

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

held remotely via telephone conference, on the 2nd day of September 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 202.55. 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.

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

Monthly report of Engineer was read and ordered filed.

1. Deferral Application and Action Plan: The new regulations were published on August 26<sup>th</sup>. D&B is working with JWD on a Deferral Request and Action Plan.

Mr. Ingham reported that he would be working with Mr. Merklin and Mr. Logan on the deferral request documents to be presented to the Board at their next meeting on September 16<sup>th</sup>. Deferrals are required to be filed by November 24, 2020 which is within ninety days of the publishing of the regulations.

2. McCoun's Lane Water Main Improvements: Construction is underway. Easement surveying work will be performed in the fall.
3. LIU Post Water Distribution Improvements: NYSDOT submittal has been approved. Waiting on receipt of the funds from the developer before starting bidding and construction process.

Mr. Ingham sent out draft contracts to the developer's attorneys for both the LIU Post and the Marriott at Milleridge Inn projects for their review and comments. Mr. Logan received a request from LIU Post requesting if their contractor could submit the deposit on their behalf. Mr. Ingham will respond to LIU Post and their contractor in a formal letter so there is a clear understanding in regards to the 25% deposit.

4. Kirby Lane AOP: No update since last meeting.
5. Southwoods Road Test Well: Overview- A well is feasible at this site with nitrate treatment being required immediately. The design will include provisions for future treatment for VOCs, if needed. D&B is finalizing the draft report and will submit it to JWD after the holiday.
6. PTAS at Wells 6 & 16: BODR has been submitted to NCDH. A progress submittal and meeting has been scheduled for the week following Labor Day.
7. Requirements Contracts: Contracts for CBS/PBS Tank Alarm Maintenance & Repairs and Water Service Gooseneck Replacements are being reviewed by JWD.
8. Split Rock Tank Rehabilitation: Bids for the rehabilitation project will be opened on September 4<sup>th</sup>. Preparation of contract documents for the Booster Pumping Station and Drainage Improvements is underway.
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: D&B is finalizing the contract documents for submittal to NCDH. Goal is to advertise for bids in mid-September and open bids in October.
11. Well 4 & 31 Pump Rehabilitation: D&B is working with the Contractor to develop the project schedule. The work will start in the fall and be completed before the spring of 2021.
12. Tam O'Shanter Development: Waiting for a response from the developer to our most recent correspondence.
13. Country Club Developers: D&B is finalizing the contract documents to address JWD comments and will submit to NCDH this week.
14. 2020 EFC Grant Applications: D&B is preparing the Engineering Reports for the grant applications. Decision needed weather to include EFC packet

in bid documents specifically the Well 17 GAC Treatment for Simazine Removal which will be going to bid shortly.

A discussion was then held regarding the EFC grant requirements for the bid documents. D&B has been proactively preparing the engineering reports at the request of the Board for the Southwoods Road Well to Replace Well 5, PTAS Treatment at Wells 6 & 16, Simazine Treatment at Well 17 and Simazine Treatment at Well 20, in anticipation of the 2020 EFC Grant Program announcement. Now that the Well 17 GAC Treatment project needs to be expedited, Mr. Merklin requested the Board make a determination on whether to include the EFC requirements in the bid specs (which would include a 30% MWBE goal as well as additional administrative reporting). After discussion, the Commissioners instructed Mr. Merklin to prepare the bid documents with two options, with and without the EFC requirements so that a comparison could be made showing the additional cost associated with the grant requirements. This comparison will be used as guidance for the remaining projects in which D&B is preparing engineer reports for the grant applications.

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

16. Aveley Residential Development: No update from last meeting.

17. Cerro Wire Site- Request for Water Availability: VHB has responded to the letter requesting additional information. Discussion on the response and D&B recommendations.

Mr. Ingham and Mr. Logan will review and work on an updated certificate of water availability for Amazon, who is proposed to occupy the Cerro Wire site in the future.

18. Jericho Tank Condition Assessment: No update from last meeting.

19. Silver Path Estates Request for Water Availability: No update from last meeting.

20. GAC at Well No. 20: D&B has developed a fast-track approach for this project. GAC equipment will be pre-purchased. Contract documents for just critical work will be developed separately. Non-critical design elements will be included in a third contract. The goal is to place the facility into operation in early summer of 2021.

21. Woodbury Tank Altitude Valve: D&B is kicking off the design for this project.

22. Glen Head Water Main Improvements: D&B has submitted a proposal for the Glen Head Water Main Improvements project. This was included in the Capital Plan under the annual water main improvement program.

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects, P.C. to provide engineering services for the design and permitting of water main improvements to improve circulation in the Glen Head area in the not to exceed fee of \$88,000.00. Improvements will include the addition of a 16-inch water main connecting the existing 16-inch water main at the Well 27/28 facility and the existing 6-inch water main in Radcliff Blvd. and the existing 14-inch water main in University Drive (approximately 675 linear feet). In addition, a section of 14-inch water main (approximated 25 linear feet) will connect the new 16-inch main with the existing 14-inch main in University Place. 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 Water Main Improvements for Well No. 27/28 - Glen Cove Avenue Project for the not to exceed fee of \$88,000.00 to be charged to Capital Account No. H-8397-015-2300 Water Main Replacement Program.

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

Mr. Ingham reported regarding the FOIL request received from Mr. Silva attorney for Harris Beach, PLLC. Mr. Ingham responded to the FOIL request in his letter dated August 31<sup>st</sup>, 2020 in which the District supplied feasibility studies, ten years of Board of Commissioners Minutes, and requested he make an appointment to view the certificates of water availability.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period August 19, 2020 to September 1<sup>st</sup>, 2020, had been completed and all were within state and federal standards.

Mr. Logan expressed his congratulations to D&B Engineers and Architects, P.C. and specifically Mr. PJ Connell, who received the Young Professional of the Year for a Consultant award from the New York State American Water Works Association. 'NYSAWWA presents this award to the finest young water professionals who demonstrate excellence, creativity and initiative in their profession, provide valuable service by contributing time and energy to the NYSAWWA and the water community, and who service as role models for young water professionals.' Mr. Connell is working on several District projects including Syosset and Jericho Tank Assessments and the Split Rock Tank Rehabilitation.

Mr. Logan reported that he reviewed the one (1) bid proposal received on August 7<sup>th</sup>, 2020 for Contract No. G11-20, Furnishing of Sodium Chloride "Solar Salt". Univar Solutions was the low bidder for the contract with a total bid price of \$245.00

per ton. Based on his review of the bid documents and the contractor's past and present performances, Mr. Logan recommended award of the contract be made to Univar Solutions, for the amount bid of \$245.00 per ton. After discussion and upon motion duly made and seconded, it was

RESOLVED that Contract No. G11-20, Furnishing of Sodium Chloride "Solar Salt" be awarded to Univar Solutions of Morrisville, PA, the lowest responsible bidder with a bid that conforms to the bid specifications of the District in the amount of \$245.00 per ton.

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

Mr. Logan then reported to the Commissioners that there was an increase in lab fees for the sampling required for the Kirby Lane AOP project. To date, the sampling has exceeded \$83,000.00, originally estimated at \$60,000.00. The estimate for the sampling was done by D&B Engineers and Architects and based off similar projects with other Districts. Mr. Logan requested Miss Cannon hold the current invoice so that he could investigate the increase in fees with Pace Analytical and report back to the Board with his findings.

Mr. Logan then followed up with the Commissioners on the request he received from consumer E. Schwartz on Account No. 50121600-0 requesting relief due to negligence on behalf of the District when the consumer's meter was changed causing a leak in the meter pit. Mr. Logan requested the Commissioners reconsider their decision at last week's board meeting. After further investigation and discussion other District personnel and reviewing the video from Mr. Schwartz, Mr. Logan advised the Commissioners that he did not believe the consumer's leak was due to negligence on behalf of the District. After discussion, the Commissioners requested Mr. Ingham and Mr. Logan notify Mr. Schwartz of their decision to deny his request for relief.

Mr. Logan discussed with the Commissioners the request from consumer, Syosset Equities LLC, Account No. 46601786-0 for a reduction to their water bill due to a defective motorized domestic water valve being stuck in the open position. Mr. Logan informed the Commissioners that a reduction would not fall in line with District policy, and recommended they offer the consumer a payment deferral due to COVID-19. After discussion, the Commissioners instructed Miss Cannon to prepare a letter to the consumer denying their request for reduction and offering a payment deferral for extended time to pay their outstanding bills.

At 9:30AM, Commissioner Abbate asked Mr. Hal Stewart of 6 Rubin Lane, Woodbury, who was in attendance of the remote board meeting if he wanted to

address the Board. Mr. Stewart's email from September 1<sup>st</sup>, 2020 was shared with the Board prior to the meeting. Mr. Stewart stated when the District attempted to change his meter to cellular, the serviceman informed him that the meter could not be replaced because the service did not have a ring style valve installed and was instructed to hire a plumber to rectify the issue in order for the meter to be changed. Mr. Stewart respectfully requested that the District either leave the existing meter in place and continue to read it, or that he would shut off his main to his house so that the meter could be changed and he would not incur any personal expense. After discussion, the Commissioners thanked Mr. Stewart and assured him they would investigate the matter and advise him of their decision.

Mr. Logan then presented to the Commissioners an email from Mr. Jeffery Ellis requesting irrigation related utility data from the District. After discussion, the Commissioners requested Mr. Logan get more information as the request was too vague.

Listed on the Board Meeting Agenda was a proposal from H2M architects + engineers for engineering services for the District's SCADA upgrade. Mr. Logan requested this proposal be tabled until the next meeting.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of August 31, 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 August 18<sup>th</sup>, 2020 and August 31<sup>st</sup>, 2020. After discussion, the report was ordered filed.

Miss Cannon reported on the revised 2020 Proposed Operating Budget. The revised budget reflects one slight change, an increase to the tax revenue for the Jericho/Oyster Bay Extension District in the amount of \$4,000.00 and an increase to the contingency expenditure line in the amount of \$4,000.00.

Miss Cannon then informed the Commissioners that she received the second half tax payment from the Town of Oyster Bay in the net amount of \$1,049,110.13. Miss Cannon reported that the District's second half payment equaled \$1,502,825.13 less a debt service payment for principal and interest in the amount of \$453,715.00.

Miss Cannon then requested authorization to transfer \$500,000.00 from the General Fund Checking Account to the Investment Account in order to maximize interest. After discussion, the Commissioners authorized the bank transfer.

Miss Cannon informed the Commissioners that she received a request from a consumer, Account No. 60155168-0, requesting a reduction to his water bill due to a leak on his water service. Miss Cannon informed the Commissioners that a reduction

to this bill 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 documentation had been received. The adjustment to this account resulted in the total water charge being reduced to \$1,694.29 from \$2,713.34, a reduction equal to \$1,019.05. After discussion, the Commissioners approved the reduction and instructed Miss Cannon to send a revised bill.

Miss Cannon then informed the Commissioners that she received a request from a consumer, Account No. 20058680-0, requesting a reduction to her water bill due to a leak on her water service. Miss Cannon informed the Commissioners that a reduction to this bill 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 documentation had been received. The adjustment to this account resulted in the total water charge being reduced to \$358.86 from \$523.70, a reduction equal to \$164.84. After discussion, the Commissioners approved the reduction and instructed Miss Cannon to send a revised bill.

Miss Cannon then requested the following budget transfer(s) be approved:

To fund unemployment payments (nunc pro tunc)		
A-9050-000-8050	Unemployment	\$5,000.00
A-9060-000-8060	Medical Insurance	(\$5,000.00)
To fund advertisement for bid openings (nunc pro tunc)		
A-8310-000-4460	Advertising	\$2,000.00
A-8310-000-4470	Printing Services	(\$1,000.00)
A-8310-000-4250	Telephone	(\$1,000.00)

After discussion and upon motion duly made and seconded it was

RESOLVED that the Commissioners approve the above listed Budget Transfers.

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

Miss Cannon then reported to the Commissioners that she sent out an RFP for Disinfecting Services Contract No. G13-20. These nightly disinfecting and sanitizing services were added during the pandemic and are being performed currently by the District's cleaning company, Professional Cleaning People. The RFP was sent to six (6) contractors with four (4) responses and two (2) that declined to send a

proposal. Proposals were analyzed based on the annual cost of the District as follows:

<u>Contractor</u>	<u>Annual Cost</u>
North Hills Office Services Inc	\$ 55,793.40
Professional Cleaning People	\$ 29,900.00
Jani King	\$ 592,592.00
Long Island Sanitizing	\$ 40,300.00

Miss Cannon reported that she reviewed the RFP's received and recommended the District contract with Professional Cleaning People, the lowest qualified bidder, with a bid price of \$29,900.00, After discussion, and upon motion duly made and seconded, it was

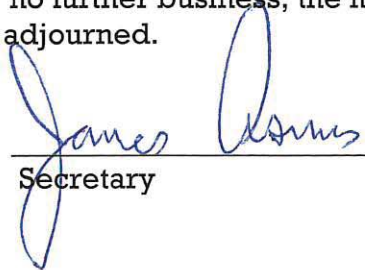
RESOLVED that the Commissioners award Contract No. G13-20 to Professional Cleaning in the amount of \$29,900.00.

VOTE            AYES            3            NOES            0            ABSENTIONS            0

Commissioner Abbate            AYE  
Commissioner Asmus            AYE  
Commissioner Beckerle            AYE

The following claims were then audited and approved for payment: General Fund #24740 to #24771 and Construction Fund #2520 to #2521.

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

  
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Secretary