

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS
of
JERICHO WATER DISTRICT

held remotely via telephone conference, on the 20th day of May 2020, at 8:30 A.M.

Present:	Commissioners	Thomas A. Abbate James Asmus Patricia Beckerle Michael F. Ingham Peter F. Logan (In Board room) Kathleen Cannon Amanda Blum Bill Merklin
	Attorney	
	Superintendent	
	Business Manager	
	Secretary	
	Engineer	

In response to the restrictions and concerns relative to the Coronavirus (COVID-19) pandemic, today's meeting of the Board of Commissioners and all meetings until further notice will be held via a phone-conferencing platform pursuant to Governor Cuomo's Executive Order 202.1. A roll call was taken to assure that those listed were in attendance and that a quorum of the Board was present. Members of the public were given the opportunity to call in and listen to the meeting live. The Board Meeting was recorded and will later be transcribed. A notice was posted on the District's website, www.jerichowater.org, stating same on April 6th, 2020.

Commissioner Abbate opened the Board Meeting with an update pertaining to continued efforts of the District to address the COVID-19 virus pandemic:

Mr. Logan reported that he amended his return to work schedule as approved by the Commissioners at the last meeting. Beginning May 18th, 2020, all service department staff returned to work under a normal schedule, working every day on site from 8:00AM to 4:00PM. Employees are following all safety protocols outlined by NYSDOH.

Miss Cannon expressed her gratitude on behalf of the JWD staff and herself, for the thoughtful individual letters sent to employees from the Commissioners recognizing their extraordinary efforts during the COVID-19 pandemic. The staff was very touched and expressed their deepest thanks to the Commissioners for their appreciation. As the letter so beautifully expressed: "We are all in this together; and as part of the Jericho Water District "family" we are confident we will not only get through this pandemic, but will come out stronger, more resilient and ready to take on whatever may get thrown in our path in the future."

Miss Cannon informed the Commissioners that Phase 1 of the office staff's return to work plan (as approved at the last meeting) was underway. The office staff

seems to be happy to get back to some kind of normalcy and have been vigilant about taking the safety precautions outlined by the District and NYSDOH.

Mr. Ingham reported regarding the currently scheduled June 4th, 2020 meeting date by the New York State Department of Health ("NYSDOH") for the MCLs on 1,4-Dioxane and PFOA(S). Mr. Ingham is monitoring the status of the meeting and whether or not it will be postponed. He will keep the Commissioners posted.

Mr. Ingham has been working with Mr. Logan to clarify the sick policy with regard to COVID-19. The final version of the memorandum states that if you are out of work due to a quarantining stay at home order due to either receiving a positive COVID-19 or being in close contact with someone who had the virus (as outlined by the NYSDOH), employees will not be charged their accrued sick time. If an employee finds out they have tested positive after several days of being out sick and the District was charging the employees accruals, that time will be reinstated.

Commissioner Beckerle informed Mr. Ingham that she had received a memo entitled "Employee Rights Concerning the Families First Coronavirus Response Act" from the Department of Labor, Wage and Hour Division, explaining the benefits available to employees. Mr. Ingham requested she send him and Miss Cannon a copy of the memo for review.

Minutes of the previous meeting(s) were read and approved unanimously.

Monthly report of Engineer was read and ordered filed.

1. Mc Coun's Lane Water Main Improvements: NCDOH approval is pending on the directional drilling work. Bancker is working on the punchlist.

Mr. Logan reported that he had a meeting with Phil Sachs (from D&B), Mayor Bernie Ryba, Mr. Roger Cocchi, representing the Village, and PJ Rinaldo on May 18th to discuss the McCoun's Lane Water Main Improvements project and the concerns expressed by Rottkamp Farms. Rottkamp Farms estimates that approximately 1200 cars visit their farm stand each week between June and November. Mayor Ryba conducted a study to determine traffic patterns to get to the farm and the results showed most of the traffic accessing the farm are coming from Glen Cove Road. Once the first 250 feet of the project has been completed (which would take approximately two days), the farm will be mostly unaffected by the remaining work. Additional provisions were discussed including realigning the water main to the side of the road. Mayor Ryba scheduled a meeting with the Rottkamps to discuss the terms and will get back to JWD with a decision.

2. LIU Post Water Distribution Improvements: No update from last meeting.

3. Kirby Lane AOP: Waiting on pilot test sampling results. Detailed design is underway. D&B has scheduled a conceptual draft review meeting with JWD for tomorrow.
4. Southwoods Road Test Well: The drilling work has been completed. D&B is reviewing proposed well design submitted by Contractor. The water discharge permit has been approved by the Town of Oyster Bay.
5. PTAS at Wells 6 & 16: D&B met with JWD to discuss comments on the draft Basis of Design Report (BODR). D&B is updating and finalizing the report to address the comments. Detailed design of the treatment facility is underway.
6. Requirements Contracts: Contracts for Asphalt Restoration and Emergency Water Distribution System Repairs were awarded on May 6th, 2020, contract execution is underway. Requirements contracts for CBS/PBS Tank Alarm Maintenance and Water Service Gooseneck Replacement are currently being reviewed by JWD.
7. Well 12 Driveway Pavement Restoration: D&B has submitted a recommendation of award.

Mr. Merklin then presented to the Commissioners a letter stating that he reviewed the seven (7) bid proposals received on May 1st, 2020 for Contract C2-20 Well Nos. 12 & 13 Paving and Curb Restoration. Based upon review of the bid documents, D&B Engineers and Architects, P.C. found no reason not to award the contract to the low bidder, American Paving, Inc. of Glen Cove, New York in the amount of \$98,551.10. After discussion and upon motion duly made and seconded, it was

RESOLVED that Contract No. C2-20 Well Nos. 12 & 13 Paving and Curb Restoration be awarded to American Paving Inc. of Glen Cove, New York, as the lowest responsible bidder with a bid that conforms with the bid specifications of the District in the amount of \$98,551.10 to be charged to Capital Account No. H-8397-873-2102 Pump House No. 12- Building Improvements .

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

8. Emerging Contaminant Action Plan: An irrigation time coordination plan is being developed for this coming summer.

Mr. Logan reported that a thorough draft of the irrigation plan and map was sent to the Commissioners for their review. The plan does not curtail water usage, it reduces water usage during the peak irrigation time between 12:00 AM and 6:00 AM. The District will work with D&B and Progressive Marketing on a campaign to notify residents of the new irrigation plan which will include a letter sent to residents, a notice posted on JWD's website, a notice posted on town/village websites and possibly even a newspaper article. Miss Cannon requested that Mr. Logan keep her apprised of what supplies/postage he will need so the funds can be made available.

9. Split Rock Tank Rehabilitation: No update from last meeting.

10. Marriott at Milleridge Inn Water Main: The contract documents have been submitted to NCDOH for review. An updated cost estimate has been prepared.

Mr. Ingham reported that he had completed the cost estimates with D&B. Once the draft contract is finalized it will be shared with Miss Cannon, Mr. Logan and Mr. Merklin and then the Commissioners for their approval.

11. Well 17 GAC Treatment for Simazine Removal: No update from last meeting.

12. Well 4 & 31 Pump Rehabilitation: No update from last meeting.

13. Tam O'Shanter Development: Mr. Merklin received several comments from the developer and their engineer mostly regarding the hydraulic model. D&B will prepare a response and review it with JWD.

14. Country Club Developers: The design work is underway.

15. 2020 Bond Issue: Public hearing should be scheduled on June 2nd, 2020 10:00AM (via zoom meeting), waiting for confirmation.

16. 2020 EFC Grant Applications: No change from last meeting.

17. Syosset Tank Condition Assessment: No update from last meeting.

18. Property Transfer Evaluation for Well No. 10 & Well No. 15: A draft cost estimate and transmittal letter has been submitted to the District for review. Mr. Logan's comments were received by D&B, and an updated draft will be submitted to JWD later this week.

19. Aveley Residential Development: The District received an updated request for water availability. D&B has submitted a proposal to evaluate the request.

Mr. Merlin then presented to the Commissioners a proposal from D&B Engineers and Architects to provide engineering services for the review and evaluation of the request for renewal of the letter of water availability for the Aveley Residential Development in an amount not to exceed \$5,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal to provide engineering services for the review and evaluation of the request for water availability for the Aveley Residential Development in an amount not to exceed \$5,000.00 to be paid for by the developers.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period May 6, 2020 to May 19, 2020, had been completed and all were within state and federal standards.

Mr. Logan then requested authority to purchase equipment for GIS improvements including a collection device. As per the District's procurement policy, he received three (3) quotes for a Trimble R2 GNSS Receiver and associated equipment: Keystone Precision Solutions, \$5,814.00; New York Precision Equipment, \$5,577.50; and Waypoint Technology Group, \$5,645.00. Mr. Logan also requested permission to purchase an iPad utilizing the NYS BOCES Apple Contract in the amount of \$652.95. Mr. Logan explained that JWD will be working with H2M to begin phase 1 of the project, wherein JWD will be collecting data onsite starting with locating hydrants and valves for H2M to populate the GIS map. After discussion, and upon motion duly made and \$5,394.00. seconded, it was

RESOLVED that the Commissioners approve purchasing the GIS data collection device in the amount of \$5,577.50 from New York Precision Equipment to be charged to Capital Account No. H-8397-877-2010 for GIS Improvements.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

FURTHER RESOLVED that the Commissioners approve purchasing an iPad in the amount of \$652.95 from Apple Inc. utilizing the NYS BOCES Apple Contract to be charged to Capital Account No. H-8397-877-2010 for GIS Improvements.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Mr. Logan then reported on the resolution of an outstanding insurance claim from 2019 from consumer Yucel Edeballi of 5 Ends Road in Brookville who claimed the District caused a leak in his service due to staff changing out their 2" water meter. Mr. Logan reported that the initial claim was for \$4,500.00 and the District's insurance company settled out of court in the amount of \$2,000.00.

Mr. Logan then presented the Commissioners with a letter from Joseph Todaro, P.E. of H2M architects + engineers requesting an additional \$10,000.00 to cover engineering costs associated with design-related issues with Well Nos. 9 & 14 Nitrate & VOC Removal Facility project. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve the additional engineering costs associated with Well No. 9 & 14 Nitrate & VOC Removal Facility project in the not to exceed fee of \$10,000.00 to be charged to Capital Account No. H-8397-008-2303 Nitrate Removal Facility.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Mr. Logan then explained he received a request to remove backflow fines on Account Nos. 61258251-1, 61258251-2, 61258251-3, 61258243-1, 61258243-2, 61258249-0, 612582571-1, 612582571-2 and 612582571-3 all part of the Woodbury Gardens/House Beautiful development. This request came in after the District's cut-off date of January 25, 2020 and both consumers provided proof that their devices were tested 2019 but the District did not receive the records. After discussion, the Commissioners agreed to waive the fines on all accounts.

Mr. Logan then presented the Commissioners with a draft contract modification for the labor involved in swapping out a chlorine pump from our own stock for Contract No. C6-17, Well Nos. 9 & 14 Nitrate and VOC Removal Facility – Mechanical Contract with Philip Ross Industries Inc. in the amount of \$553.00. The final change order will be prepared and presented to the Commissioners at their next meeting for approval and signatures. Miss Cannon requested Mr. Logan to purchase replacement pumps from the Nitrate Removal Facility project account no. H-897-008-2303.

Mr. Logan then updated the Commissioners on the Wheatley Tank project. The contractor is almost done with the blasting and priming. Mr. Logan reported that after speaking with Mayor Serota, he had given the contractor approval to work Saturdays. However, after three noise complaints by surrounding residents, Mr. Logan shut Saturday work down. Mr. Logan is hopeful that the tank will be online by July 1st, 2020.

Mr. Logan then reported on the Well Nos. 9 & 14 Nitrate and VOC Removal Facility. Mr. Logan is anticipating the plant to be online by mid to late June. Mr. Logan then stated that there will be another change order due to an omission on the original design. Currently, as the design stands, the system cannot recirculate water from the clear well to the PTA.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of May 18th, 2020. After discussion, the report was ordered filed.

Miss Cannon then advised the Commissioners that she received a notification from First National Bank of Long Island (FNBLI) that the interest rate decreased from 1.1% to 0.75% effective May 8th, 2020. Since interest rates are at historical lows, this decrease is in line with the current financial state.

Miss Cannon then reported that at the Board Meeting on May 6th, 2020 the Commissioners went into executive session taking the following action:

Upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorized a promotion for employee Amanda Blum, to the internal title of Assistant Business Manager, effective May 6th, 2020. The Commissioners also authorized a salary increase for Ms. Blum in the amount of \$3,500.00 per year.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Miss Cannon then presented and reviewed with the Commissioners a Purchase Order by Expense Account Report listing all purchase orders issued between May 5th, 2020 and May 18th, 2020. After discussion, the report was ordered filed.

Miss Cannon informed the Commissioners that the accounts payable checks and any other documents requiring signatures will be available tomorrow.

Miss Cannon then presented and reviewed with the Commissioners the Budget to Actual Report for the month ended in April 30th, 2020. After discussion, the report was ordered filed.

Miss Cannon then requested the Commissioners approve the following budget transfer(s):

A-8340-000-4130	Safety Supplies	\$5,000.00
A-8340-000-4190	Water Supplies	(\$5,000.00)

To fund purchase of safety supplies related to COVID-19 (Nunc Pro Tunc)

After discussion and upon motion duly made and seconded, it was

RESOLVED that the above listed Budget Transfer(s) be approved.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
Commissioner Abbate			AYE			
Commissioner Asmus			AYE			
Commissioner Beckerle			AYE			

Miss Cannon then informed the Commissioners that she received a request from a consumer, Account No. 25909600-0, for a reduction to her water bills due to leaks on her water service. Miss Cannon informed the Commissioners that a reduction to these bills would be in line with the District's policy to allow excess water usage, in excess of the three (3) year average usage, be charged at a rate equal to the District's cost to pump 1,000 gallons of water. Miss Cannon indicated that all required documents had been received. For the fourth quarter 2019 bill, the adjustment to this account resulted in the total water charge being reduced to \$515.27 from \$743.40, a reduction equal to \$228.13. For the first quarter 2020 bill, the adjustment to this account resulted in the total water charge being reduced to \$499.51 from \$716.90, a reduction equal to \$217.39. After discussion, the Commissioners approved the reductions and instructed Miss Cannon to send the customer revised bills.

Thereafter, Miss Cannon reported that the Bank Reconciliations for the month of April 2020 were completed and reviewed. After discussion, the Commissioners ordered the Bank Reconciliations filed.

Miss Cannon then discussed with the Commissioners the penalty waiver request for Account No. 31160100-0 which had been denied at the May 6th, 2020 meeting. After further investigation, it was discerned that, the previous penalty that had been waived on the account was due to a billing error and was not a consumer request. Miss Cannon emailed the Commissioners on May 8th, 2020, and received verbal approval to waive the 2019 4th quarter penalty in the amount of \$225.92 since

this account had not had a penalty waived on the account in the past (5) years. After discussion, the Commissioners instructed Miss Cannon to send the revised bill to the consumer.

Miss Cannon then informed the Commissioners that she received two (2) additional requests to waive penalties:

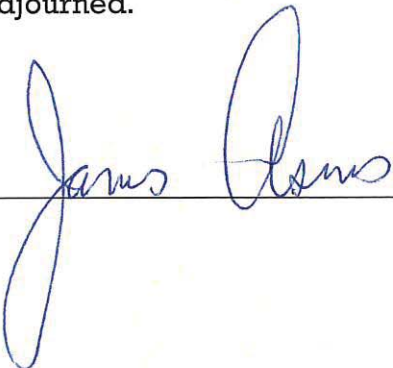
1. Account No. 31160100-0 in the amount of \$151.42
2. Account No. 60102690-0 in the amount of \$68.25

Miss Cannon informed the Commissioners that no penalty on the above accounts had been waived in the last five (5) years. After discussion, the Commissioners authorized Miss Cannon to waive penalties on the accounts listed above and instructed her to send revised bills to the consumers.

At 9:48AM the Board of Commissioners went into Executive Session to discuss legal and personnel matters.

The following claims were then audited and approved for payment: General Fund #24453 to #24492, Construction Fund #2501 to #2503, and Installation Fund #4101 to 4102.

There being no further business, the meeting was, upon motion duly made and seconded and adjourned.



Secretary