

CITY OF BATAVIA PLUMBING BOARD

Minutes

December 14, 2016, 8:00 a.m.

**Public Works Conference Room
One Batavia City Centre, Batavia, NY**

Members present: *Douglas Diegelman, James Ficarella, William Hayes, Al Rosemark*

Members absent: Matt Worth

I. Call to Order

Chairman Rosemark called the meeting to order at 8:06 a.m.

II. Roll Call

Roll call of the members was conducted. Four members were present providing a quorum to conduct the meeting.

III. Approval of Minutes from September 21, 2016 Meeting

MOTION: Mr. Hayes moved to approve the minutes as written; the motion was seconded by Mr. Diegelman. All voted in favor.

RESULT: Approval of September 21, 2016 meeting minutes.

IV. Old Business

Mr. Rosemark asked for an update on the situation with Prometric, the company which administers the City's plumbing exam. Mr. Ficarella described some of the difficulties experienced in trying to set up the previous plumbing exam: Prometric had established a minimum number of candidates which the City did not initially meet; the account manager failed to respond to emails or return phone calls; it took a long time to schedule the exam. Mr. Ficarella said that he is checking out the possibility of changing the administrator of the exam.

V. New Business

A. Time Limit on First Time License Fee and Sign Pick Up

Mr. Ficarella explained that the first time licensing fee for a Master Plumber includes the cost of making his sign, which according to Batavia Municipal Code, is supposed to be hung outside the plumber's place of business. However, there are still signs in the office which have not been picked up by the plumbers.

Mr. Hayes asked if the office could send the plumbers an invoice. Mr. Ficarella was unsure about the answer.

Mr. Rosemark asked how long it takes to make a sign. Mr. Ficarella said that he would check with the Bureau of Maintenance.

Mr. Rosemark suggested that the sign should not be made up until the plumber has paid, but Mr. Ficarella pointed out the plumbers from outside of the City often prefer to take care of paying their fees and picking up signs at the same time.

Mr. Diegelman noted that the plumbers should not be allowed to wait a year and then pay a renewal fee without having first paid the initial licensing fee.

Mr. Hayes asked if the candidates are notified by letter when they pass the exam and Mr. Ficarella answered yes.

After some discussion on letters and time frames, it was agreed that a 90-day limit will be set on paying the initial licensing fee and obtaining the sign, and that a registered letter will be sent warning plumbers that if they fail to pay, they will have to start the process over from the beginning. The letter will be drafted by the Plumbing Board Clerk for the next meeting.

MOTION: Mr. Rosemark moved to approve the preparation of the above described letter for the next meeting; the motion was seconded by Mr. Hayes. All voted in favor.

RESULT: Approval for drafting a letter for first-time plumbing license fee deadline.

B. Meeting Dates for 2017

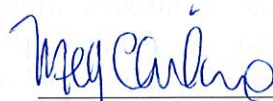
MOTION: Mr. Ficarella moved to approve the 2017 meeting dates, with the start time for all meetings set at 8:00 a.m.; the motion was seconded by Mr. Hayes. All voted in favor.

RESULT: Approval of 2017 meeting dates.

Mr. Diegelman raised an issue regarding people who are not City of Batavia licensed plumbers performing work without permits. The question of how to deal with the situation will be considered at the next meeting.

VI. Adjournment

Mr. Ficarella moved to adjourn; Mr. Hayes seconded the motion. All voted in favor. Meeting adjourned at 8:37 a.m.



Meg Chilano
Recording Secretary