

# FONDA-FULTONVILLE JOINT WASTEWATER TREATMENT PLANT

## BOARD MEETING

Monday February 7, 2022, 6:30 PM

Meeting opened at 6:35 p.m.

In attendance: Plant Chairman: Jim Park  
Board Members: Fiscal Officer Scott Walker  
Member Tracy VanAlstine  
Sewer Plant Operators: Chief Operator Justin Cotter

Chairman Park facilitated meeting.

### Meeting Logistics:

**Motion** by Fiscal Officer Walker to accept the agenda, Second by Member VanAlstine. Motion passed.

**Motion** by Member VanAlstine to accept the minutes for the January 3, 2021, meeting. Second by Fiscal Officer Walker. Motion passed.

### Operational Considerations:

Operational Status Report shared by Chief Operator Cotter.

The permitted Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) removal target rates are 85%, set per NYS SPEDES Permit# . The monthly and year-to-date testing results are represented in the table below:

	Avg Daily Flow	BOD	TSS
January 2022	513,000 gallons	94%	96%
YTD 2022	513,000 gallons	94%	96%

Chief Cotter has scheduled the replacement of the magnetic flow meter on 2/9/2022. Stephen Miller General Contractors will be onsite for the day to replace the meter, set up the new control panel and perform the startup processes.

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Chief Cotter reports that we have experienced issues with running dry of fuel oil in recent months. The facility was scheduled on a monthly reoccurring schedule for heating fuel deliveries. The board recommends adjusting that delivery schedule to bi-weekly to avoid running low. The operators will reach out to the vendor to request the modification to the schedule.

Operator Wemple discovered water entering the Operator's office, which appeared to be coming from the heating system. Our vendor has been contacted and will be onsite Tuesday, 2/8 to diagnose.

Update: The water was not leaking from the heating system; it was determined to be snow melt seeping through the wall/window sill.

Chief Operator shared the upcoming operational needs and requested funding. The board agreed to assign these procurements to the following fund lines.

- Replacement graph chart arm – Fund 1410.1
- Lab testing filter papers – Fund 1320.3
- Ph Electrode – Fund 1320.3
- ERA Testing Standards – Fund 1320.3

### **Finances:**

Chairman Park reviewed the January disbursement journal and vouchers put forth for approval of payment.

**Motion** by Fiscal Officer Walker to pay the bills as was discussed and laid out. Second by Member VanAlstine. Motion Passed.

Chairman Park shared the year-to-date budget status; we are currently in line with our projections, although a resolution will be required to transfer funds to cover the overages spent on certain fund lines. This resolution shall be drafted and presented to the board on March 7, 2022.

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### **Executive Session:**

**Motion** by Chairman Park to enter executive session to discuss personnel matters. Second by Member VanAlstine. Motion passed. Executive session entered at 8:15pm.

**Motion** by Chairman Park to exit executive session. Second by Member VanAlstine. Motion passed. Executive session ended at 8:45pm.

### **Adjournment:**

The next scheduled Joint Sewer Board Meeting is Monday March 7, 2022, 6:30 p.m.

**Motion** by Member VanAlstine to adjourn at 8:49 p.m. Seconded by Fiscal Officer Walker. Motion Passed.

Respectfully Submitted,

James Park

Chair

FFJWWTP