

FONDA-FULTONVILLE JOINT WASTEWATER TREATMENT PLANT

BOARD MEETING

Monday April 1, 2024, 6:30PM

Meeting opened at 6:40 p.m.

In attendance: Plant Chairman:

Jim Park

Board Members:

Member Ericka Barrantes

Member Tracy Van Alstine

Member Ray Blackwood

Clerk:

Rachel Flynn

Chief Operator:

Justin Cotter

Deputy Mayor, Fonda

Tim Healey

Chairman Park facilitated meeting.

Meeting Logistics:

Motion by Member VanAlstine to accept the minutes from the March 4, 2024, meeting. Seconded by Member Blackwood. Motion passed.

Operational Considerations:

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

	Avg Daily Flow	BOD	TSS
March 2024	819,000 gals	91%	95%
YTD – 3/31/2024	677,000 gals	92%	96%

Chief Cotter reports that due to high water flows this month, we incurred some overtime to cover the off-hours workload to keep the plant operating within our SPEDES guidelines. The Fultonville siphon building experienced a blockage requiring cleanout which resulted in four truck loads of waste to be delivered to our facility. This blockage was detected by the newly installed flow meters triggering an alarm prompting the Town of Glen to reach out to the plant for assistance.

With the announced retirement of our NYSDEC Engineer, Erica Cruden, we received a visit intended to be a fair well to Erica and a meet and greet visit to introduce our new Engineer, Jennifer Ross. Visiting along with Erica and Jennifer was DEC Compliance Officer Michelle Schwank. This site visit and inspection returned a summary rating of Marginal. Key take-aways were noted as NY Alert setup for the assistant operator, Industrial User Permit compliance, Water Treatment Chemical usage, several pieces of operational equipment in a state of disrepair.

Finances:

Motion by Member Van Alstine to pay the bills as was discussed and laid out. Seconded by Member Blackwood. Motion passed.

Notification was received of the Village of Fultonville's final approval of our Fiscal Year 24-25 Budget. Both Village Boards have now, respectively, approved next year's operating budget which goes into effect June 1, 2024.

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New Business:

Congratulations and thanks were expressed by JSB members to Co-Fiscal Officer Klim, who could not be in attendance, for recently being voted in as a Board Member of the Village of Fonda effective April 1, 2024. We thank Bob Klim for his service and dedication to the Sewer Plant and wish him well as he continues to provide service to the community.

The JSB welcomed the Village of Fonda's newly appointed representative, Ericka Barrantes. We look forward to working alongside Ericka.

Old Business:

Directors and Officers Insurance: We received a quote for Directors and Officers Insurance from Selective Insurance through our agent, Beacon Insurance, in the amount of \$3764.00. **Motion** by Member Blackwood to accept the quote and finalize the insurance policy purchase. Seconded by Member Van Alstine. Motion passed.

Vehicle Use Policy: A vehicle usage policy has been drafted and is under review to be shared with the JSB members for feedback.

Purchase Card Policy: A purchasing card policy has been drafted and is under review to be shared with the JSB members for feedback.

Website: Clerk Flynn shared the quotes for the creation of our public facing website. It was decided that the best option would be to accept the proposal in the amount of \$1200.00 submitted by North Shore Solutions. The JSB authorized Chair Park to sign the agreement and Clerk Flynn to send out a check in the amount of \$600.00 which represents a 50% downpayment. The remaining shall be paid upon completion and final acceptance. **Motion** by Member VanAlstine to accept the proposal. Seconded by Member Blackwood.

Executive Session:

Motion by Chair Park to enter executive session was made at 8:20pm. Seconded by Member Van Alstine.

Motion by Member VanAlstine to exit executive session was made at 8:30pm. Seconded by Member Barrantes. There are no actions items to report from the executive session.

Adjournment:

The next scheduled Joint Sewer Board Meeting is Monday May 6, 2024, 6:30 p.m.

Motion by Member VanAlstine to adjourn at 8:35 p.m. Seconded by Member Blackwood. Motion passed.

Respectfully Submitted,
James Park
Chair