

FONDA-FULTONVILLE JOINT WASTEWATER TREATMENT PLANT

BOARD MEETING

Monday August 7, 2023, 6:30PM

Meeting opened at 6:41 p.m.

In attendance: Plant Chairman:

Jim Park

Board Members:

Co-Fiscal Officer Scott Walker

Co-Fiscal Officer Robert Klim

Member Tracy VanAlstine

Clerk:

Rachel Flynn

Chairman Park facilitated meeting.

Meeting Logistics:

Motion by Co-Fiscal Officer Walker to accept the minutes from the July 10, 2023, meeting, Second by Member VanAlstine. Motion passed.

Operational Considerations:

The permitted Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) removal target rates are 85%, set per NYS SPEDES Permit# NY003243. The monthly and year-to-date testing results are represented in the table below:

	Avg Daily Flow	BOD	TSS
July 2023	372,000 gals	94%	97%
YTD – 7/31/2023	501,000 gals	94%	96%

The facility parking lot needs pothole patching in several high traffic areas. The Village of Fonda assessed the damage and notified us that the areas are too large for them to handle. Chief Cotter reached out to Hanson Paving for an estimate. Tim Healy met Hanson Paving to discuss the scope of work. Member Blackwood recommended reaching out to Green Pines for a 2nd quote. **Update (6/5)**: Received quote from Hanson Paving, have not received quote from Green Pines. Co-Fiscal Officer Walker shall reach out to Gabriel Paving for a 3rd quote. **Update (7/10)**: No other estimates have been received.

Motion by Co-Fiscal Officer Klim to approve Chairman Park and Co-Fiscal Officer Klim to sign the accepted estimate submitted by Hanson Paving in the amount of \$17,500.00 (PO# 765246) which shall be paid out of the Building and Property Maintenance budget line. Those funds shall be transferred from the General Reserve Fund to the Building and Property Maintenance line. Second by Co-Fiscal Officer Walker. Motion passed. **Update (8/7)**: Hanson completed the paving project on 7/27.

Chief Cotter reported the north clarifier is offline for annual maintenance when it was found that a draft tube seal was damaged. The draft tube has been disassembled, and seals ordered through Rebuild-it. The clarifier will be reassembled and brought back online upon arrival of the parts. **Update (8/7)**: North clarifier repairs were completed on 7/19. The clarifier was filled with unprocessed water and brought back online at 8pm on 7/20.

The wet well control station settings had become corrupt after one of the recent storm outages. Emerick and Control Systems have been onsite to diagnose and reprogram the system configurations. **Update (8/7)**: Repairs and configuration setting updates were completed on 7/11. There have been no issues reported since.

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Finances:

Motion by Co-Fiscal Officer Walker to pay the bills as was discussed and laid out. Second by Co-Fiscal Officer Klim. Motion passed.

New Business:

Chairman Park discussed the need to develop and define policies and procedures pertaining to our procurement, banking, and chemical storage processes.

Chairman Park shall reach out to our attorney to discuss guidance on creating reserve funds.

Industrial User Permits

Chairman Park shall reach out to Perrone Leather Group to begin dialogue pertinent to establishing the required Industrial User Permit. **Update (8/7)**: Initial contact was made, and further meetings were set up to discuss the processes involved with implementing the processes. Perrone representatives are eager to move forward. Doug Cole, Prime Engineering, shall send the Non-Residential Industrial Wastewater Survey to Perrone for completion. Chief Cotter and Doug Cole shall meet with Perrone upon completion of the survey to discuss next steps.

Old Business:

Clerk Flynn laid out the plan to move forward with implementing QuickBooks as the official accounting book of records, which included examples of reporting features. Sample reports were approved for usage.

Attorney Reichenbach had initial outreach with Greg Dunn, Esq, representing the Mohawk Agricultural Society regarding the entrance road paving project. I have requested scope of work documentation and estimated figures, so we have a full understanding of the project and associated cost proposal. **Update (8/7)**: Attorney Reichenbach has yet to hear correspondence from the Fair Board's attorney.

Co-Fiscal Officer Klim recommends erecting a street address sign on the roadside at the entrance to the facility to help avoid confusion with our deliveries. Outreach to the village and county is necessary.

Motion by Member VanAlstine to not hold a meeting in the month of September due to the busy Fair Ground schedule and board member availability. Second by Co-Fiscal Officer Klim. Motion passed.

Adjournment:

The next scheduled Joint Sewer Board Meeting is Monday October 2, 2023, 6:30 p.m.

Motion by Member VanAlstine to adjourn at 8:51 p.m. Seconded by Co-Fiscal Office Klim. Motion passed.

Respectfully Submitted,
James Park
Chair