

# FONDA-FULTONVILLE JOINT WASTEWATER TREATMENT PLANT

## BOARD MEETING

Monday July 1, 2024, 6:30PM

Meeting opened at 6:47 p.m.

In attendance: Board Chairman: Jim Park – Arrived at 7:10pm  
Board Members: Co-Fiscal Officer Ericka Barrantes  
Member Ray Blackwood  
Member Shawn Flynn  
Clerk: Rachel Flynn  
Chief Operator: Justin Cotter  
Deputy Mayor, Fonda Tim Healey

Clerk Flynn facilitated the meeting until Chairman Park arrived at 7:10pm.

### Meeting Logistics:

Minutes from June 6, 2024, were not available to be approved during this meeting. Chair Park shall present them on August 5, 2024.

### 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
June 2024	456,000	98%	98%
YTD – 6/30/2024	630,000	94%	96%

Chief Cotter reports he has requested quotes for the cost associated with replacing 2 waste pumps from Koester.

Required manhole sampling for Mercury Minimization Reporting has been completed. Results shall be shared with Prime Engineering to compile the report.

Travel Center of America Truck Stop is experiencing another round of leaking oil/diesel fuel, although it doesn't appear to be reaching our facility.

Trainee Houston is scheduled to attend the first round of mandatory training courses through NYWEA the first week of December 2024.

### Finances:

**Motion** by Member Blackwood to pay the bills as was discussed and laid out. Seconded by Co-Fiscal Officer Barrantes. Motion passed.

Clerk Flynn reports this year's AFR is in process, however, she requires some payroll and benefits reporting assistance from the Village of Fultonville to complete it.

Chair Park was informed by the Village of Fultonville of an accounting error related to the health insurance premium costs for this calendar year which resulted in an underbilling. Chair Park and Clerk Flynn shall work with the Village of Fultonville to get a better understanding of the issue to properly reimburse the village for our expenditures.

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**New Business:**

No new business this month.

**Old Business:**

**Record Retention Policy:** A draft copy of the record retention policy was shared with the board members for their review and feedback. The board recommended Clerk Flynn reach out to the village clerks for a copy of their policies for comparison.

**Website:** Clerk Flynn and Chair Park shared the status of the creation of our public facing website. Chair Park has a meeting scheduled in the coming week to discuss user acceptance testing progress.

**Adjournment:**

The next scheduled Joint Sewer Board Meeting is Monday August 5, 2024, 6:30 p.m.

**Motion** by Co-Fiscal Officer Barrantes to adjourn at 7:55pm p.m. Seconded by Member Blackwood. Motion passed.

Respectfully Submitted,  
James Park, Chair