

**KINGSTON BOARD OF WATER COMMISSIONERS
REGULAR MEETING
FEBRUARY 14, 2018**

The regular meeting of the Board of Water Commissioners was called to order at 5:02 p.m. on February 14, 2018 in the Department's offices at Jansen Avenue. Present were President Dennis Crosswell, Commissioners Joanne Seche, Margaret Gruner, and Harold Goldman. Also in attendance were Superintendent Judith Hansen, Assistant Secretary Allan Alberts, Attorney William Cloonan, and Council Liaison Jeffrey Ventura Morell.

The minutes of the previous meeting were approved on a motion made by Commissioner Gruner and seconded by Commissioner Goldman. Motion carried by unanimous vote.

Bills in the amount of \$252,449.83 dated 1/17/18; \$64,970.38 dated 1/24/18; \$38,938.50 dated 1/31/18; \$34,077.01 dated 2/7/18; and \$349,809.98 dated 2/14/18 were ordered paid as audited on a motion by Commissioner Seche and seconded by Commissioner Goldman. Motion carried by unanimous vote.

The Board discussed the Cooper Lake Improvements Project. It was reported that Assemblyman Cahill had written a letter to the Assembly requesting five million dollars to offset costs which are anticipated to be incurred by KWD for the Cooper Lake Dam Improvement Project. It was also reported that a project schedule had been submitted to the DEC.

The Board discussed the Interstate 587/Albany Avenue Roundabout. It was reported that the estimate for the replacement of water main infrastructure related to the project would be significantly lower than originally stated. The City Common Council has approved the funding for KWD in this project.

The Board discussed the SCADA System Project. It was reported that the elevation certificates were submitted and awaiting DOH approval.

The Board discussed the Binnewater UPS Installation Project. It was reported that the UPS was delivered and that the project was in progress.

The Board discussed the Transmission Main Rehab Project. It was reported that the 60% Design Drawings had been received and 90% Design Drawings were expected by the end of March.

The Board was informed that the Lagoon Sludge Removal was completed.

The Board discussed the purchase of a Hydrastop Valve Insertion Tool for approximately \$62,000. A motion was made by Commissioner Goldman and seconded by Commissioner Gruner to purchase the equipment and include its cost in the funding for the Interstate 587 Roundabout Project. Motion carried by unanimous vote.

A motion was made by Commissioner Gruner and seconded by Commissioner Seche to establish a Policy for Operator Recertification Continuing Education. Motion carried by unanimous vote.

A motion was made by Commissioner Goldman and seconded by Commissioner Gruner to adopt a Policy to Require Criminal Background Checks for Water Treatment Plant Personnel in future hiring. Motion carried by unanimous vote.

Correspondence included a request from Mr. Hawkins requesting a waiver of the late charge for his Water Bill. Superintendent Hansen was asked by the Board to send him a letter stating that the request was denied.

The January Superintendent's Report was read and ordered filed on a motion by Commissioner Goldman and seconded by Commissioner Seche. Motion carried by unanimous vote.

It was reported that Johnson Controls met with KWD on 2/14 to discuss resuming the meter testing.

A motion to move into Executive Session was made by Commissioner Gruner and seconded by Commissioner Goldman at 5:56 pm. A motion to come out of Executive Session was made by Commissioner Gruner and seconded by Commissioner Seche at 6:35 pm. Motions carried by unanimous vote.

A motion was made by Commissioner Gruner and seconded by Commissioner Goldman promoting Andrew Schmidt from provisional status to permanent status as Water Treatment Laboratory Technician effective 2/14/18. Motion carried by unanimous vote.

Motion to adjourn was made by Commissioner Goldman and seconded by Commissioner Seche at 6:37 pm. Motion carried by unanimous vote.

Allan P. Alberts
Assistant Secretary



Policy of the Board of Water Commissioners on Funding Operator Recertification

Maintaining operator certification is the responsibility of the employee and is a condition of employment for many KWD staff. The Board of Water Commissioners recognizes that promoting operator education also has a direct benefit on operations and protection of public health. Therefore, they will provide funding for the cost of continuing education associated with recertification of operator's licenses providing the following conditions are met:

1. Approval for the attendance at recertification courses/seminars is obtained from the employee's immediate Supervisor and the Superintendent in writing on a form provided for this purpose. Approval is based on the following criteria:
 - a. that the class/seminar be relevant to KWD operations;
 - b. that the class/seminar be approved by the NYSDOH for recertification of water operator licenses (if it is not, the employee may elect to file for approval directly from NYSDOH);
 - c. that overtime not be created or incurred as a result of attendance at the class;
 - d. that funds are available in the budget line (License renewal is on a 3 year cycle and is budgeted on that basis);
 - e. that the cost is reasonable and in line with similar classes being offered.
2. Once approval is granted, the employee is expected to attend the training and provide a copy of the CEU certificate to his Supervisor upon his return. If the employee cannot attend, it is his/her responsibility to:
 - a. Find a replacement that is approved by his/her supervisor **or**
 - b. Call the training provider and cancel the reservation and obtain a refund
 - c. The employee shall reimburse the KWD the cost of the training if he/she fails to attend the course and fails to do either "a" or "b" above or does not provide a copy of the CEU certificate to his/her Supervisor upon his/her return from the course.
 - d. The Superintendent may make an exception for non-attendance due to illness or other emergency if proper documentation is provided.

