

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

held remotely via telephone conference, on the 6th 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](http://www.jerichowater.org), stating same on April 6<sup>th</sup>, 2020.

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

Superintendent's COVID-19 Report

Mr. Logan reported that he has been working with Ms. Cannon to procure and stockpile necessary supplies including KN95 masks, surgical masks, nitrile latex-free gloves, hand sanitizer, disinfecting spray, reusable spray bottles and disinfecting wipes. The administration building and shop continue to be disinfected and fogged each night by Professional Cleaning People, the District's contracted cleaning company.

Mr. Ingham discussed with the Commissioners briefly about COVID-19 antibody testing. The Commissioners instructed Mr. Ingham to keep them advised of the new information he receives regarding the testing. Ms. Blum will check with NYSHIP to see how many times antibody testing will be covered under the District's insurance plan

Commissioner Abbate explained that Mr. Logan and Miss Cannon have been working closely with Commissioner Beckerle to formulate return to work plans for both the service department personnel and the office staff. Commissioner Abbate

inquired if Mr. Logan and Miss Cannon had enough supplies to begin to "open up" the District and implement their drafted return to work plans, and both agreed.

Mr. Logan then presented the Commissioners with the service department's "Return to Work Action Plan". In summary, this plan includes the following:

- Service department continues the split staffing every-other-day schedule until Friday May 8<sup>th</sup>, 2020.
- Beginning Monday May 11<sup>th</sup>, 2020 Group B will report to work from 8:00AM to 4:00PM every day and Group A will report to work from 9:00AM to 5:00PM every day. Each week thereafter, the groups will alternate their start times. This plan will enable the groups to still be separated even though they are working 100%. This schedule will continue until another directive by the Commissioners is given.
- Service Department employees will continue to follow most recent NYSDOH protocols regarding social distancing and requirements of wearing masks.
- Access to the Administration Building has been restricted to Mr. Logan and PJ Ranaldo with Peter Kahl, Joseph Boccafola, Peter Shutowich and Peter Van Beek being the only service department employees with access to the service area of the main building.
- When responding to consumers' water related questions, employees are not to enter the home and are to practice social distancing when speaking with them. Meter changes inside the home have been suspended until further notice. Plant operators continue to take weekly BAC samples, wearing a mask and practicing social distancing.
- Employees will continue to have their temperature taken each morning by a foreman with a no-touch thermometer and a general health assessment is given. A daily log is kept, and if employee's temperature is above 99.5°, the employee will be instructed to return home and take a sick day. Employees were additionally instructed to stay home if they feel ill, and to be sure to communicate with JWD administration if they believe to have been in contact with anyone who tested positive for COVID-19. Mr. Logan continues to share updated COVID-19 symptom lists from the CDC to educate employees.

The Commissioners commended Mr. Logan for his thorough plan. After discussion, the Commissioners approved the "Return to Work – Action Plan" for the service department.

## Business Manager's COVID-19 Report

Miss Cannon started her report by thanking Commissioner Beckerle for her assistance with their drafted return to work plan. The Commissioners commended Miss Cannon and Ms. Blum for their extraordinary efforts in the seamless transition to operating remotely, allowing office staff to safely and fully perform all essential duties required of them while at home.

Miss Cannon then presented the Commissioners with the office staff's "Return to Work Action Plan". In summary, this plan includes the following:

- The office staff continues to work 100% remotely through May 15<sup>th</sup>, 2020, allowing one person at a time in the office to perform duties that are unable to be done from home.
- Starting May 18<sup>th</sup>, 2020, employees with a private office will resume work 100% on-site. All remaining full-time employees will slowly return to work on-site per the schedule below:
  - Beginning May 18<sup>th</sup>, 2020 through May 31<sup>st</sup>, 2020, staff will alternate on a schedule allowing one employee in the general office, and one employee in the billing department at a time, with the remaining days working remotely from home.
  - From June 1<sup>st</sup>, 2020 through June 12<sup>th</sup>, 2020, staff will alternate on a schedule allowing two employees in the general office, and two employees in the billing department at a time, with the remaining days working remotely from home.
  - From June 15<sup>th</sup>, 2020 to full reopen, all full-time staff will return to work 100% on-site while maintaining social distancing. Once full-time staff have fully returned, Miss Cannon will evaluate the timeline for the return of part-time staff. A partition will be added to the front counter and the office will be open to the public, but access will be limited to one consumer at a time who must wear a mask upon entry into the building.
- Office staff will follow most recent NYSDOH protocols regarding social distancing. All staff will be required to wear masks (unless in a private office). Office staff will continue to enter the building through the handicap side entrance to the building and will be restricted from entering the service department area of the main office.
- Temperatures will be taken and recorded daily along with a general health assessment at point of entry. Employees with a temperature above 99.5° will be sent home and use their accumulated sick time. Employees were additionally

instructed to stay home if they feel ill, and to be sure to communicate with JWD administration if they believe to have been in contact with anyone who tested positive for COVID-19.

The Commissioners commended Miss Cannon for her thorough plan. After discussion, the Commissioners approved the "Return to Work – Action Plan" for the office staff.

Miss Cannon then reported about additional efforts being taken to further prepare office staff for a remote work situation if there is a need in the future.

Miss Cannon requested to purchase three laptops to be used by herself, Ms. Blum and the Accounts Payable department (the billing department is using an existing laptop) for a total cost of \$4,648.00 from Maureen Data Systems utilizing NCPA Contract No. 01-97. The purchase was verbally approved by Commissioners via email and the laptops were purchased and received by Maureen Data Systems, who are currently configuring the computers to be delivered sometime this week to the District. After discussion and upon motion duly made and seconded, it was,

RESOLVED that the Commissioners approved the purchase of three additional laptops in the amount of \$4,648.00 to be charged to Operating Budget Account No. A-8310-000-2001 Office Equipment.

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

Miss Cannon then reported that she has been working with Ms. Blum to explore unutilized services from the District's financial and utility billing software company, Edmunds Govtech, including vendor direct deposit, emailing purchase orders, electronic signatures, as well as electronic utility bills, electronic requisitions, electronic work orders, municipal dashboard and self service features in order to further streamline work processes.

Ms. Blum has completed setting up email addresses for all service department employees to enable better communication and security amongst staff, at an additional cost of \$90.00 per month. This change also lays the framework for plans to implement electronic work orders and the use of tablets in the field in the future.

Ms. Blum set up four conference bridges with the District's cloud hosted phone company, Advanced Hosted Services Inc., to be utilized for board meetings, executive sessions, Business Manager conference calls and Superintendent conference calls costing a total of \$60.00 per month.

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: Bancker has completed most of their work on the directional drilling portion of the job and is completing grass restoration. The open-cut portion of the project is almost ready to go out to bid.

Mr. Logan then reported that he received a letter from the Village of Brookville requesting to postpone the project until the Spring of 2021 due to their concern about traffic on McCouns Lane and how the project may affect the Rottkamp Farm's operations during a peak time of year. This active farm has approximately 1,000 visitors per week between the last week in June and Thanksgiving. Mr. Merklin advised the Commissioners that the District could make several accommodations for maintenance of traffic and certain portions of the work could be done at night in order to keep the project on schedule. After discussion, the Commissioners instructed Mr. Logan and Mr. Merklin to meet with Mayor Ryba to discuss his concerns and report back to the Board.

2. GAC System at Well 4: D&B is reviewing close out requirements with JWD.
3. LIU Post Water Distribution Improvements: D&B addressed JWD's comments on the draft drawings and prepared a final draft for review by LIU. JWD is reviewing the draft contract specifications.
4. Kirby Lane AOP: Pilot testing has been completed at the site; sampling results are pending. D&B is working on the Basis of Design Report and the detailed design is underway.
5. Southwoods Road Test Well: Contractor is underway with the drilling this week. Coordination with TOB for connection to the storm drain is ongoing, the approval of which seems likely in the near future.
6. PTAS at Wells 6 & 16: A draft Basis of Design Report (BODR) has been submitted to JWD and a detailed review meeting was conducted yesterday.
7. Requirements Contracts: Bids were received on May 1<sup>st</sup> at 9:00AM for Asphalt Restoration and Emergency Water Distribution System Repairs and a recommendation letter has been prepared. Requirements contracts for CBS/PBS Tank Alarm Maintenance and Water Service Gooseneck Replacement are currently being reviewed by JWD.

Mr. Logan then presented to the Commissioners a letter from William D. Merklin, P.E. of D&B stating that he reviewed the two (2) bid proposals received on

May 1<sup>st</sup>, 2020 for Contract G3-20 Requirements Contract for Restoration of Road Pavements. Based on his findings of the Contractor's past and present performances, and his review of the bid proposal, Mr. Merklin recommended awarding the contract for the Requirements Contract for Restoration of Road Pavements be made to DeRosa Paving Inc. of Springfield Gardens, New York in the bid amount of \$16,828.00. (Established with estimated quantities for bidding purposes only. The actual contract value will vary depending on the quantity of work orders performed during the contract duration and the actual quantity of each unit price item incurred during the performance of work). After discussion and upon motion duly made and seconded, it was

RESOLVED that Contract No. G3-20 Requirements Contract for Restoration of Road Pavements be awarded to DeRosa Paving Inc. of Springfield Gardens, New York as the lowest responsible bidder with a bid that conforms with the bid specifications of the District.

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

Mr. Logan then presented to the Commissioners a letter from William D. Merklin, P.E. of D&B stating that he reviewed the one (1) bid proposal received on May 1<sup>st</sup>, 2020 for Contract G4-20 Requirements Contract for Water Distribution Repairs. There was a total of four contractors that picked up the bid specifications; after review Merrick Utility and Alessio Pipe both expressed to D&B that they did not have time for this type of work in the coming year and therefore decided not to bid. D&B attempted to reach out to Allen Industries for an explanation as to why they did not submit a bid but did not hear ack from them. Based on his findings of the Contractor's past and present performances, and his review of the bid proposal, Mr. Merklin recommended awarding the contract for the Requirements Contract for Water Distribution Repairs be made to Bancker Construction Corp. of Islandia, New York, in the bid amount of \$122,226.49. (Established with estimated quantities for bidding purposes only). The actual contract value will vary depending on the quantity of work orders performed during the contract duration and the actual quantity of each unit price item incurred during the performance of work). After discussion and upon motion duly made and seconded, it was

RESOLVED that Contract No. G4-20 Requirements Contract for Water Distribution Repairs be awarded to Bancker Construction Corp. of Islandia, New York as the lowest responsible bidder with a bid that conforms with the bid specifications of the District.

VOTE	AYES	3	NOES	0	ABSENTIONS	0
------	------	---	------	---	------------	---

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

8. Well 12 Driveway Pavement Restoration: Bids were received on May 1<sup>st</sup>, 2020. D&B is reviewing the low bidder's qualifications and will submit a recommendation letter for the next Board meeting.
  9. Emerging Contaminant Action Plan: Mr. Logan & Mr. Merklin are utilizing a hydraulic model to study how-to spread-out irrigation and are working to develop a plan for this summer to present to the Commissioners in the next month or so.
  10. Split Rock Tank Rehabilitation: The Condition Assessment Report has been finalized and was left for the Commissioners to review in the office. Detailed design is under way. The tank will be out of service for the winter of 2020.
  11. Marriott at Milleridge Inn Water Main: D&B has finalized the contract documents and is preparing a submittal to NCDOH.
- Mr. Ingham reported that prior to bidding this project, there is an easement on the property that needs to be enlarged from 15 to 25 feet. Mr. Ingham is preparing a contract for Marriott at Milleridge to sign requiring a deposit for 25% of estimates. The project cannot go to bid until NCDOH approval, the deposit and easement are in hand and the contract is signed.
12. Well 17 GAC Treatment for Simazine Removal: No update from last meeting.
  13. Well 4 & 31 Pump Rehabilitation: No update from last meeting.
  14. Tam O'Shanter Development: Report has been finalized and provided to the developer along with a water pressure map showing the impacts of the project on the surrounding areas.
  15. Country Club Developers: ACAD drawings have been received from the developer and D&B has commenced with the design work.
  16. 2019 Annual Water Quality Report (AWQR): D&B has provided everything required from JWD.
  17. The Town postponed scheduling a bond hearing until their May 19<sup>th</sup>, 2020 meeting, at that time they plan to put the District on the calendar for a public hearing on June 2<sup>nd</sup>, 2020 10:00AM (all subject to change based on the pandemic).

18. 2020 EFC Grant Applications: No change from last meeting.

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

20. Property Transfer Evaluation for Well No. 10 & Well No. 15: D&B is preparing the cost estimates for this project to hopefully be presented to the Commissioners at the next meeting.

Mr. Ingham reported that the establishment of the maximum contaminate levels for 1-4, dioxane and PFOAS has now been delayed until August (and possibly September), which will further delay the need for the District to request a deferral from NYSDOH. Mr. Ingham will continue to keep the Commissioners apprised of any new information regarding this issue.

Mr. Ingham has been working with Mr. Logan to establish a formal irrigation agreement which requires a \$1,500.00 deposit, for Youngs Farms who utilizes a hydrant and a rented meter from the District each year to irrigate their farm fields. This agreement will be left for Commissioner Abbate's signature and approval. Mr. Logan will prepare a similar agreement for Rottkamp Farm to send to Mr. Ingham for his review and Commissioner approval.

Mr. Ingham reported that he had been working with Miss Cannon regarding the additional nightly disinfecting and fogging services currently being provided by Professional Cleaning People, which were not specified under the original terms of their contract. In order to be in compliance with our own procurement policy, the District will solicit quotes for these additional services in case these services continue for a longer period of time. In 2021, when the current contract expires, the District will analyze whether or not this contract will need to be a public bid.

Mr. Ingham will work with Mr. Logan and Miss Cannon to develop a COVID-19 sick time policy for Jericho Water District to present to the Board of Commissioners at next meeting.

Commissioner Asmus led a discussion regarding the differences between Wick's Law and the use of a Project Labor Agreement (PLA). Mr. Ingham offered to coordinate a presentation to the Board about the pros and cons of a PLA sometime in August or September. Mr. Ingham requested that Commissioner Asmus send him all the case studies to review and he will discuss with D&B and report back.

Superintendent's monthly report was read and filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period April 16, 2020 to May 5, 2020, had been completed and all were within state and federal standards.



Mr. Logan informed the Commissioners that he received a very thoughtful email from a consumer. The consumer approached District employee, Joseph Suriano, to be on the look-out for their lost dog. Shortly thereafter, Joey encountered the dog on his route, called Headquarters to find out the consumer's phone number and then called the family about their dog. His quick thinking was able to get the dog reunited with its owners. The Commissioners applauded Joey's conduct. Commissioner Abbate instructed Mr. Logan to memorialize the email in his personnel file.

Mr. Logan then presented the Commissioners with a request he received for the renewal of a Letter of Water Availability for the Aveley Residential Development. Commissioner Abbate stated on record that while he was not going to recuse himself from any decisions on this matter, he wanted to disclose that he had represented surrounding existing homeowners in this area. Mr. Logan reviewed the request and recommended the District have D&B submit a proposal to do a feasibility study to analyze the potential demands this project will place on the distribution system prior to renewing their Letter of Water Availability. The Commissioners agreed with Mr. Logan's recommendation and instructed Mr. Merklin to submit a proposal.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of May 4<sup>th</sup>, 2020. After discussion, the report was ordered filed.

Miss Cannon then presented and reviewed with the Commissioners a Purchase Order by Expense Account Report listing all purchase orders issued between April 14<sup>th</sup>, 2020 and May 4<sup>th</sup>, 2020. After discussion, the report was ordered filed.

Miss Cannon then presented and reviewed with the Commissioners the Employee Accrual Report for the quarter ended March 31, 2020. After discussion, the report was ordered filed.

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

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

A-8340-000-2010	Computers, Software & Printers	\$5,000.00
A-8340-000-2304	Motors& Pumps for Wells	(\$5,000.00)
To fund purchase of replacement tablets for troubleshooting cellular meters		
A-8340-000-4480	O/S Professional Services	\$15,000.00
A-8340-000-2304	Motors & Pumps for Wells	(\$15,000.00)
To fund additional cleaning services for disinfecting and fogging		
H-8397-877-2010	GIS Improvements	\$68,000.00
A-9950-000-9010	Transfer from Operating to Construction	(\$68,000.00)

To fund GIS Mapping Services approved by BOC on 2-5-2020 and 2-19-2020

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			

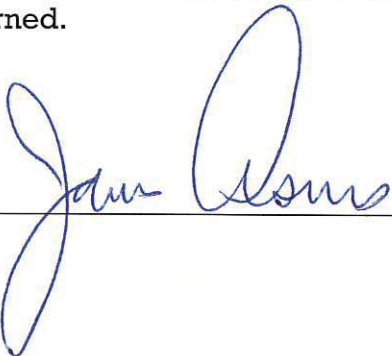
Miss Cannon informed the Commissioners that she received a request to waive all penalties on Account No. 51068800-0 as well as reduce the consumer's balance as she was unable to pay her bills. Miss Cannon informed the Commissioners that since no penalty has been waived in the last five (5) years on this account, it is District policy to waive the most recent penalty in the amount of \$36.98. The District must charge for all water that passes through the meter, and a reduction in this bill was not within District policy. After discussion, the Commissioners authorized Miss Cannon to waive the penalty on the account and, in light of difficulties presented by the current pandemic, grant the consumer a three-month extension to pay their water bill.

Miss Cannon informed the Commissioners that she received a request to waive two penalties on Account No. 31160100-0 in the amount of \$368.00. Miss Cannon informed the Commissioners that a penalty had been waived previously on this account in the past five (5) years and therefore, it was within the policy to deny the request. After discussion, the Commissioners denied the request to waive penalty and instructed Miss Cannon to send a letter stating same.

At 10:20 am the Board of Commissioners went into Executive Session to discuss personnel matters.

The following claims were then audited and approved for payment: General Fund #24417 to #24452 and Construction Fund #2500.

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

  
Secretary