

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

held at the office of the District in Syosset, Nassau County, New York, on the 3rd day of November 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	

Minutes of from October 6th, 2021 were read and approved unanimously.

Monthly report of Engineer was read and ordered filed.

1. Water Infrastructure Improvement Act (WIIA) Grant Applications: D&B is assisting the District with applications for Wheatley PTAS, Southwoods Road Well, Well 22 AOP and Well 20 & 21 AOP. Applications are due on November 22nd.
2. Bond Issue Assistance: D&B is preparing a Bond Issue Report for the proposed projects in the 2022 Bond Issue. This report and subsequent Board Resolutions will provide support for the WIIA grant applications.
3. Well 20 & 21 AOP Treatment: Draft BODR has been submitted to JWD for review and will be included in the WIIA grant applications.
4. Well 22 Facility Improvements & AOP Treatment: Draft BODR will be submitted to JWD within the next week and will be included in the WIIA grant application.
5. Kirby Lane AOP: D&B submitted the 90 percent contract documents to NCDH and JWD.
6. Southwoods Road -New Well and Treatment Facility: D&B responded to comments from NYSDEC and NCDH on the Well Design Report and permit application. Well construction design plans have been submitted to NCDH. Construction cannot start without DEC permit. The Basis of Design Report (BODR) for the Treatment Facility has been submitted to NCDH for review.

7. PTAS at the Wheatley Rd. Site (Well 6 & 16): PTAS was delivered and installed. The building will be made weathertight to advance interior construction work.
8. Well 17 GAC Treatment for Simazine Removal: Punchlist and contract close out is underway.
9. Well 20 GAC Treatment for Simazine Removal: Punch list and contract close out is underway.
10. Split Rock Tank Booster Station: D&B has finalized the Basis of Design Report (BODR) addressing JWD comments. Contract document preparation is underway.
11. Split Rock Drainage Pipe: Contract execution is underway.
12. Wells 18 & 19 Drainage Improvements: Contract execution is underway.
13. 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. Soil borings will be scheduled in the coming weeks. A design progress meeting will be scheduled with JWD later this month.
14. Water Service Gooseneck Replacement: D&B and JWD are finalizing the contract documents to coordinate bid items. Bids will be received on December 10th, 2021.

Mr. Merklin then requested that a bid date be set for Contract No. C3-21 Water Service Gooseneck Replacement. After discussion, the Commissioners set a bid date for Friday, December 10th, 2021 at 9:00AM.

15. Wells 4 and 31 Pump Rehabilitation:
 - Well 4 work has been completed and closed out
 - Well 31: D&B responded to Contractor's request for additional costs. A phone conference is being set up with A.C. Schultes next week to discuss how to move forward.
 - Well 17: A purchase order (No. 21-00616) has been issued in the amount of \$148,785.33 to A C Schultes Inc. under JWD Contract No. G5-20 Requirements Contract for Annual Maintenance for Well and Booster Pump Motors for this work. Scheduling preliminary pump test.
 - Well 29: A purchase order (No. 21-00616) has been issued in the amount of \$138,496.03 to A C Schultes Inc. under JWD Contract No. G5-20 Requirements Contract for Annual Maintenance for Well and

Booster Pump Motors for this work. Scheduling preliminary pump test.

16. 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.

17. McCoun's Lane Water Main Improvements: Contract close out is pending.

18. Glen Head Water Main Improvements: A meeting with the property owner is needed.

A discussion was held regarding the need for a second feed supplying the President Street section of Glen Head. Mr. Logan explained that the new development at the Engineer's Club (currently in preliminary stages) may be able to provide the second feed to this neighborhood. Mr. Logan and Mr. Merklin will review the maps to discuss if this would be a viable option.

19. Main Plant SCADA Improvements: Preparation of Requirements Contract is underway. Bidding will be scheduled for the end of the year.

20. Transfer Switch Replacements: Notice to Proceed (NTP) has been sent. Working with the Contractor to estimate lead times for delivery.

21. Juneau Pump Station Improvements: Waiting for response from Town on generator easement request. Draft drawings of the work inside the existing vault have been submitted to JWD for review.

22. Main Plant Basement Improvements: D&B has started the preliminary design work.

23. GIS Maintenance: Waiting for Election List of Registered Voters to be released by Nassau County.

24. Chlorine Purchasing Requirements Contract: D&B has submitted a proposal to prepare a chlorine purchasing requirements contract document.

Mr. Merklin then presented to the Commissioners a proposal to prepare the Requirements Contract for the Supply and Delivery of Liquid Sodium Hypochlorite for the total not to exceed fee of \$7,500.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approve D&B's proposal to prepare the Requirements Contract for the Supply and Delivery of Liquid Sodium Hypochlorite for the total not to exceed fee of \$7,500.00 to be charged to Operating Account No. A-8340-000-4430 Engineering Services. It was

FURTHER RESOLVED, that the Commissioners approved the following Budget Transfer in order to fund this proposal:

A-8340-000-4430	Engineering Services	\$7,500.00
A-8330-000-4170	Chemicals & Treatment	(\$7,500.00)

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

Status of Proposed Development Projects – Engineers Report

1. The Center for Developmental Disabilities (The Center) Water Main Improvements: Water main has been installed. NCDH approval has been received. Services are installed and final tie-in on Southwoods Road is being scheduled.
2. LIU Post Water Distribution Improvements: Close out paperwork is underway.
3. Tam O'Shanter Development: D&B presented to the Commissioners the letters sent to NYSDEC and NCDH with respect to proposed irrigation wells.
4. Laurel Hollow Service Area Extension: A letter to the Village of Laurel Hollow was sent in September. D&B will commence with work upon execution of an agreement and receipt of funds from the Village of Laurel Hollow.
5. Amazon Warehouse (former Cerro Wire Site): Construction is underway.
6. Woodbury Hills Development: No update since last meeting.
7. Silver Path Estates Request for Water Availability: No update since last meeting.
8. Marriott at Milleridge Inn Water Main: No update since last meeting.
9. Country Club Developers: No update from last meeting.

10. Tam O'Shanter Development: No update from last meeting.

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

Mr. Ingham reported that he is actively working on absorbing the Oyster Bay Extension District into the Jericho Water District and will keep the Commissioners apprised of his findings.

Discussion was held with regards to the Nassau County ARPA-CLFRF Grant available to water districts to help pay for costs incurred to treat and remove emerging contaminants including but not limited to, 1,4 Dioxane and PFO/PFOAs in order to meet updated drinking water standards. The County has designated a portion of the CLFRF allocation to provide grants of up to \$50,000 to water districts serving Nassau County.

Miss Cannon reported that she consulted with D&B Engineering to ascertain which of the District's upcoming projects, and the types of expenses, they believed would best qualify for consideration for grant award under this grant. D&B recommended the District apply for either assistance with future laboratory sampling costs to place AOP systems online or apply for funding to offset the cost of F300AR carbon required for each carbon vessel utilized in assisting with eliminating emerging contaminants. Miss Cannon then presented to the Commissioners the following resolution to authorize the District to submit a grant application to Nassau County for consideration of a \$50,000 ARPA-CLFRF Grant.

**RESOLUTION TO APPLY FOR
A NASSAU COUNTY
AMERICAN RESCUE PLAN ACT (ARPA)
CORONAVIRUS LOCAL FISCAL RECOVERY FUND (CLFRF) GRANT**

WHEREAS, Nassau County designated a portion of the ARPA-CLFRF allocation it received from the Federal government to provide grants of up to \$50,000 to water districts that service Nassau County, and

WHEREAS, this grant program's purpose is to provide Nassau County water districts with funding to help pay for costs incurred to treat and remove emerging contaminants from the public drinking supply to meet updated drinking water standards, and

WHEREAS, the District's Engineering firm, D&B Engineers & Architects recommends the District apply for assistance with costs incurred for laboratory sampling to place AOP systems online or to offset the costs of carbon required to be placed inside each Granular Activated Carbon (GAC) vessel utilized to assist with eliminating emerging contaminants; and

WHEREAS, the Board of Commissioners of the Jericho Water District believes itself to be qualified for the Nassau County ARPA-CLFRF Grant and is willing to carry out all activities described in the grant application; and

WHEREAS, in this action the Jericho Water District will upon award and acceptance of this grant, agree to the terms of the grant;

NOW THEREFORE, after discussion and due deliberation, and in consideration of the above recitals, the board unanimously:

RESOLVED, that the Board of Commissioners of the Jericho Water district authorizes the submittal of a grant application for the Nassau County ARPA-CLFRF Grant and assigns Kathleen Cannon, Business Manager of the District to be the authorized representative of the District, it was

FURTHER RESOLVED, that the Jericho Water District request the funds and assistance available from the Nassau County ARPA-CLFRF Grant and will comply with all the rules and requirements of this program.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Monthly report of the Superintendent was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period October 20, 2021, to November 2, 2021, had been completed and all were within state and federal standards.

Mr. Logan presented to the Commissioners Contract Modification No. 3 from J. Anthony Enterprises for JWD Contract No. C8-20, PTAS at Wheatley Road Facility Well Nos. 6 & 16 General Construction to build out the front wall of the building to accommodate stone that replaced the brick facade in the amount of \$1,155.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approved Contract Modification No. 3 for Contract No. C8-20, PTAS at Wheatley Road Facility Well Nos. 6 & 16 General Construction from R J Industries in the total not to exceed amount of \$1,155.00 to be paid under the \$50,000.00 contingency line item of the contract.

VOTE AYES 3 NOES 0 ABSENTIONS 0

Commissioner Abbate AYE
Commissioner Asmus AYE

Commissioner Beckerle AYE

Mr. Logan then reported to the Commissioners that he had received three (3) price quotes for the District's Geese Control Maintenance Program as follows:

<u>Vendor</u>	<u>Amount</u>
Geese Chasers of LI	\$9,540.00/year
Long Island Geese Control	\$10,790.00/year
Flyby Geese Control, LLC	\$9,000.00/year

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

RESOLVED that the Commissioners approve hiring Flyby Geese Control LLC, Ronkonkoma, New York for Geese Management Services for the remainder of 2021 (November 1, 2021 through December 31, 2021) for a total cost of \$1,500.00 and for 2022 (January 1, 2022 through December 31, 2022) for a total cost of \$9,000.00 to be charged to Operating Account No. A-8340-000-4660 Plant Expense.

VOTE AYES 3 NOES 0 ABSENTIONS 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Logan then presented the Commissioners with an updated proposal from Frank Ciotta & Associates, Inc. for a real estate appraisal for a one-acre piece of 24 Wolver Hollow Road, Upper Brookville, NY 11545 in the amount of \$1,200.00 thereby amending their previously approved fee of \$1,200.00 to \$2,400.00. Mr. Logan explained that the original proposal was for the entire parcel, and the District is interested in only a one-acre piece of the parcel which made the appraisal more complicated. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve the proposal from Frank Ciotta & Associates, Inc. for a real estate appraisal for 24 Wolver Hollow Road, Upper Brookville, NY 11545 in the amount of \$1,200.00, thereby amending their previously approved fee of \$1,200.00 to \$2,400.00 to be charged to Operating Account No. A-8340-000-4480 Other Professional Services.

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 November 1, 2021. 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 October 19, 2021, and November 1, 2021. After discussion, the report was ordered filed.

Miss Cannon reported that the Bank Reconciliations for the month of October 2021 were completed. After discussion, the Commissioners ordered the Bank Reconciliations filed.

Miss Cannon then requested that the Commissioners approve the following budget transfers:

To Fund Plant Overtime Thru 12-31-2021

A-8340-000-1300	Plant Overtime Salaries	\$15,000.00
A-8340-000-1100	Plant Full Time Salaries	(\$15,000.00)

To Fund Plumbing Supplies Thru 12-31-2021

A-8340-000-4130	Plumbing Supplies	\$ 1,000.00
A-8340-000-1210	Plant – Summer Salaries	(\$ 1,000.00)

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

RESOLVED that the Commissioners authorize 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 to the Commissioners amended resolutions with updated cost estimates for the NYS WIIA Grant projects. After discussion, the Commissioners approved the revised resolutions and instructed Miss Cannon amend the Minutes of October 6th, 2021 to reflect the updated resolutions.

Miss Cannon then presented to the Commissioners with calculation of the accrual payout for Superintendent Peter Logan who retired on October 31, 2021 in the amount of \$220,908.15. Miss Cannon reported that Mr. Logan will be paid \$132,544.89 (60% of his accrual payout) on November 12th, 2021 and \$88,363.26 (remaining 40% of his accrual payout) on January 21st, 2022. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners authorize the 60% accrual payout in the amount of \$132,544.89 be made to Peter Logan on the pay date of November 12, 2021. It was

FURTHER RESOLVED, that the Commissioners approve a budget transfer in the amount of \$124,433.00 from A-9020-000-8020 Employee Accrual Payout to A-8340-000-1100 Plant Salaries to fund the accrual payout for 2021 (\$8,111.89 to be funded from excess balance already in Account No. A-8340-000-1100).

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

Miss Cannon then requested authorization for her to attend the NYS GFOA Holiday Seminar being held at The Fox Hollow in Woodbury on December 1, 2021 from 1:00PM to 6:00PM. After discussion, the Commissioners authorized Miss Cannon to attend the NYS GFOA, LI Seminar on December 1, 2021.

Miss Cannon then informed the Commissioners that she received a request to waive a penalty on Account No. 30155600-0 in the amount of \$98.38. Miss Cannon informed the Commissioners that no penalty has been waived in the last five (5) years. After discussion, the Commissioners authorized Miss Cannon to waive the penalty on the account and instructed her to send a revised bill to the consumer.

Mr. Logan then presented to the Commissioners H2M's monthly engineer's project status report:

1. New Elevated Tank at Wheatley Road Site: Still waiting on electrical subcontractor to remobilize to site. Hydroseeding was completed on 10/6. Electrician met with alarm company last week. No feedback has been provided by Caldwell regarding immediate schedule.
2. Woodbury Villas Water Main Installation: Phase 2 of water main construction complete including pavement restoration of Jericho Turnpike, including punch list items. Bancker recently completed install of 150 LF of WM under Phase 1 contract to get past the entrance road so other utilities will come in. Bancker still has to modify blow-off to non-freezing arrangement, then re-sample. Phase 2 will need to be re-packaged and bid out when developer is ready. Developer is not ready for Phase 2.
3. Well Nos. 9 & 14 Nitrate and VOC Removal Facility: Contractors continue to address 'Working Items List', soon to be transitioned to 'Punch List'. Well 14 has been in service for last several weeks. PRI scheduled to recoat

treatment plant floors mid-month when plant can be off-line. Layne to add extra length of column pipe to Well 9.

4. Well Nos. 9 & 14 Emerging Contaminant Treatment: Plans and Technical Specifications were submitted to NYSDOH and NCDH on Friday 8/27. All grant paperwork submitted for grant agreement closing.
5. GIS Data Development: Nearing completion, The primary distribution system has been digitized fully. H2M continues to improve the accuracy and precision of water mains, hydrants and hydrant valves within GIS, based on the valve sheets. H2M to meet with the District on 10/7 to review the data and to discuss the next phase of data improvement and scanned imagery attachment.

The Board of Commissioners went into Executive Session at 10:02 a.m. to discuss personnel and legal matters.

At 10:15 a.m., Executive Session was concluded. Upon motion duly made and seconded, it was

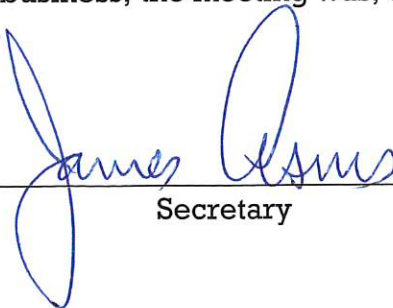
RESOLVED, that the Commissioners approve the revisions to the Jericho Water District Overtime/Compensatory Time Off Policy for Office Employees. (attached to the end of these minutes)

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 #25892 to #25932, Construction Fund #2577 to 2578, and Installation Fund #4142.

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


Secretary

**Jericho Water District
Overtime/Compensatory Time Off Policy
Office Employees**

Section 7 of the Fair Labor Standards Act (FLSA) requires that covered nonexempt employees receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours standards. However, section 7(o), Compensatory Time and Compensatory Time Off, subsection 553, of the FLSA provides an element of flexibility to State and local government employers and an element of choice to their employees regarding compensation for statutory overtime hours. The exemption authorizes the District to provide compensatory time off in lieu of monetary compensation. Compensatory time received by an employee in lieu of cash must be at a rate of not less than one and one-half hours of compensatory time for each hour of overtime work.

The District has elected to offer compensatory time off in lieu of overtime pay for office employees as follows:

Overtime: Employees are required to request approval of the Business Manager prior to working outside of normal business hours. The Business Manager (or Assistant Business Manager in her absence) has the authority to approve overtime for office employees when the District's workload warrants the additional hours.

Hours worked beyond the full-time office employee's standard workday of 6.5 hours will be paid at a rate of one and one-half times the regular base rate of pay. Part time employees will not be paid for overtime unless their time worked exceeds 65 hours in a bi-weekly period. Pay for overtime worked will be paid at the end of the next pay period.

Employees will be given the option to be paid at one and one-half times their regular base rate of pay or earning compensatory time at the rate of one and one-half hours worked in accordance with the following:

1. Employees will be allowed to earn a maximum of 48.75 hours (32.5 hours at time and one half) of compensatory time off during the calendar year; at December 31st of each year, any unused compensatory time off will be paid to the employee by January 31st of the following year at their rate of pay on December 31st of the previous year.
2. Once an employee earns 48.75 hours (32.5 hours at time and one half) of compensatory time in a calendar year, they will no longer have the option to receive compensatory time in lieu of paid overtime. They will be paid for overtime hours worked at the rate one and one-half times their regular rate of pay.

Employees shall document any overtime that they work, this includes the reason for the overtime and whether or not they are requesting to be paid or if they are requesting compensatory time and submit an "Employee Request for Time Off" Slip to the Business Manager for approval. **It is the employee's responsibility to track compensatory time earned in a calendar year to be sure time *earned does not exceed the maximum.**