

FONDA-FULTONVILLE JOINT WASTEWATER TREATMENT PLANT

BOARD MEETING

Monday November 6, 2023, 6:30PM

Meeting opened at 6:45 p.m.

In attendance: Plant Chairman: Jim Park
Board Members: Co-Fiscal Officer Scott Walker
Member Tracy VanAlstine
Clerk: Rachel Flynn
Chief Operator: Justin Cotter

Chairman Park facilitated meeting.

Meeting Logistics:

Motion by Co-Fiscal Officer Walker to accept the minutes from the October 2, 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
October 2023	429,000 gals	96%	98%
YTD – 10/31/2023	477,000 gals	95%	97%

Chief Cotter reported the series of toxicity tests have been completed for the year. We are currently waiting for the results. The next round of toxicity tests is scheduled to happen in 2028. A note shall be added to the budget proposal worksheet as a reminder to include the associated costs.

Finances:

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

Chairman Park shared a draft version of the 2024-2025 Proposed Budget for discussion. The board shall be prepared to vote on the proposal during our next meeting (December 4, 2023).

Chief Cotter presented a business need to purchase a vehicle for the plant. Currently employees are using their own personal vehicles or depending on one of the local DPW Crews to drive them around for official business. This will become even more of an issue as we move forward with sample testing throughout the collection system. Chief Cotter is recommending the JSB approve the purchase of a vehicle for official plant business. Chairman Park and Chief Cotter shall collaboratively compile supporting documentation for JSB evaluation.

New Business:

Record of Activity: Clerk Flynn shared the NYS Office of State Comptroller's requirement for reporting each board member's Records of Activities. All board members shall work with Clerk Flynn to complete their forms.

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Personnel: Chairman Park put forth the request to post the open position of Wastewater Operator Trainee with a beginning yearly salary of \$43,725 (hourly wage \$21.02). Member VanAlstine inquired about the budgeting for the position. Co-Fiscal Officer Walker confirmed there are enough funds available in the existing budget line. **Motion** by Co-Fiscal Officer Walker to approve the posting of the open position. Second by Member VanAlstine. Motion passed.

Sludge Hauling Contract: Chief Cotter questioned the dates on the current Sludge Hauling Contract. The approved contract specifically states that the contract is a 5-year contract with two(2) 1-year extensions. There seems to be questions as to whether it expires in May 2024 or May 2025 due to it beginning in the middle of a fiscal year. Chairman Park shall reach out to the Village Clerk's for clarity on the contract specifics and the original RFP documents.

Old Business:

Mercury Minimization Reporting: Chief Cotter reports that Prime Engineering successfully finalized the 2023 Mercury Minimization Report and submitted the results to NYS Department of Environmental Conservation on 10/31/2023.

Entrance Road Paving Project: 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. **Update (10/2):** No further updates to report. **Update (11/6):** No further updates to report.

Street Road Signage: 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. Chairman Park shall reach out to NYSDOT to discuss. **Update (11/6):** Chairman Park discussed with NYSDOT. NYSDOT requested additional information.

Frontier Phone Line: Chairman Park reports that a meeting was held with representatives from Frontier to discuss the plan to move forward with burying the phone line that is currently running along the roadway from the track to the plant. Previous Frontier contractors have stated that burying the line was not possible and other alternatives should be investigated. Local Frontier Engineers shall visit the site to confirm and propose a solution.

Adjournment:

The next scheduled Joint Sewer Board Meeting is Monday December 4, 2023, 6:30 p.m.

Motion by Member VanAlstine to adjourn at 9:03 p.m. Seconded by Co-fiscal Officer Walker. Motion passed.

Respectfully Submitted,
James Park
Chair