

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

held remotely via telephone conference, on the 15th day of December 2021, at 8:30 A.M.

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

In response to the concerns relative to the Coronavirus (COVID-19), today's meeting of the Board of Commissioners and all meetings until further notice will be held via a phone-conferencing platform pursuant to Chapter 417 of the NYS Laws of 2021. 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.

Miss Cannon reported that at 9:00 PM on December 14th, 2021 polls were closed and the following results of Election were read:

We, the undersigned, Inspectors of Election of the Jericho Water District, do hereby certify that the Annual Election was duly held on December 14th, 2021 between the hours of 1:00 PM and 9:00 PM at the Jericho Water District office in Syosset, New York.

We further certify that the following is a summary of the ballots cast at this election.

**TOTAL NUMBER OF BALLOTS CAST FOR THE OFFICE
OF COMMISSIONER FOR THREE YEARS: 47**

| | |
|---|----|
| TOTAL NUMBER OF BALLOTS CAST FOR | |
| Thomas A. Abbate | 47 |
| Write in | 0 |
| Affidavit Ballot | 0 |
| Spoiled Ballot | 0 |
| Void Ballot | 0 |

We therefore certify that Thomas A. Abbate received the highest number of votes and is elected Commissioner of the Jericho Water District for a term of three years, commencing January 1, 2022.

Respectfully submitted,
Karen Fletcher
Debra Riccinto
Erica Napolitano
Karen Lang

Commissioner-Elect Abbate signed an Oath of Office.

After discussion, the Commissioners instructed Miss Cannon to file the results of the Election and the Oath of Office with the Town of Oyster Bay.

Mr. Logan gave the COVID-19 report which included:

1. One vaccinated service department employee who was last at work on December 7th, 2021 and tested positive on December 8th, 2021. Contact tracing within the District resulted in three possible close contacts within the service department who were put on a precautionary quarantine onsite. The employee is scheduled to return to work on December 20, 2021 pending NCDH isolation release.
2. One unvaccinated service department employee who was last at work on December 10th, 2021 and tested positive on December 9th, 2021 (test results received Saturday 12/11/21). Due to the nature of the employee's position, Mr. Logan emailed all JWD Staff notifying them of the positive case and instructed anyone with concern to go get a precautionary COVID-19 test. The employee is scheduled to return to work on December 20, 2021 pending NCDH isolation release.

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

Monthly report of Engineer was read and ordered filed.

1. Bond Issue Assistance: D&B is addressing comments from JWD on the draft bond report. Additional funds needed for Syosset Tank project will be added to the bond issue.
2. Well 20 & 21 AOP Treatment: Waiting for comments from NCDH and NYSDOH on BODR. D&B is preparing the 60 percent draft contract documents.

3. Well 22 Facility Improvements & AOP Treatment: Waiting for comments from NCDH and NYSDOH on BODR. D&B is preparing the 60 percent draft contract documents.
4. Kirby Lane AOP: Waiting for comments from NCDH and NYSDOH on the contract documents. Bids will be opened on January 21st. Finalizing AOP purchase order with Trojan.
5. Southwoods Road -New Well and Treatment Facility: D&B has responded to NCDH's second round of comments on the well design report. Well construction contract has been submitted to NCDH. NCDH has provided comments on the Basis of Design Report (BODR) for the Treatment Facility. D&B is preparing a response. On-site property survey work is completed. Progress drawings for the treatment facility will be submitted to JWD next week.
6. PTAS at the Wheatley Rd. Site (Well 6 & 16): Work is progressing, but the contractual substantial completion date of March 4, 2022 will not likely be met due to electrical equipment delivery delays.
7. Well 20 GAC Treatment for Simazine Removal: Punchlist and contract close out is underway.
8. Split Rock Tank Booster Station: D&B has submitted draft contract documents to JWD.
9. Split Rock Tanks Drainage Pipe: Paving has been completed. Punch list and contract close out is underway.
10. Wells 18 & 19 Drainage Improvements: On site work is nearly finished. Paving and site restoration will be completed in the spring.
11. Syosset Tank Replacement Planning: The Basis of Design Report (BODR) has been submitted to NCDH. D&B is working on the design of the new tank. Scheduling the soil borings with Soil Mechanics, including additional boring for blow off system. 60 percent contract documents will be submitted in January.
12. Water Service Gooseneck Replacement: Bids were received on December 10th. D&B and JWD will meet with the low bidder to discuss their bid before making a recommendation.
13. Pump Rehabilitation Projects:
 - Well 31: Waiting for water quality sample results. Contractor intends to submit further justification for additional costs after the work is completed.

- Well 17: D&B provided updated design point based on preliminary pump test. Waiting for shop drawings.
- Well 29: Preliminary pump test has been completed.

14. Requirements Contracts:

- Flow Control Valves: D&B is preparing a draft of the contract documents.
- Electrical: D&B is preparing a draft of the contract documents.
- Instrumentation and Controls: D&B is preparing a draft of the contract documents.
- Chlorine Purchasing: Bids will be opened on January 7th, 2022.

15. McCoun's Lane Water Main Improvements: D&B is reviewing the final invoice and Maintenance Bond to close out contract.

16. Glen Head Water Main Improvements: Evaluating alternative pipe routes.

17. Main Plant SCADA Improvements: D&B is addressing JWD comments on the draft contract documents. Bids will be opened on February 4th.

Mr. Merklin then requested that a bid date be set for the Main Plant SCADA Improvements, Contract No. C1-22. After discussion, the Commissioners set a bid date for Friday, February 4th, 2022 at 9:00AM.

18. Transfer Switch Replacements: Initial transfer switch submittals were rejected. Waiting for resubmittal and delivery dates.

19. Juneau Pump Station Improvements: D&B is addressing JWD comments on the draft contract documents. A bidding schedule will be determined once a response has been received from the Town with regards to the adjacent property lease.

20. Main Plant Basement Improvements: Drawing will be finalized for non-public bidding in January.

21. GIS Maintenance: 2021 Election Map was successfully utilized by the Poll Workers at last night's election.

Status of Proposed Development Projects – Engineers Report

1. **The Center for Developmental Disabilities (The Center) Water Main Improvements:** A punch list has been prepared and the Contractor is addressing it. A Contract will be completed and closed out by the end of the year.

2. Tam O'Shanter Development: NCDH has indicated that a letter of water availability must include irrigation demands. D&B will work on a response to the letter to be reviewed by Mr. Ingham and the Commissioners.
3. Laurel Hollow Service Area Extension: No update since last meeting.
4. Amazon Warehouse (former Cerro Wire Site): Construction is underway.
5. Woodbury Hills Development: No update since last meeting.
6. Silver Path Estates Request for Water Availability: No update since last meeting.
7. Marriott at Milleridge Inn Water Main: No update since last meeting.
8. Country Club Developers: No update from last meeting.
9. Tam O'Shanter Development: No update from last meeting.
10. Aveley Residential Development: No update from last meeting.

Mr. Ingham presented to the Commissioners a Memorandum Legal Opinion establishing that the services of Pace Laboratories, which performs water testing on behalf of the District for all contaminants as required by NYSDOH & NCDH, qualifies as a Professional Service thus satisfying that exemption to the bidding requirements of General Municipal Law Section 103. After discussion, the Commissioners ordered the memorandum to be filed.

Mr. Ingham informed the Commissioners that he planned to draft a similar memorandum to use Trojan for skilled technical services for the maintenance of the AOP treatment equipment as a professional service.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period December 1, 2021, to December 14, 2021, had been completed and all were within state and federal standards.

Mr. Logan then presented to the Commissioners Contract Modification Nos. 1-4 from Bensin Contracting for JWD Contract No. C1-21, Woodbury Tank Altitude Valve for contract close out of credits for unused line items resulting in a net credit of \$23,977.01. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approved Contract Modification Nos. 1-4 for Contract No. C1-21, Woodbury Tank Altitude Valve from Bensin Contracting for the net decrease of \$23,977.01 to the overall final cost of the project.

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

Commissioner Abbate AYE
 Commissioner Asmus AYE
 Commissioner Beckerle AYE

Miss Cannon then reported that in preparation for the closing of the NYS EFC Grant for Project Nos. 18686 & 18782, the District must execute the WIIA Grant Agreement no later than close of business, December 16, 2021. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Board of Commissioners authorize Superintendent Peter F. Logan to execute the NYS WIIA Grant Agreement for Project Nos. 18686 & 18782.

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

Commissioner Abbate AYE
 Commissioner Asmus AYE
 Commissioner Beckerle AYE

Mr. Logan reported that the Amazon Warehouse site will require a hydrant, located on the north service road of the LIE, to be moved approximately 3-4 ft. due to a changed curb line. Currently, Bancker Construction is working onsite installing water mains, and Mr. Logan was comfortable recommending to the Commissioners that Amazon deal directly with Bancker for the work (with District oversight). After discussion, the Commissioners agreed that a Developers Agreement and RFP was not required for the fire hydrant relocation at the Amazon Warehouse Site and instructed Mr. Logan work with Amazon and Bancker to complete the job.

Mr. Logan reported on an additional fire hydrant requiring relocation on Irving Drive in Woodbury. The fire hydrant is currently inoperable and has a tree growing around it. Mr. Logan is investigating if the hydrant (and tree) is located on town property or private property and will report back to the Commissioners with a plan to move the hydrant.

Mr. Logan presented to the Commissioners a letter from Mr. Joseph Capone, President of Total Fire Protection regarding the 111 Crossways Park Drive, Woodbury NY. Mr. Logan had met with Mr. Capone to inform him of the requirements regarding the property's configuration of their fire and domestic service which due to major renovation of the building, needs to be brought up to current code per the District Ordinances. After discussion, the Commissioners requested that Mr. Logan draft a response for their review and approval.

Mr. Logan reported that DeRosa Contracting plans to complete the remaining permanent road patches under the District's Requirements Contract for Permanent Road Improvements, however the number of patches required exceeded the budget

and the blanket purchase order for this work. Miss Cannon then requested that the Commissioners approve the following budget transfer:

| <u>To Fund the Increase in Number of Road Patches</u> | | |
|---|---------------------------------|--------------|
| A-8340-000-4620 | Road Patch – Permanent | \$12,500.00 |
| A-8340-000-4150 | Building & Maintenance Supplies | (\$5,000.00) |
| A-8340-000-4420 | IT & Computer Services | (\$2,500.00) |
| A-8340-000-4640 | Education Meetings & Dues | (\$5,000.00) |

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 presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of December 13, 2021. After discussion, the report was ordered filed.

Miss Cannon then presented to the Commissioners a heartfelt retirement letter from employee, Jane Barbato, who will be retiring effective December 30th, 2021, after more than 32 years of dedicated service with the District. Throughout her distinguished career, Jane's passion for water conservation and educating the public to reduce unnecessary water usage radiated throughout all of her responsibilities. She has been a cornerstone in the District's staff, and will truly be missed by all.

After discussion, the Commissioners expressed their gratitude and wished her well in her retirement. In her honor, the Jericho Water District has been recognized by the National Wildlife Federation (NWF) as a certified wildlife habitat. The District Headquarters property supports the perfect habitat for birds, butterflies, bees, frogs, turtles and other local wildlife. The District uses sustainable practices such as Xeriscaping (water-wise landscaping), a rain garden, limits water use for irrigation purposes and does not use chemical pesticides/fertilizers. Over the course of Jane's career as Water Conservationist, she has saved countless hurt or sick animals. Animals in need always seem to find their way to her. It is only fitting that the District receive this certification in honor of her retirement, so that we may continue to protect earth's most precious resource and all who need it. The District will hold an outdoor ceremony tomorrow in her honor, to present Jane with her Retirement Proclamation and NWF Certification.

Miss Cannon then discussed personnel matters with the Commissioners. After discussion, and motion duly made and seconded, it was

RESOLVED, that the Commissioners authorized the promotion of employee Debra Riccinto, to the internal title of Supervisor of Billing and Water Conservation, at an annual salary of \$62,500.00 effective December 21st, 2021.

| 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 the Budget to Actual Report for the month ended on November 30, 2021. After discussion, the report was ordered filed.

Miss Cannon then presented to the Commissioners the IT Managed Service Agreement with Maureen Data Systems (MDS) effective January 1st, 2022, which included an approximate 15% increase over current charges. Miss Cannon informed the Commissioners that MDS had kept their rates the same for the last four years, but due to the pandemic and rising costs, they were no longer able to extend the current pricing. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approved the IT Managed Service Agreement with Maureen Data Systems effective January 1st, 2022 at a cost of \$2,320.00 per month (with current number of devices, users and workstations) to be charged to Operating Account No. A-8310-000-4420 IT Computer Services.

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

Miss Cannon then presented to the Commissioners an updated Information Technology Disaster Recovery Plan, which outlines the District's IT infrastructure (excluding SCADA) to ensure data is adequately protected and can be recovered in a timely manner after data loss occurs. The District's original IT Disaster Recovery Plan was developed as part of the LGRMIF Grant received by the District for the purchase of equipment back in 2015 for an offsite backup location for disaster preparedness. Between 2019 and 2020, the District completed multiple IT projects (pre-pandemic) at the recommendation of our Managed IT company (Maureen Data Systems aka MDS) and implemented alternative disaster recovery options, including secondary internet connection, cloud backup, cloud hosting with Edmunds, cloud phone system and server upgrades (which deemed the offsite backup location

obsolete and was decommissioned). Thankfully, all of these changes set the District up ahead of the pandemic, and office operations were quickly set up remotely and made for a much easier process for document recovery. With all of these changes, our IT Disaster Recovery Plan became obsolete. The new plan supersedes the original in addition to this plan, the District will additionally maintain a separate IT Asset Inventory and detailed procedures for recovering documents and running the office remotely (these sections in draft phases). After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners adopt the District's IT Disaster Recovery Plan, to be kept on file at the District.

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

Miss Cannon then presented to the Commissioners a Salary Schedule and Minimum Maximum Schedule for 2022 to be adopted as required by the Nassau County Civil Service Commission. After discussion and upon motion duly made and seconded, it was

RESOLVED, that effective January 1, 2022 employees' salaries for the year ended 12/31/2022 be fixed as follows: (Employee Salary Schedule follows the Minutes hereto set forth)

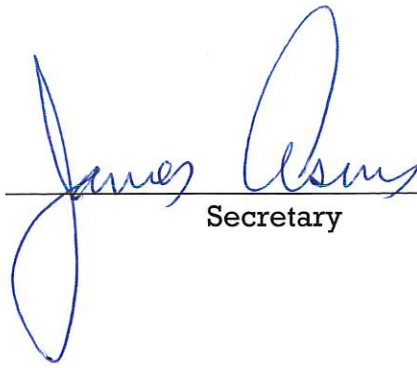
FURTHER RESOLVED, that effective January 1, 2022, the Minimum Maximum Salary Schedule for the year ended 12/31/2022 be approved. (Minimum/Maximum Salary Schedule follows the Minutes hereto set forth)

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

Pending agenda items list was read and filed.

The following claims were then audited and approved for payment: General Fund #26004 to #26047, Construction Fund #2581 to #2583 and Installation Fund #4144 to #4146.


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


Secretary

**Jericho Water District - Agency Code 751
Salary Schedule**

**Adopted by the Board of Commissioners
Effective 1/1/22**

| Employee Title | Code | Salary |
|-------------------------------|-------------|---------------|
| Commissioner | GMF | 100/mtg |
| Commissioner | GMF | 100/mtg |
| Commissioner | GMF | 100/mtg |
| Water Plant Attendant | 7PA | 42,703 |
| Meter Reader | 9BK | 45,135 |
| Water Servicer | 7SA | 90,437 |
| Meter Reader | 9BK | 62,166 |
| Senior Water Servicer | 7RS | 108,701 |
| Water Servicer | 7SA | 48,064 |
| Senior Water Plant Operator | 7PP | 61,060 |
| Water Servicer | 7SA | 50,702 |
| Superintendent Water District | 7RF | 201,026 |
| Water Servicer | 7SA | 64,604 |
| Water Servicer | 7SA | 56,652 |
| Water Servicer Trainee | 7RP | 34,500 |
| Water Meter Servicer | 7SK | 42,703 |
| Automotive Servicer | 5LK | 93,318 |
| Assistant Superintendent | 7RA | 152,072 |
| Water Plant Attendant P/T | 7PC | 15.25 /hr |
| Water Meter Servicer | 7SK | 40,829 |
| Water Meter Servicer | 7SK | 39,635 |
| Water Plant Operator | 7PN | 65,917 |
| Water Servicer | 7SA | 143,833 |
| Chief Water Plant Operator | 7QA | 85,211 |
| Water Plant Operator | 7PN | 86,324 |
| Meter Reader | 9BK | 53,176 |
| Water Servicer | 7SA | 44,514 |
| Water Meter Servicer | 7SK | 39,635 |
| Account Clerk | CAK | 40,750 |
| Treasurer | CPS | 193,092 |
| Clerk (P/T) | ACA | 46.51 /hr |
| Account Clerk | CAK | 47,804 |
| Senior Account Clerk | CAP | 54,502 |
| Audit Assistant | CCF | 43,108 |
| Senior Account Clerk | CAP | 52,330 |
| Account Clerk | CAK | 43,108 |
| Secretary | ANQ | 71,248 |
| Audit Assistant | CCF | 64,688 |



Kathleen Cannon, Treasurer
Jericho Water District

**Jericho Water District
Minimum and Maximum Salary by
Job Title (Alphabetically)**

Adopted by the Board of Commissioners on 12/15/2021 (effective 1/1/2022)

| <u>Job Classification</u> | <u>Code</u> | <u>Minimum Salary</u> | <u>Maximum Salary</u> |
|--|-------------|-----------------------|-----------------------|
| <u>Plant Staff</u> | | | |
| Automotive Servicer | 5LK | 45,000.00 | 100,000.00 |
| Utility Worker | 6JA | 35,000.00 | 50,000.00 |
| Maintainer | 6JF | 38,000.00 | 48,000.00 |
| Water Plant Attendant | 7PA | 34,000.00 | 50,000.00 |
| Water Plant Attendant (Seasonal) | 7PB | 15.00/HR | 20.00/HR |
| Water Plant Attendant (P/T) | 7PC | 15.00/HR | 20.00/HR |
| Water Plant Operator | 7PN | 40,000.00 | 100,000.00 |
| Senior Water Plant Operator | 7PP | 55,000.00 | 125,000.00 |
| Chief Water Plant Operator | 7QA | 65,000.00 | 130,000.00 |
| Supervisor of Water Plant Operations | 7QP | 70,000.00 | 140,000.00 |
| Assistant Superintendent of Water District | 7RA | 75,000.00 | 160,000.00 |
| Superintendent of Water District | 7RF | 100,000.00 | 210,000.00 |
| Water Servicer Trainee | 7RP | 34,000.00 | 55,000.00 |
| Senior Water Servicer | 7RS | 50,000.00 | 110,000.00 |
| Water Servicer | 7SA | 36,500.00 | 150,000.00 |
| Water Service Supervisor | 7SC | 60,000.00 | 100,000.00 |
| Water Meter Servicer | 7SK | 35,000.00 | 65,000.00 |
| Water Meter Servicer Trainee | 7SF | 34,000.00 | 55,000.00 |
| Meter Reader | 9BK | 35,000.00 | 70,000.00 |
| <u>Office Staff</u> | | | |
| Clerk (P/T) | ACA | 15.00/HR | 50.00/HR |
| Clerk (Seasonal) | ACB | 15.00/HR | 20.00/HR |
| Clerk (Hourly) | ACD | 15.00/HR | 50.00/HR |
| Clerk | ACD | 35,000.00 | 90,000.00 |
| Clerk Typist | AGA | 35,000.00 | 95,000.00 |
| Secretary to Board of Commissioners | ANQ | 50,000.00 | 75,000.00 |
| Account Clerk | CAK | 36,500.00 | 65,000.00 |
| Account Clerk (P/T) | CAJ | 15.00/HR | 50.00/HR |
| Audit Assistant | CCF | 36,500.00 | 70,000.00 |
| Senior Account Clerk | CAP | 40,000.00 | 70,000.00 |
| Treasurer | CPS | 90,000.00 | 200,000.00 |
| Information Specialist | ECF | 55,000.00 | 130,000.00 |
| Business Manager | FOP | 90,000.00 | 200,000.00 |



Kathleen Cannon, Treasurer
Jericho Water District