, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed.

Capital disbursement sheets totaling \$175,000.00 were approved for payment on a motion made by Mr. Parker, seconded by Mr. Stover, carried five (5) in favor, one (1) absent, and none (0) opposed.

## OLD BUSINESS

### **EFC Wastewater Infrastructure Engineering Planning Grant Update**

Manager Brand reported he participated in a webinar provided by the Environmental Facilities Corp. (EFC) to guide grant recipients through the program requirements related to the Wastewater Infrastructure Engineering Planning Grant. Through the City of Johnstown, GJJWTF was awarded a grant in an amount not to exceed \$50,000 towards the development of an Engineering Report on GJJWTF biosolids handling.

EFC grants require recipients to match all grant funds with at least 25 percent of funds or in-kind contributions from other sources. A certified resolution from the City of Johnstown listing contacts and confirmation of fund matching is due by 4/30/26. A list of Engineering Firms selected through bid process and a budgetary outline is due by 6/30/26. The Board unanimously agreed Manager Brand will be the main point of contact. Manager Brand noted additional whey from the proposed Acid Whey Anaerobic Digestion & Biogas System Project would impact biosolids handling at the facility.

## NEW BUSINESS

### **ELAP Audit**

Laboratory Director Levendusky reported the NYSDOH conducted an onsite audit on 11/12/25 as required under the Environmental Laboratory Approval Program (ELAP). Some minor deficiencies were identified but there were no duplicate findings. Manager Brand emphasized that the auditor noted she was impressed by the lab personnel's knowledge and procedures. A final audit report is pending.

## MEETING ADJOURNED

There being no further business, the meeting was adjourned at 8:10 P.M. on a motion made by Mr. Stover, seconded by Mr. Parker, carried five (5) in favor, one (1) absent, and none (0) opposed.

The next regular meeting will be held on **Wednesday, December 10, 2025 at 6:00 P.M.**

Respectfully submitted,

Eric Parker, Secretary  
Gloversville-Johnstown Joint Sewer Board