

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

held remotely via telephone conference, on the 15th day of July 2020, at 8:30 A.M.

Present:	Commissioners	Thomas A. Abbate James Asmus Patricia Beckerle
	Attorney	Michael F. Ingham
	Superintendent	Peter F. Logan
	Business Manager	Kathleen Cannon
	Asst. Business Manager	Amanda Blum
	Engineer	Bill Merklin

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 most recent Executive Order 202.48. 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 automated plumbing fixtures for the office and the shop restrooms were installed by Maccarone Plumbing yesterday.

Miss Cannon reported that the Town of Oyster Bay had contracted with a COVID-19 testing facility, Dr. Jorge Gardyn of Nassau Suffolk Internal Medicine, Amityville NY, to expedite and streamline employee COVID-19 testing. After discussion, the Commissioners requested Miss Cannon contact Dr. Gardner to see if the District could participate in a similar arrangement.

A discussion was held in regards to the travel restrictions (Executive Orders No. 205 and 202.45) issued by Governor Cuomo due to the COVID-19 resurgence in the lower regions of the United States. Mr. Ingham reported that he had drafted a memo informing employees of the restrictions and quarantining requirements along with a list of the restricted states, which continues to be updated weekly by the governor. The memo and list were emailed to employees and posted on the District's signboards.

Additional discussions were held in regards to employees, vendors & consumers entering District sites being required to answer a daily COVID-19 questionnaire. This questionnaire would include questions about symptoms and travel to restricted states. Mr. Ingham will coordinate with Mr. Logan and Miss Cannon to come up with an appropriate solution.

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

Monthly report of Engineer was read and ordered filed.

1. McCoun's Lane Water Main Improvements: Contract execution is underway. Easement surveying work has been postponed until fall due to overgrowth.
2. LIU Post Water Distribution Improvements: Waiting for NCDH review and comments. Working on NYSDOT resubmittal. Waiting on receipt of funds from developer before starting bidding and construction process.
3. Kirby Lane AOP: No update since last meeting.
4. Southwoods Road Test Well: The development and pump test have been completed. Waiting for water quality test results.
5. PTAS at Wells 6 & 16: No update since last meeting.
6. Requirements Contracts: No update since last meeting.
7. Well 12 Driveway Pavement Restoration: The work has been substantially completed. A punch list will be prepared shortly. Final completion will be in the fall when weather allows hydroseeding to be performed.
8. Split Rock Tank Rehabilitation: No update from last meeting.
9. Marriott at Milleridge Inn Water Main: Waiting for receipt of funding from the developer to proceed to bidding and construction phase.
10. Well 17 GAC Treatment for Simazine Removal: A Basis of Design Report (BODR) has been updated to address JWD's comments. Upon approval, it will be submitted to NCDH.
11. Well 4 & 31 Pump Rehabilitation: A proposal for Well No. 4 pump rehabilitation has been submitted to the board.

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects, P.C. to provide engineering services related to the Pump Rehabilitation at Well No. 4 in the not to exceed fee of \$8,500.00. D&B will assist with

the administration of the well pump rehabilitation construction to be performed by A.C. Schultes, Inc. under the Contract No. G5-20 Annual Maintenance Contract for Well and Booster Pumps and Motors. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B Engineers and Architects P.C.'s proposal for engineering services related to the Pump Rehabilitation at Well No. 4 in the not to exceed fee of \$8,500.00 to be charged to Capital Account No. H-8397-016-2303 Well Rehabilitation Program.

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

12. Tam O'Shanter Development: Waiting for a response from the developer to our most recent correspondence.
13. Country Club Developers: Draft drawings sent to JWD for review. Draft specifications and cost estimate will be submitted after comments received on drawings.
14. 2020 Bond Issue: The Town was scheduled to vote on the petition on July 14th, 2020. Miss Cannon reported that the vote passed. Mr. Ingham will have the Bond recorded with in the Nassau County Clerk's Office within the required 10-day period which will begin the 20-day estoppel period.
15. 2020 EFC Grant Applications: No change from last meeting.
16. Syosset Tank Condition Assessment: D&B has completed the inspection of the tank exterior and is preparing and initial draft report. The interior will be inspected in the fall, when the tank can be removed from service.
17. Aveley Residential Development: No update since last meeting.
18. Cerro Wire Site- Request for Water Availability: D&B has prepared a letter to VHB requesting additional information.
19. Capital Plan Update: A draft Capital Plan update has been provided to the District for review. Mr. Merklin is meeting with Mr. Logan and Miss Cannon tomorrow morning to discuss.
20. Jericho Tank Condition Assessment: D&B is scheduling the exterior inspection work in the near future. The interior will be inspected in the fall, when the tank can be removed from service.

Mr. Ingham reported that the New York State Department of Health (NYSDOH) is scheduled to meet to adopt the MCLs on 1,4-Dioxane and PFOA(S) on July 30th, 2020.

Mr. Logan began his report with updates to various construction projects happening throughout the District.

1. Wheatley Tank: Mr. Logan put Caldwell Tanks on notice that construction would need to cease once the District receives NCDH approval to put the tank online. In the meantime, Mr. Logan gave approval for Caldwell to continue painting work which has allowed them to complete the stripe coat and begin work on the intermediate coat. Additionally, Mr. Logan is working with NCDH to get Well No. 6 back online to be used sparingly to keep the new tank filled. Once the District receives NCDH approval for the tank, Mr. Ingham will send a formal letter to Caldwell Tanks to suspend their contract until work can resume in the fall of this year.
2. Well Nos. 9 & 14 Nitrate and VOC Removal Facility: Mr. Logan reported that the contractor was able to successfully run water through the packed tower into the clear well to remove debris. The well is expected to be online in the next two to three weeks.

Mr. Logan continued with an update regarding the District's struggle to meet irrigation demands despite the watering restrictions in place, especially in the Brookville area. To further alleviate the issues, Mr. Logan informed the Commissioners that the following steps have been taken:

- Each morning, Plant Operators valve off the Split Rock Tank and Syosset Tank and run the wells in hand in those areas to help fill the Jericho and Wheatley Tanks so all the tanks are full by the end of the day.
- At night, the valves are opened on the Syosset Tank and Split Rock Tank, and Wheatley Tank is valved off. At approximately 5:00AM, the valve is opened on the Wheatley Tank to give pressure/volume to the Brookville area.
- Progressive Marketing Group (PMG) has completed printing the District's Irrigation Schedule Mailer approved by the Board of Commissioners on June 17th, 2020, which divides the District into six irrigation zones to spread demand more evenly throughout the day. This mailer was delivered to the District and will be mailed out when it is appropriate.
- Watering restrictions set to expire tomorrow (July 16th, 2020).

Mr. Logan then recommended that the District continue the watering restrictions for another ten days, considering the area will be experiencing another heatwave early next week. After discussion, the Commissioners instructed Mr. Logan to extend the restrictions by updating the notification on the website and inform the surrounding villages without issuing an additional robocall.

Mr. Logan reported that after receiving several calls that consumers had not received the reverse 911 calls issued by the District (via Swiftreach), Mr. Logan reviewed the map and will discuss with Swiftreach how to keep the District's data current. Consumers have the ability to sign up for Swift911 through the District's website and elect to receive and email or a text notification. Commissioner Asmus requested the District investigate comparable vendors for this service and report back.

Mr. Logan then discussed with the Commissioners the possibility of assessing fines for notices of violation for irrigating on the incorrect day as per the Nassau County Lawn Watering Ordinances. After discussion, the Commissioners requested Mr. Logan, Mr. Ingham and Miss Cannon collaborate on a plan and report back.

Monthly report from the Superintendent was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period July 1, 2020 to July 14, 2020, had been completed and all were within state and federal standards. The samples for 1,4 dioxane will be taken this month.

Mr. Logan reported that Well No. 13 will require a carbon change. Levels of 1,1-dichloropropane, on the effluent side, have exceeded 4.0 ppb (the MCL is 5.0), and because of that, the well has been run sparingly. The District does not have a current requirements contract for carbon change out. A bid notice will be placed in the July 24th, 2020 edition of the Oyster Bay Guardian with a bid date of August 7th, 2020.

Mr. Logan informed the Commissioners that he received notification from NYSDOH that three employees (Peter Van Beek, John Minucci & Anthony LaMarca) have received their Grade IIB Plant Operators license and four employees (Jonathan Bassetta, Brian Berardi, Alexander Serio and Conor White) have received their Grade D License. Once the certificates are received by the District, the employees will receive an increase in their base pay as per the District's Salary Grade and Step Chart.

Mr. Logan then presented to the Commissioners a letter from the attorney of Coventry Avenue Builders requesting the water be turned on at his address. Mr. Logan explained that the house was purchased and renovated in order to "flip". The District has notified the owner multiple times that the home requires a new water service. After a year of non-compliance, District personnel were instructed to shut the water off to the vacant home until the water service was installed. After discussion and advice of counsel, the Commissioners agreed that the owner must install the new water service as per the District's Ordinances and instructed Mr. Logan to send a letter to the owner stating same.

Mr. Logan then informed the Commissioners that the service department had noticed another home (Account No. 35452210-0) under major construction that the owner had been reluctant to allow their remote meter to be changed. A cellular meter was finally installed in June of 2018. In October 2019, the endpoint was ripped off the house when it was re-sided and lost (and the consumer was charged and paid for the replacement). The account was switched to a manual read until construction was complete. After waiting several months, service personnel recently went to install the cellular endpoint and discovered the meter had frozen over the winter and broke and a jumper was installed in its place. Mr. Logan instructed the service department to shut the water to the vacant house, and the owner will be required to install a new water service and pay for the damaged meter. Mr. Logan was also instructed to review the District's ordinances and fine the owner for any violations.

Mr. Logan then presented the Commissioners contract modification no. 3, written and approved by D&B for Contract No. C2-20, Well No. 12/13 Paving and Curb Restoration with American Paving in the amount of \$3,684.00 for additional topcoat and hydroseed. After discussion and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approve contract modification no. 3 for Contract No. C2-20, Well No. 12/13 Paving and Curb Restoration with American Paving in the amount of \$3,684.00 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			

Mr. Logan reported that the electric motor at Well No. 21 burned up on July 2nd, 2020. A.C. Schultes was called in on July 3rd, 2020, under the District's requirements contract, to replace the motor with one that was in stock. A.C. Schultes will then rewind the burnt motor and place it back in stock as a backup for the District. The cost for the labor to remove and install the motor was \$4,200.00 which the vendor charged double-time due to the observation of the fourth of July holiday. (nunc pro tunc) The cost to rewind the burned motor was \$3,125.00 for a total cost of \$7,325.00. After discussion and upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorize A.C. Schultes to remove and install the in-stock motor and rewind the burnt motor under Contract No. G5-20, Annual Maintenance for Well and Booster Pump and Motors for the not to exceed fee of \$7,325.00 to be charged to Operating Account No. A-8340-000-4650, Repairs to Wells & Distribution.

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

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of June 14th, 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 July 1st, 2020 and July 14th, 2020. After discussion, the report was ordered filed.

Miss Cannon then informed the Commissioners that the required Public Notice stating the date and time of the District's Budget Hearing, on Thursday September 3, 2020 at 9:00 am, would be in the August 14, 2020 edition of the Oyster Bay Guardian (OBG). Since the District is still conducting meetings remotely, it is a possibility the budget hearing will be held via teleconference. Miss Cannon and Mr. Ingham will draft the notice to send to OBG.

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

Miss Cannon then presented and reviewed with the Commissioners the Construction Fund Report and Installation Fund Report for the quarter ended June 30th, 2020. After discussion, the report was ordered filed.

Miss Cannon then presented to the Commissioners an Inventory Adjustment Report for the quarter ended June 30th, 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 June 30th, 2020. After discussion, the report was ordered filed.

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

Miss Cannon informed the Commissioners that she received a request from the consumer on Account No. 26811800-0, requesting their 1st and 2nd quarter 2020 water bills be adjusted due to a leak on their water service. Miss Cannon informed the Commissioners that the request would be in line with the District's policy to allow excess water usage, in excess of three (3) year average usage, be charged at a

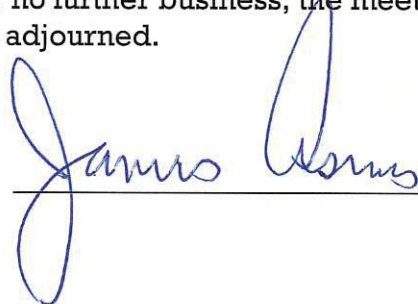
rate equal to the District's cost to pump 1,000 gallons of water. Miss Cannon indicated that all required documentation had been received. The adjustment to the 1st quarter 2020 bill resulted in the water charge being reduced to \$571.15 from \$400.07, a reduction equal to \$171.08. The adjustment to the 2nd quarter 2020 bill resulted in the water charge being reduced to \$864.50 from \$550.80, a reduction equal to \$313.70. After discussion, the Commissioners approved the reductions and instructed Miss Cannon to send the consumer revised bills.

Miss Cannon then informed the Commissioners that she received a request to waive three penalties on Account No. 46432350-0 in the total amount of \$1,101.24. Miss Cannon informed the Commissioners that no penalty had been waived on this account in the last five (5) years however, the property was foreclosed on in June 2019 after consistently going on the tax roll for years for unpaid bills and penalties. The owner of the property, WB Kirby Hill LLC notified the District a year later that they were the new owners of the property and had not been receiving bills since June 2019. After discussion, and by advice of counsel the Commissioners agreed the consumer's request did not fall within the District's policy to waive penalties and instructed Miss Cannon to draft a letter to the consumer denying the request.

Commissioner Abbate notified the Commissioners that he, Mr. Logan and Mr. Merklin were invited to attend (via Zoom) today's meeting of the Trustees for the Village of Brookville to discuss the efforts the District is taking to alleviate the water pressure concerns in the area due to irrigation.

The following claims were then audited and approved for payment: General Fund #24623 to #24657, Construction Fund #2513, and Installation Fund #4106 to #4108.

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



Secretary