

FINAL COPY

MINUTES OF A REGULAR MEETING OF THE BINGHAMTON - JOHNSON CITY JOINT SEWAGE BOARD

Tuesday, December 12, 2023

Plant Administration Building

Members Present: George Kolba, (remote) – *note video was displayed also.*
Edward Crumb
Chris Papastrat, Vice-Chairman, Chair for Meeting
Stephen Andrew
Ron Lake
Bruce King

Also Present: Elliott Wagner, Superintendent
Billie J. Goodson, Business Manager
Alfred Paniccia, Jr., Esq., Co-Counsel
Clarence Shager, Comptroller, City of Binghamton (Exited 4:45pm)
Ron Warwick, Asst. Superintendent
Howard Reeve, Facility Engineer (Exited 5:12pm)
Larry Travis, E.E., Electrical Engineer (Exited 5:12pm)
Clark Giblin, Village of Johnson City Trustee (Exited 5:35 pm)
Adam Afify, Head Operator (Exited 4:45pm)
Michele Cuevas, Confidential Secretary
Jason Greene, P.E., GHD (Exited 4:15pm)

Vice-Chairman Papastrat called the meeting to order at 3:31PM. Sign in sheet was passed. All six (6) Board members were present. Vice-Chairman Papastrat confirmed all present signed in, identified fire exits and requested cell phones be turned off or silenced during the meeting. All stood to recite the Pledge of Allegiance.

Privilege of the Floor

Superintendent Wagner introduced Mr. Adam Afify, who is the facility Head Operator, to discuss the H-Line repair work and the cost savings associated with the repair.

First, Mr. Afify thanked the Board for their support with this project.

With this repair completed, there are operational cost savings in the amount of \$214.17/day- which equals about \$78,000.00/yr.

Meeting Minutes Approval

Edward Crumb made a motion that the Board approves the submitted. November 14, 2023, Regular Meeting Minutes with the suggested changes as contained in the Board Folders.

Motion seconded by Steve Andrew.

Motion carried. 6/0

Edward Crumb made a motion that the Board approves the submitted. November 28, 2023, Special Meeting Minutes with the suggested changes as contained in the Board Folders.

Motion seconded by Steve Andrew.

Motion carried. 6/0

Fiscal Officer's Report

Mr. Shager briefly overviewed the Treasurer's Report which was distributed in the Board's folders. Mr. Shager noted that all budget lines are expected to be covered (i.e., without overrun) for 2023. Mr. Shager and Ms. Goodson will go through the Purchase Orders for 2023.

Mr. Shager noted to the Board Members that, beginning with 2023, based on IRS guidance issued in October, they will receive 1099-MISC forms, given the form has been revised by the IRS (checking Box 3 – "Other income" [i.e., not "non-employee compensation"]).

Mr. Shager also noted that there has been no "news" yet about the pending grant application for the TPS Improvements Project.

Superintendent's Report

Superintendent Wagner overviewed his Superintendent's Report which included graphs and charts, copies of which were distributed in the Board's folders. The face page of the report is set forth below.

November Superintendent's Report

December 12, 2023

November received 1.49 inches [of precipitation]; Total plant flow was 432.85 MG with an average daily flow of 14.43 MGD, CBOD of 10 mg/L, TSS of 7 mg/L, TN of 3.0 mg/L, with three data points to go. PHOS 0.496 mg/L, Ammonia of 0.164 mg/L.

Microturbines averaged 3,415 kwh/day, and a total of 105,850 kwh for the month of October.

Microturbines averaged 4,657 kwh/day, and a total of 139,712 for the month of November.

Solar production for November was 3,110 kwh for the month.

Howard and Jim have been working with P&J on an alternative solution that may buy us time to get the other more pressing project [to correct the cooling water supply piping] done first.

Digesters averaged 60.51% VSR (Volatile Solids Reduction).

I would like to thank the Board and especially Ronald Lake for the help in getting the H-Line project nearly complete. The dollar savings in electric cost, wear and tear on all associated equipment and the chemical cost will be substantial.

We are still looking for resumes for the Instrumentation Technician position.

I would like to thank Billie for working on the daunting tasks of the CPI increases. I would also like to mention her tireless tuning of the budget process and detailed tracking of our budget lines with Rachel, resulting in transparency for the Board and the Owners.

I would like to congratulate M. Cisek for passing his Operator I DEC examination and following in his father's footsteps.

*****end of report*****

(Messrs. Afify and Shager exited the meeting)

Superintendent Wagner handed out to the Board Members a Test Incentive Policy, as follows:

Test Incentive Policy

The purpose of the policy is to incentivize an employee to advance in the Operations department.

Therefore, BJCWWTP will award a passing score on each DEC acknowledged test, presently called the ABC test, as follows:

- \$50.00 for passing the Grade 1 or 1A test.
- \$100.00 for passing the Grade 2 or 2A test.
- \$150.00 for passing the Grade 3 or 3A test.
- \$200.00 for passing the Grade 4 or 4A test.

This will not be added to the base rate. It will be paid out as a stand-alone separate check. The award would be available to each individual at each level. This policy would start 01/01/2024 and not be retro-active for Operators who have tested prior to this date. If an Operator passes any level testing after that date, they will be eligible for the corresponding award.

The funding for this award should be paid out from the Benefits and Awards line: ES1720.54001 in the annual budget.

(end of Test Incentive Policy)

**Edward Crumb made a motion that the Board authorizes the Superintendent to implement the Test Incentive Policy, including the submission of Claims for Payment as set forth in the policy.
Motion seconded by Steve Andrew.
Motion carried. 6/0**

Schooling Online for Graduate Certificate in Human Resources Management - Business Manager

**Edward Crumb made a motion that the Board approves the enrollment of the Business Manager in two (2) online graduate courses in Human Resources Management with reimbursement in accordance with Benefits Section 9 of the *Policies and Benefits for Salaried/Management Staff* of the tuition cost, registration, course/lab fees, and required textbooks/materials upon completion and passing of the courses, to be paid from the 2024 Travel & Training budget line (ES8130.54701).
Motion seconded by Steve Andrew.
Motion carried. 6/0**

Business Manager's Report

Ms. Goodson is requesting Board approval for the following Requests for Legislation:

2024 Budget & Position Modifications

Edward Crumb made a motion that the Board approves a 2024 budget modification to implement the 2024 Prospective CPI increases as follows:

**Increase ES8130.51000.JS2HR Personal Services Hourly by \$45,001.00.
Decrease ES8130.51000.JS2HR Personal Services Hourly (Op 1/Op Trainee) by \$45,001.00;**

and that corresponding requests for legislation be submitted to the Owners' legislative bodies.

**Motion seconded by Steve Andrew.
Motion carried. 6/0**

Business Manager's Report-cont.
2024 Budget & Position Modifications-cont.

Edward Crumb made a motion that the Board approves a 2024 budget modification for adjustment of authorized positions as follows:

Increase ES8130.51000.JS2HR Personal Services Hourly (Mechanic) by \$65,852.00.

Decrease ES8130.51000.JS2HR Personal Services Hourly (Mechanic Asst) by \$58,489.00;

Decrease ES8130.51000.JS2HR Personal Services Hourly (Operator III) by \$7,363.00;

and that corresponding requests for legislation be submitted to the Owners' legislative bodies.

Motion seconded by Bruce King.

Motion carried. 6/0

Refuse Hauling Contract

Edward Crumb made a motion that the contract for 2024 Solid Refuse & Waste Collection & Disposal Services be awarded to Bert Adams Disposal in accordance with its bid submitted.

Motion seconded by Steve Andrew.

Motion carried. 6/0

Industrial Wastewater Pretreatment Program

Vice Chairman Papastrat then gave the floor to Jason Greene, P.E.

November IWPP

Mr. Greene overviewed the submitted IWPP Report for November 2023, copies of which were distributed in the Board's folder. SUNY Broome College was fined \$250.00 (Zinc Effluent Violation as part of Annual Inspection Sampling), and Our Lady of Lourdes Hospital was fined \$100.00 (Late PCR submission).

E-Systems Group's permit was terminated based on its cessation of operations. On-going annual inspections will be finishing up in December. Inspection Compliance Letters were issued for the City of Binghamton Water Filtration Plant and Buckeye Terminals.

Frito-Lay

Mr. Greene gave an update on the Frito-Lay IWPP permit modification request.

Frito-Lay has withdrawn its request and will continue its operations under the existing permit's terms and conditions.

Frito-Lay Discharge Agreement

Edward Crumb made a motion to extend for three (3) years the existing discharge agreement with Frito-Lay with no change in terms or conditions for the period January 1, 2024, through December 31, 2026.

**Motion seconded by Bruce King.
Motion carried. 6/0**

Board Committee Reports

Construction: The H-Line project almost complete.

Finance:

Insurance Proposal-Travelers

Edward Crumb made a motion to accept the Insurance Proposal from Haylor Freyer & Coon with Travelers in the amount of \$357,450.00 for the 01/01/24-01/01/25 coverage period.

**Motion seconded by Bruce King.
Motion carried. 6/0**

Micro-Turbine Heat Recovery Piping Improvements

Edward Crumb made a motion to transfer \$1,061,200.00 into the Capital Reserve Fund for the Binghamton-Johnson City Joint Sewage Treatment Plant (ES.230 [Cash – Special Reserve]): \$380,950.00 from 2023 ES8130.54410 (Professional Service) and \$680,250.00 from 2023 ES8130.55000 (Contingency) subject to the approval of a majority of the Binghamton City Council and a majority of the Johnson City Board of Trustees in accordance with Section 6 of the January 3, 2023 Johnson City Village Board Resolution 12 of 2023 and the corresponding provisions of the March 1, 2023 Binghamton City Council Permanent Ordinance 23-34.

**Motion seconded by Bruce King.
Motion carried. 6/0**

Flow Management: Edward Crumb – Nothing to report.

Personnel: Steve Andrew noted that an executive session will be needed

Ad Hoc: Bruce King – Nothing to report.

Old Business: Nothing to report.

New Business:

Town of Vestal Bunn Hill Development Request

Ron Lake made a motion that the Board assign the application of The Retreat at Bunn Hill, LLC to the Flow Management Workgroup for review and report back to the Board.

Seconded by Bruce King.

Motion carried. 6/0

2024 Health Benefits Program

Edward Crumb made a motion that the Board amends the plan document of its voluntary Health Flexible Spending Account (FSA) program sponsored by the Board:

- a) in calendar [plan] years after 2024, [i] to define the “maximum annual salary/wage deferral contribution of a participant employee” to be the maximum annual amount allowed by the United States Internal Revenue Service for the calendar [plan] year; and [ii] to define the “maximum unspent amount that a participant employee may carry forward into the following calendar [plan] year” to be the maximum annual amount allowed by the United States Internal Revenue Service for the calendar [plan] year; and**
- b) effective January 1, 2024, to [i] increase the maximum for the salary/wage deferral contribution of a participant employee to \$3,200.00 per calendar [plan] year; and [ii] increase the maximum unspent amount that a participant employee may carry forward into the following calendar [plan] year to \$640.00 following the end of 2023; and**
- c) to continue previously adopted prior-year deferral limits without change.**

Motion seconded by Bruce King.

Mr. Paniccia asked some questions about the underlying Plan Document.

Edward Crumb made a motion to table the motion to the next meeting.

Motion to table seconded by Stephen Andrew.

Motion tabled.

Executive Session

Steve Andrew made a motion to enter Executive Session to discuss personnel matters.

Motion seconded by Edward Crumb.

Motion carried. 6/0

(Messrs. Reeve and Travis exited the meeting)

The Board entered Executive Session at 5:13PM.

Out of Executive Session

Steve Andrew made a motion to exit the Executive Session.

Motion seconded by Edward Crumb.

Motion carried. 6/0

The Board exited Executive Session at 5:28PM.

MOA #3, #4, #5 & #6

Steve Andrew made a motion to authorize the Vice Chairman to sign MOA #3 between CSEA and the Joint Sewage Board.

Motion seconded by Edward Crumb.

Motion carried. 6/0

Steve Andrew made a motion to authorize the Vice Chairman to sign MOA #4 between CSEA and the Joint Sewage Board.

Motion seconded by Edward Crumb.

Motion carried. 6/0

Steve Andrew made a motion to authorize the Vice Chairman to sign MOA #5 between CSEA and the Joint Sewage Board.

Motion seconded by Edward Crumb.

Motion carried. 6/0

Steve Andrew made a motion to authorize the Vice Chairman to sign MOA #6 between CSEA and the Joint Sewage Board.

Motion seconded by Edward Crumb.

Motion carried. 6/0

2024 Salaried-Management Salary Increases

Steve Andrew made a motion to approve salary increases for salaried-management personnel within the budgetary limits established under the 2024 Joint Sewage Board Budget adopted by the Owners' Legislative Bodies at their September 7, 2023, Joint Budget Meeting, in the following annual and weekly amounts for 2024, effective with 2024 Pay Period #1 which begins Saturday, December 23, 2023:

<u>Position Title</u>	<u>Annual Salary</u>	<u>Weekly Salary</u>
Superintendent	\$103,413.00	\$1,988.71
Assistant Superintendent	91,483.00	\$1,759.28
Electrical Engineer – WWTP	97,789.00	\$1,880.55
Business Manager	85,095.00	\$1,636.44
Facility Engineer	83,320.00	\$1,602.30
Senior Operator	83,184.00	\$1,599.69
Head Mechanic	75,348.00	\$1,449.00
Laboratory Director	71,581.00	\$1,376.55
Safety Coordinator/Ind. Hygienist	67,431.00	\$1,296.75
Confidential Secretary	46,506.00	\$ 894.34
Confidential Senior Account Clerk	44,008.00	\$ 846.30

**Motion seconded by Bruce King.
Motion carried. 6/0**

The next regular Board meeting is January 9, 2024, at 3:30PM.

Adjournment

**Steve Andrew made a motion to adjourn.
Motion seconded by Bruce King.
Motion carried. 6/0**

Meeting adjourned at 5:40PM.

Michele Cuevas
Confidential Secretary

cc: Board Members
Mayor Kraham, City of Binghamton
Mayor Meaney, Village of Johnson City
City Clerk, City of Binghamton
Village Clerk/Treasurer, Village of Johnson City
Alfred Paniccia, Esq.
Clarence Shager, Fiscal Officer
Elliott Wagner, Superintendent
Brown & Brown Empire State
Haylor, Freyer & Coon
Joshua Holland, Village of Johnson City Director of Public Services
Ronald B. Lake, P.E., City of Binghamton Engineer
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