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

held remotely via telephone conference, on the 7th day of October 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 202.67. 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:

Miss Cannon reported that on September 28th, 2020, Governor Cuomo signed Executive Order No. 205.1, requiring a 14-day quarantine for travelers arriving in New York after visiting a country with a level two or level three travel notice from the CDC. At their meeting on September 16th, 2020, the Commissioners adopted the "Policy for Employees Traveling During the Coronavirus Pandemic" which covered same, therefore the District is already in compliance with the new order from NYS.

Miss Cannon reported that on October 4th, 2020, Governor Cuomo extended the suspension of the in-person meeting requirement of the Open Meetings Law until November 3rd, 2020 in Executive Order 2020.67.

Mr. Logan reported that he set up a COVID-19 locked supply closet to better organize the District's PPE and safety supplies in one central location.

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: D&B has submitted a draft Deferral Request and Action Plan for JWD review. The plan is to submit a final application and action plan to the New York State Department of Health prior to November 24, 2020.

2. Kirby Lane AOP: Detailed Design is underway.

3. South Woods Road Test Well: Additional water quality data received shows the presence of perchlorate at concentrations that will require treatment. This does not change the viability of the project but does add cost and complexity for the required treatment. The report will be updated accordingly. D&B has submitted a proposal for the design and construction of the proposed well. A separate proposal will be submitted for the treatment facilities at a later date.

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects, P.C. to provide engineering services for the construction of a new water supply well at the Southwoods Road site in the not to exceed fee of $79,000.00. The scope of this proposal includes only the design and construction of the well. A separate proposal will be submitted for the design and construction of the nitrate and perchlorate removal facility. 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 a new water supply well at the Southwoods Road site for the not to exceed fee of $79,000.00 to be charged to Capital Account No. H-8397-013-2302 Southwoods Rd. Test Well.

VOTE	AYES	3	NOES	0	ABSENTIONS	0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

4. PTAS at Well 6 & 16: D&B is finalizing the contract documents to address JWD comments and internal QA/QC reviews. The schedule is to make the contract documents available to bidders in mid-November. D&B submitted a proposal amendment for additional scope items requested by the District.

Mr. Merklin then presented the Commissioners with a proposal amendment to the original August 2nd, 2019, proposal for engineering services for the Packed Tower Aeration System for Wells 6 & 16 at the Wheatley Road Site in the not to exceed amount of in the amount of $129,000.00, thereby amending their original contract from $699,000.00 to $828,000.00. During the design phase of the project, the District requested to include additional scope items including:

- A centralized sodium hypochlorite and sodium hydroxide treatment at the proposed Aeration Building for Wells 6 & 16
- Rehabilitation of the Well No. 16 building
- Design revisions to move the proposed building
- Remove and close the 6,000-gallon sodium hydroxide underground storage tank at Well No. 6
- Disconnect, close, and relocate the 1,000-gallon diesel fuel storage tank for the generator at Well no. 6
- New motor control centers for Wells 6,7, & 16
- Maintain the existing 1MG elevated water storage tank in operation during construction.

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

RESOLVED that the Commissioners approve D&B's request for proposal amendment to their fee for engineering services for the Packed Tower Aeration System for Wells 6 & 16 in the amount of $129,000.00 thereby amending their original contract from $699,000.00 to $828,000.00 to be charged to Capital Account No. H-8397-010-2303 PTAS @ Well Nos. 6 & 16.

VOTE	AYES	3	NOES	0	ABSENTIONS	0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

5. Well 17 GAC Treatment for Simazine Removal: The contract documents have been submitted to NCDH. Bids will be opened on October 16th.

6. GAC at Well 20: Bids for the Contract 1 – GAC Pre-Purchase will be opened on October 16th. D&B is working on the design for Contract 2. Some improvements will be reassigned to the future AOP project at this site. This will simplify the current project to expedite it.

7. Split Rock Tank Rehabilitation and Booster Station: Contract execution and Notice to Proceed for the tank rehabilitation contract will be completed this week. JWD has drained the tank in preparation for the work. Preparation of contract documents for the Booster Pumping Station and Drainage Improvements is underway.

8. Syosset Tank Condition Assessment: All on-site inspections have been completed. Waiting for report from ROV subconsultant.

9. Jericho Tank Condition Assessment: D&B is coordinating the interior inspection with the intention of completing it before winter.

10. Woodbury Tank Altitude Valve: The utility markout and survey work is underway. D&B is preparing the contract documents.

11. 2020 EFC Grant Applications: Southwoods Road Well and Simazine Treatment at Well No. 20 is underway. PTAS Treatment at Wells 6 & 16 and Simazine Treatment at Well No. 17 are completed.

12. Requirements Contracts: Requirements Contracts for CBS/PBS Tank Alarm Maintenance and Repairs and Water Service Gooseneck Replacements are being reviewed by JWD.

13. Wells 4 and 31 Pump Rehabilitation: The Contractor has removed the pump at Well 31. D&B and JWD are reviewing the recommended repairs list. Work at Well 4 will begin upon authorization from JWD.

14. McCoun's Lane Water Main Improvements: The Contractor is working on service connections. Coordination with NYAW for service changes continues. D&B is coordinating brush clearing with JWD in preparation for the easement surveying work.

15. Glen Head Water Main Improvements: D&B met with JWD to kick-off the project design. Discussions with property owner for an easement is required.

Status of Proposed Development Projects – Engineers Report

1. Marriott at Milleridge Inn Water Main: Waiting for receipt of funding from the developer to proceed to bidding and construction phase.

2. LIU Post Water Distribution Improvements: Waiting on receipt of funds from developer before starting bidding and construction process.

3. Country Club Developers: D&B has received comments from NCDH and has resubmitted the contract documents for approval. A bid date will be established upon approval from NCDH and receipt of funding.

4. Tam O'Shanter Development: Waiting for a response from the developer to our most recent correspondence.

5. Aveley Residential Development: D&B is holding off on the evaluation of the request for water availability until funds have been received by JWD.

6. Amazon Warehouse (former Cerro Wire Site)– Request for Water Availability: D&B has prepared a draft water availability certification for review. Mr. Ingham requested that Mr. Merklin send the conditional

certificate of water availability to the Commissioners for their review prior to it being sent to the developer.

7. Silver Path Estates Request for Water Availability: Work will commence upon receipt of funding from the developer.

Mr. Ingham informed the Commissioners of an insurance claim for hydrant damage on Peachtree Drive, East Norwich. The claims representative indicated that the truck driver was never at the site. However, the police report indicates the truck driver was there. Asst. Superintendent, PJ Ranaldo completed an extensive incident report and Mr. Ingham sent the report to the claim's representative.

Mr. Ingham then informed the Commissioners of a hydrant damaged on Juniper Drive and Mill River Lane in Oyster Bay. Geico indicated that there was a $10,000.00 liability limit for property damage and offered JWD $1,995.00 of their $2,100.00 claim. JWD agreed to settle for $1,995.00 and signed a release for same. After Miss Cannon signed the release, Geico reversed their decision only offering the District several hundred dollars due to additional claims that came in. Mr. Ingham followed up with a letter to Geico informing them that they were required to pay $1,995.00 as agreed to in the release.

Monthly report of Superintendent was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period September 16th, 2020 to October 6th, 2020, had been completed and all were within state and federal standards.

Mr. Logan then reported that the District had obtained prices for the sale of scrap meters and metals with the following results:

Bidder	Amount
Loni-Jo Metal Corp	$1.1800 per pound
Rockaway Recycling	$1.1500 per pound
Suffolk Industrial Recovery Corp (DBA PK Metals)	$1.0400 per pound
Cousins Metal Industries	$0.8218 per pound

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

RESOLVED that the Commissioners authorize the District to accept the highest bid from Loni-Jo Metal Corp. in the amount of $1.18 per pound for the sale of scrap meters and metals.

VOTE	AYES	3	NOES	0	ABSENTIONS	0

Commissioner Abbate	AYE
Commissioner Asmus	AYE

Commissioner Beckerle AYE

Mr. Logan reported that he received a request for a Letter of Water Availability from Mr. Michael Biancaniello, PE, of Bohler Engineering for the construction of Neurodiverse Residential Community with 78 bedrooms at 68 Piquets Lane. Mr. Logan will review the request with Mr. Merklin to determine if the District will need to perform a feasibility study to ascertain the potential impact on the District to provide water to the new development.

Mr. Logan then reported that he received a request for a Letter of Water Availability from Mr. Angelo Pironi of Pironi Homes for the Woodbury Hills Project which will consist of five new homes. Commissioner Abbate recused himself from considering Mr. Pironi's request for a Letter of Water Availability. Mr. Logan will review the request with Mr. Merklin to determine if the District will need to perform a feasibility study to ascertain the potential impact on the District to provide water to the new development as well as the water main layout options.

Mr. Logan then discussed with the Commissioners his recommendation to connect two "dead-end" mains in Brookville on Country Lane and Dogwood Hill to help with water quality. After discussion, the Commissioners requested Mr. Logan prepare a cost estimate with Mr. Merklin and report back to the Board.

Mr. Logan then presented to the Commissioners a third letter from Syosset Equities requesting relief on Account No. 46601786-0 due to a defective auto valve stuck in the open position. Mr. Logan reported that the District had notified Mr. Biondo of the leak multiple times since May of 2019, and this account is equipped with a cellular meter. It turns out that as a backup to their own well, Syosset Equities uses domestic water from the District to cool their geothermal heating and cooling unit which is against JWD and Nassau County Ordinances. Mr. Logan and Mr. Shutowich will schedule an appointment to inspect the property and report back to the Board.

A discussion was then held with regards to consumer domestic service leaks between the meter pit and the house. If the homeowner makes the repair in a timely fashion, it is District policy that the District will 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. Mr. Logan and Ms. Barbato requested authorization to inform the homeowner of this process as a conservation incentive. After discussion, the Commissioners agreed.

Mr. Logan received a phone call and two emails from Ms. Kirpalani, Account No. 45601128-0 regarding a leak on her sprinkler valve. She was displeased with the District's process to notify her of her leak. The Commissioners instructed Mr. Logan to reply to her email.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of October 5th, 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 September 15th, 2020 and October 5th, 2020. After discussion, the report was ordered filed.

Miss Cannon then requested authorization to transfer $500,000.00 from the General Fund Checking Account to the District's Investment Account to maximize earned interest. After discussion, the Commissioners authorized Miss Cannon to transfer the funds.

Miss Cannon then requested that the Commissioners approve the following Budget Transfer(s): (nunc pro tunc)

To fund Safety Equipment for Water Plant Operators

A-8340-000-4160	Safety Supplies	2,500.00
A-8340-000-4150	Building & Maintenance Supplies	(2,500.00)

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

RESOLVED that the Commissioners approve the above listed budget transfer(s).

VOTE	AYES	3	NOES	0	ABSENTIONS	0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Miss Cannon then presented to the Commissioners the 2021 Board Meeting Schedule, 2021 Holiday schedule and 2021 Payroll schedule for their review and approval. After discussion, the Commissioners approved the schedules.

Miss Cannon then gave and update regarding the preparations for the 2020 Commissioner Election to be held via drive-through format. Miss Cannon reported that the ballot box was delivered and tested, any supplies needed are on order and most have been received. Chris Kobos from H2M architects + engineers substantially completed the registered voter interactive map which has been tested by District staff. Mr. Logan has reserved three 65,000 BTU heating units from United Rental to heat the storage barn. Mr. Logan also reported that he is working on upgrading the lighting in the building with D&B.

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

Mr. Logan then requested authorization from the Commissioners to purchase one (1) 2021 GMC Canyon 4WD Pickup Truck for $31,348.09 and one (1) 2021 Chevrolet Express 4WD Cargo Van for $46,000.02 from Sourcewell Contract No. 120716-NAF. Mr. Logan further requested the Commissioners approve an additional $10,151.89 for the purchase of light bars, decals and miscellaneous equipment to install on the vehicles after the District takes delivery. After discussion, and upon motion duly made and seconded it was

RESOLVED that the Commissioners authorize the District to purchase one (1) 2021 GMC Canyon 4WD Pickup Truck and one (1) 2021 Chevrolet Express 4WD Cargo Van in the total amount of $77,348.11 plus an additional $10,151.89 for light bars and miscellaneous equipment to be charged to Capital Project Account No. H-8397-842-2200 Auto/Light Trucks.

VOTE	AYES	3	NOES	0	ABSENTIONS	0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

The Board of Commissioners then expressed their desire to fund the purchase of the 2021 GMC Canyon 4WD Pickup Truck 2021 Chevrolet Express 4WD Cargo Van by appropriating the Capital Reserve Fund (A-0878). After discussion and upon motion duly made and seconded it the Commissioners unanimously passed the following resolution:

RESOLUTION AUTHORIZING THE TREASURER TO APPROPRIATE $87,500.00 FROM THE CAPITAL IMPROVEMENT RESERVE FUND FOR THE PURPOSE OF FUNDING THE PURCHASE OF A 2021 GMC CANYON 4WD PICK UP TRUCK AND A 2021 CHEVROLET EXPRESS 4WD CARGO VAN

WHEREAS, the Board of Commissioners approved appropriated funds be set aside for the purpose of Capital Improvements by establishing a Capital Improvement Reserve Fund in accordance with §6-c of General Municipal Law; and

WHEREAS, effective October 7, 2020 the Capital Improvement Reserve Fund, A-0878, ("Reserve Fund Account") had a balance of $1,770,949.41; and

WHEREAS, the Commissioners wish to appropriate funds from the Capital Improvement Reserve Fund (A-0878) to Purchase a 2021 GMC Canyon 4WD Pickup Truck and a 20201 Chevrolet Express 4WD Cargo Van; and

WHERAS, pursuant to General Municipal Law §103 the District will purchase both vehicles by utilizing Purchasing Alliance Contract: Sourcewell-Contract No. 120716-NAF in the estimated amount of $31,348.09 for the 2021 GMC Canyon and $46,000.02 for the 2021 Chevrolet Cargo Van plus an allowance of $10,151.89 to purchase any necessary accessory parts and equipment for a total amount of $87,500.00; and

WHEREAS, funds would be appropriated from the Capital Reserve Fund Account without incurring any additional debt service payments for principal and interest and, therefore, be cost beneficial to the District taxpayers; and

WHEREAS, this resolution is adopted subject to permissive referendum as set forth in Town Law Section 90 and shall take effect thirty (30) days after its adoption or, if a referendum is held, upon the affirmative vote of a majority of the qualified electors of the issuer voting on the referendum; and

WHEREAS, the funding of capital improvement projects in the Jericho Water District is a Type II action pursuant to SEQRA as defined by 6 N.Y.C.R.R. §617(c)(10) and therefore no further SEQRA review is required; and

NOW THEREFORE,

BE IT RESOLVED that the Board of Commissioners hereby authorizes the Treasurer to appropriate $87,500.00 from the Capital Improvement Reserve Fund (A-0878) for the purpose of purchasing a 2021 GMC Canyon 4WD Pickup Truck and a 2021 Chevrolet Express 4WD Cargo Van.

FURTHER BE IT RESOLVED that the Treasure/Clerk is hereby authorized and directed to, within ten (10) days after the adoption of this resolution, cause this resolution to be published in the District's official newspaper and be posted on both the sign boards of the Town of Oyster Bay and the District pursuant to Town Law, together with a notice of adoption thereof.

VOTE	AYES	3	NOES	0	ABSENTIONS	0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Miss Cannon then reported that Contract No. G6-20 for Water Supplies is expiring on December 31st, 2020 with an option to extend for one (1) additional year with Ferguson Enterprises LLC at a 0% increase and Badger Meter with an industry PPI increase. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve extending Contract No. G6-20 for the Purchase of Water Supplies for one (1) additional year as per the terms listed above and listed in the contractors original bid specifications.

VOTE	AYES	3	NOES	0	ABSENTIONS	0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Miss Cannon then reported that employee, Thomas Regan, has successfully completed his traineeship in the title of Water Meter Servicer Trainee as of October 15th, 2020, will be made a Water Meter Servicer as of October 16th, 2020 with a $1,000.00 increase to base salary (Grade 1 Step 1 to Grade 2 Step 1). Per Nassau County Civil Service, he will complete minimum eight-week probationary period in the new title set to end December 11th, 2020, at which time his position will become permanent.

Miss Cannon then presented and reviewed with the Commissioners the Third Quarter 2020 Employee Accrued Time Report. After discussion, the report was ordered filed.

Miss Cannon then requested authorization for Ms. Blum to participate in a several NYS GFOA webinars:

1. Foundations Budgeting to be held on October 16th, 2020 from 8:30AM – 12:00PM at a cost of $150.00
2. Advanced Budgeting to be held on October 29th, 2020 from 1:00PM – 4:30PM at a cost of $150.00
3. Advanced Cash Management to be held on November 19th, 2020 from 8:30AM -12:00PM at a cost of $150.00

After discussion, the Commissioners authorized Ms. Blum to attend the conferences.

Miss Cannon then reported that last spring, New York State enacted a new paid sick leave law that went into effect on September 30th, 2020. The New York State Sick Leave (NYSSL) Law (Section 196-B), which is different and separate from the NYS Paid Quarantine Sick Leave for COVID, requires employers with fewer than 100 employees to provide at least 40 hours of paid sick leave a year. Miss Cannon informed the Commissioners that the District's current sick leave policy is more generous and therefore in compliance with the new law. Mr. Ingham is collaborating with labor counsel to get clarification on the impact of the new law on part time and seasonal workers and will report his findings to the Board.

Miss Cannon then informed the Commissioners that she mailed out an RFP for Auditing Services as a best practice for professional services. The RFP is due back on October 30th, 2020 at 4PM.

Miss Cannon then reported on the August 28th, 2020 guidance regarding President Donald Trump's Executive Order announced on August 8th, 2020 allowing payroll tax deferral of the employee portion of certain payroll taxes. The memorandum allowed for the deferral of the employee portion of federal payroll taxes (6.2% for Social Security) from September 1st, 2020 until December 31, 2020. Under this plan, the employee would be required to repay the full amount of deferred taxes between January 1st, 2021 and April 30th, 2021. Miss Cannon reported that this was a voluntary program and recommended to the Commissioners that the District not participate in this program . The deferral is only temporary, and the employees would have to pay it back in a short time frame. After discussion, the Commissioners agreed and requested Miss Cannon issue a memo to employees stating same.

Miss Cannon the reported that the District's Storage Tank Liability Insurance Policy with ACE Commercial Risk Services is due to expire on November 4th, 2020, and the cost to renew the policy is $4,885.00. Salerno Brokerage Corp., the District's Insurance Broker, recommended the District renew the policy. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the District renew their storage Tank Liability Insurance Policy with ACE Commercial Risk Services for the period of November 4, 2020 through November 4th, 2021 at an annual cost of $4,885.00 to be charged to Operating Budget Account No. A-8310-000-4300 Insurance.

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 consumer on Account #50308200-0, for a reduction to their water bill due to a leaking irrigation valve on their underground sprinkler system. Miss Cannon informed the Commissioners that denying the consumer's request for a reduction to their bill was in line with the District's policy, which is to deny any request for reduction to their bill if it is determined that the leak is on anything other than the water service from the curb stop to the building. After discussion, the Commissioners denied the consumer's request for a reduction to their water bill.

Miss Cannon then informed the Commissioners that she received a request from a consumer on Account No. 46446100-0 to waive a penalty on their account in the amount of $227.88. Miss Cannon informed the Commissioners that no penalty on their account had been waived in the last five (5) years. After discussion, the Commissioners authorized Miss Cannon to waive the penalty on this account and send the consumer a revised bill.

Miss Cannon then informed the Commissioners that the Town of Oyster Bay's Budget Hearing will be held on Tuesday October 20th, 2020 at 10:00AM and held over until 7:00PM. Due to the pandemic, and social distancing requirements, Miss Cannon will listen to the meeting remotely instead of the attending in-person meeting.

Miss Cannon then requested Ms. Blum update the Commissioners on the District's Meter Change Out Program progress to date. Ms. Blum reported that the District has installed 18,554 of the 18,944 meters in the District and are 98% complete. The remaining meters are mostly large and more difficult change outs. In preparing the bond for this project, installation costs from an outside vendor were estimated at $2,700,000.00, our in-house estimate was approximately $1,000,000.00, to date the District has spent $230,000.00 on labor. Taking on this project in-house has proved a tremendous savings to the District while simultaneously keeping critical control of the project. This was a tremendous undertaking, and the JWD staff has done an exceptional job working as a team and sticking to the project schedule. After discussion, the Commissioners commended the JWD staff for their efforts and dedication.

The Board went into Executive Session at 10:30 a.m. and re-entered the regular session at 10:50 a.m. The Board then directed Mr. Ingham to schedule a virtual conference with Caldwell, their bonding company, Superintendent Logan and H2M. The meeting will discuss the need for assurance from Caldwell that they can complete the contract expeditiously. Should they fail to provide such assurances, Mr. Ingham was directed to institute a default on the performance bond.

The following claims were then audited and approved for payment: General Fund #24818 to #24880, Construction Fund #2523 to #2526 and Installation Fund #4113.

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

Secretary