

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

held remotely via telephone conference, on the 4th day of January 2023, at 8:30 a.m.

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

Commissioner Abbate called the meeting to order at 8:30 a.m.

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

Monthly report of Engineer was read and ordered filed.

1. Well 20 & 21 AOP Treatment: Foundation and slab construction is underway. Waiting for NCDH and NYSDOH approvals of the contract documents. Working with NCDH to split their approvals into two phases. Phase 1 scheduled for May 2023 to allow existing facility to operate through summer.
2. Well 22 Facility Improvements & AOP Treatment: Waiting for NCDH and NYSDOH approvals for contract documents. Contracts will be rebid on January 6<sup>th</sup>.
3. Kirby Lane AOP: A scheduling meeting will be held with the contractors on January 10<sup>th</sup>. Roof installation is underway ahead of AOP Reactor delivery on January 25<sup>th</sup>.

Mr. Merlin reported that the 4<sup>th</sup> Quarter MCL Deferral Report for 1,4-Dioxane was posted on the District's website and delivered to the Nassau County Health Department.

4. Southwoods Road - New Well and Treatment Facility:
  - a. Well Construction Contract: Development is nearly completed. Preparing for final pump test and sampling.

- b. Treatment Facility Contracts: Scheduling preconstruction meeting for second week in January.
5. PTAS at the Wheatley Rd. Site (Well 6 & 16): Contractual Substantial Completion date was March 4, 2022. Project was delayed due to electrical equipment and well pump delivery delays. A meeting is scheduled with the Electrical Contractor to discuss an approach to allow the facility to be started up, tested and operated before the summer.

Mr. Ingham reported that he sent a letter December 20<sup>th</sup>, 2022 to Wire to Water, requesting all of the documentation on the ordering of the MCC. To date Mr. Merklin has not received any of the required documentation. If Wire to Water does not submit the required documentation within 5 days of receiving the letter, Mr. Ingham will schedule a conference with the bonding company.

6. Split Rock Tank Booster Station: Waiting for resubmittal of electrical equipment which will push back the estimated delivery date to September or October 2023. The manufacturer intends to request a contract extension. Contract Substantial Completion is February 16<sup>th</sup>. The one-year anniversary inspection of the tank coatings has been completed. NUCO mobilized this week to address the required repairs.
7. Wells 18 & 19 Drainage Improvements: Punch list status will be verified prior to contract closeout.
8. Syosset Tank Replacement: Landmark did not work from December 22<sup>nd</sup> through New Year's Day but buried piping work has continued during this time. Waiting for response from SHPO on the tank demolition alternatives analysis. Preparing contract documents for demolition of the existing tank.
9. Pump Rehabilitation Projects:
  - Well 31: Closing out contract with final invoice and change order.
  - Well 17: Punch list and final testing is underway.
  - Well 29: Well, is being cleaned before pump is installed.
  - Well 18 & 19: Work will begin after Well 29 is returned to service.
10. Convent Road Facility Architectural Improvements: D&B has submitted the 60 percent design documents for JWD review.
11. Water Service Gooseneck Replacement: Waiting for NCDH review and approval. A Notice to Proceed (NTP) will be issued to the Contractor upon NCDH approval of the contract documents.
12. Glen Head and Roosevelt Avenue Water Main Improvements: The Developer has indicated that the water main easement is available if it can

be shared with PSEG. A meeting will be scheduled to discuss details and options. A proposal will be prepared for design after the easements have been negotiated.

13. Main Plant SCADA Improvements: Work is substantially completed. D&B is preparing a punch list for contract close out.

14. Transfer Switch Replacements: Bancker is working at Well 29 to install the transfer switch. Startup of Transfer Switch at Well 3 has been delayed due to issues with the generator cooling lines. D&B is evaluating a request for contract modification for additional work at Well 3.

Mr. Merklin then presented to the Commissioners Contract Modification No. 3 for Contract No. C2-21 Transfer Switch Replacements at Various Sites from Hinck Electrical Contractor Inc. in the amount of \$5,036.98 for additional cable and terminations to connect Well 3 to the generator. After discussion and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approved Contract Modification No. 3 for Contract No C2-21, Transfer Switch Replacement at Well 3 from Hinck Electrical Contractor Inc. in the total amount of \$5,036.98 to be charged to the contingency line of the contract.

VOTE                      AYES:              3              NOES:              0              ABSTENTIONS:      0

Commissioner Abbate              AYE  
Commissioner Asmus              AYE  
Commissioner Beckerle              AYE

15. Juneau Pump Station Improvements: It is anticipated that the MCC will be ready for installation in the fall of 2023.

16. Merry Lane Water Main As-Built: D&B has started work on the water main delineation installation.

17. Vulnerability Assessment (VA) Update: This work has been completed and submitted to NCDH.

18. Wheatley Tank Altitude Valves: A review meeting has been scheduled to discuss JWD comments on the 90 percent submittal.

19. Requirements Contracts:

- i. Pump Maintenance: Contract documents are being updated. Bids will be received on February 10<sup>th</sup>. D&B submitted a proposal for the effort required to rebid the contract.

- ii. Road Restoration: Contract execution is underway.
- iii. Water Distribution System Repairs: Contract execution is underway.
- iv. Electrical Improvements: Bids will be received on January 20<sup>th</sup>, 2023.
- v. Liquid Sodium Hypochlorite: Bids will be received on January 20<sup>th</sup>, 2023.

Mr. Merklin then presented to the Commissioners a proposal amendment to the original September 1<sup>st</sup>, 2022 proposal (amended January 3, 2023) for engineering services for the update to the Requirements Contract for Pump Maintenance (rebid) in the not to exceed amount of \$4,500.00, thereby amending their original contract from \$9,000.00 to \$13,500.00. The request includes additional effort associated with the redesign of the contract documents for re-bid. After discussion and upon motion duly made, and seconded, it was

RESOLVED that the Commissioners approve D&B's request for a proposal amendment to their fee for engineering services to update the Requirements Contract for Pump Maintenance for rebidding of the contract in the amount of \$4,500.00 thereby amending their original contract from \$9,000.00 to \$13,500.00 to be charged to Operating Account No. A-8340-000-4430 Engineering Services. It was

FURTHER RESOLVED that the Commissioners approve transferring \$4,500.00 from the 2022 Operating Account No. A-8340-000-4480 Other Professional Services to Operating Account No. A-8340-000-4430 Engineering Services to cover the cost of the proposal amendment.

VOTE                      AYES:              3              NOES:              0              ABSTENTIONS:      0

Commissioner Abbate              AYE  
 Commissioner Asmus              AYE  
 Commissioner Beckerle              AYE

Mr. Merklin then requested that the Commissioners set a date for Contract No. G3-23R Requirements Contract for Well and Booster Pump Maintenance for February 10, 2023. After discussion, the Commissioners set a bid date for Friday, February 10, 2023 at 9:00 a.m.

20. BIL Grant Applications: Waiting for determinations on BIL grant applications anticipated in January. \$482,000,000 has been earmarked for NYS CWSRF and DWSRF.

21. GAC Media Purchase Contract: D&B is preparing a draft pilot testing protocol for review by JWD prior to submittal to NCDH.

22. Wheatley Tank Litigation Assistance: D&B is preparing a proposal for this work.

23. Wheatley Tank Antenna Installations: D&B has submitted a proposal to provide inspection services during the installation of antennas on the Wheatley Tank.

Mr. Merklin then presented to the Commissioners a proposal from D&B to provide inspection services relating to the installation of antennas on the elevated tank at Wheatley Road in Oyster Bay, New York for the not to exceed fee of \$10,900.00. Miss Cannon explained that last year, the Commissioners approved the work with H2M architects + engineers in the amount of \$39,500.00 at their meeting on July 6, 2022. Mr. Logan confirmed that no work had been done on the project and since H2M was released as the engineer on record for the Construction of the New Wheatley Tank project the purchase order to H2M will be cancelled, a new 2022 purchase order will be cut to D&B for the same \$39,500.00, and once the work is completed the District will refund the difference back to the agencies who submitted the deposit (Jericho Fire Department, Old Brookville Policy Department, East Norwich Fire Company, Nassau County FireCom and Village of Old Brookville) for the work less the \$10,900.00 fee from D&B. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal for inspection services relating to the installation of antennas on the elevated tank at Wheatley Road for the not to exceed fee of \$10,900.00.

VOTE                      AYES:              3              NOES:              0              ABSTENTIONS:      0

Commissioner Abbate              AYE  
Commissioner Asmus              AYE  
Commissioner Beckerle              AYE

24. 2022 AWQR: This work will commence in 2023 upon receipt of water quality data.

25. Annual Retainer and Proposals: D&B submitted the annual retainer agreement.

#### Status of Proposed Development Projects – Engineers Report

1. Jericho Plaza Hotel: The District has received a check from the developer. D&B will commence with the evaluation.
2. Engineers Country Club: D&B is performing the evaluation of the request for water availability.

3. Marriott at Milleridge Inn Water Main: The developer has indicated that they wish to proceed with executing an agreement for the construction of the water main. Mr. Ingham stated he would work with Mr. Logan to prepare a developer's agreement for this project.
4. Farnum Subdivision: D&B has prepared a proposal for evaluation of this request for water availability.

D&B's proposal for the Farnum Subdivision Request for Water Availability was tabled pending a memorandum from the Superintendent including supporting documentation explain the need for a feasibility study.

5. Oaks at Mill River: The cost estimates will be sent to the developer upon receipt of funds.
6. Tam O'Shanter Development: Waiting for developer response regarding April 25, 2022 letter from NCDH about conditional letter of water availability.
7. Laurel Hollow Service Area Extension: No new activity since the last report.
8. Woodbury Hills Development: No new activity since the last report.
9. Silver Path Estates Request for Water Availability: No new activity since the last report.
10. Country Club Developers: No new activity since the last report.
11. Avey Residential Development: No new activity since the last report.

Mr. Ingham reported that the District responded to the request from Mr. Charles Lane for correspondence between the District and NYS Committee on Open Government. Both the District and Attorney Ingham had no such record in their possession. Mr. Ingham also reported that he had a scheduled conference call with Miss Cannon, Ms. Blum and Mr. Tadamrongwanish, at Corporate Headquarter of Badger Meter to discuss the requests in Mr. Lane's FOIL request of September 12, 2022.

Mr. Ingham reported that he prepared a draft letter to the twenty-four homeowners being serviced by the City of Glen Cove that were removed from the District's taxing district effective 2024. Miss Cannon and Mr. Logan will review the draft and get the letter sent to the homeowners.

Mr. Carman informed the Commissioners that he received an offer of \$500,000.00 for 61 Saratoga Drive, Jericho, which was substantially lower than asking price. The Commissioners rejected the offer and requested that Mr. Carman deal directly with Ms. Cathi Horan to communicate with the offeree. After discussion, the Board gave Mr. Carman authorization to sign as counsel on documents related to the sale of both properties, Well No. 10, (160 Robbins Lane), and Well No. 15 (61 Saratoga Drive).

Monthly Superintendent's Report was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period December 21, 2022, to January 3, 2023 had been completed and all were within state and federal standards with one exception. Mr. Logan reported that the District received a positive BAC sample at Muttontown Country Club. As required, the District took an additional BAC sample within 24 hours of the positive sample, samples were collected from a service five services upstream and a sample from a service five services downstream, random samples throughout the District and BAC samples at well sites and storage tanks associated with the area. Mr. Logan indicated that normally a positive BAC sample is due to either human error in the sampling process or at the lab. Mr. Logan reported that all subsequent sample results were clean.

Mr. Logan then informed the Commissioners that employee Jonathan Bassetta resigned his position of Water Servicer Trainee as of Thursday, January 5, 2023.

Mr. Logan then informed the Commissioners that he received a text from Dan DeVita, Mayor of the Village of Laurel Hollow thanking the District for the quick response to a brown water call at 17 Hilltop Lane. Mr. DeVita stated that the four employees, Edward Keenan, Anthony Camardi, Joseph Suriano and Thomas Regan were extremely helpful, professional, and knowledgeable. The Commissioners thanked Mr. DeVita for his kind words and instructed Ms. Blum to memorialize the text in the employee's personnel files.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of January 3, 2023. 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 December 20, 2022 and January 3, 2023. After discussion, the report was ordered filed.

Miss Cannon then requested the Commissioners authorize the following budget transfer(s):

To Fund Payroll Expenditure lines for \$2,500 COLA Bonus & PP#1 2023 Accruals

A-8310-000-1100	Office Full Time Salaries	\$23,685.06
A-8310-000-1200	Office Part Time Salaries	\$ 713.67
A-8310-000-1300	Office Overtime Salaries	\$ 4,000.00
A-8340-000-1100	Plant Full Time Salaries	(\$28,398.73)

To Fund Gasoline Purchased through 12-31-2022 (Nunc Pro Tunc)

A-8340-000-4230	Gasoline	\$2,500.00
A-8340-000-4480	Other Professional Service	(\$2,500.00)

To Fund Year End Printing Order – New Logo and Price Increases (Nunc Pro Tunc)

A-8310-000-4470	Printing Service	\$4,900.00
A-8310-000-4480	Other Professional Service	(\$4,900.00)

After discussion, and upon motion duly made and seconded, the Commissioners authorized the budget transfer(s).

VOTE                      AYES:              3              NOES:              0              ABSTENTIONS:      0

Commissioner Abbate              AYE  
 Commissioner Asmus              AYE  
 Commissioner Beckerle              AYE

Miss Cannon then presented to the Commissioners a calculation of the accrual payouts for the following employees:

1. Anthony Nicolaou whose last day on payroll December 31, 2022 in the net amount of \$1,852.04 (\$2,169.25 less \$28.75 for unreturned uniforms and \$288.46 for health insurance buyback over payment from Pay Period #1 authorized by the employee). Miss Cannon indicated that Mr. Nicolaou returned all badges, keys, and uniforms (except for one long sleeve shirt and two short sleeve shirts) and payment will be released on January 6, 2023.
2. Jonathan Bassetta whose last day on payroll was January 5, 2023 in the amount of \$8,160.38. Miss Cannon indicated that Mr. Bassetta returned all badges, keys and uniforms and payment will be released on January 20, 2023.

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

RESOLVED that the Commissioners approve the accrual payout for Anthony Nicolaou in the net amount of \$1,852.04 and Jonathan Bassetta in the amount of \$8,160.38 to be charged to Operating Account No. A-8340-000-1100 Plant Salaries.

VOTE                      AYES              3              NOES              0              ABSENTIONS              0



Commissioner Abbate            AYE  
 Commissioner Asmus            AYE  
 Commissioner Beckerle        AYE

Miss Cannon then discussed with the Commissioners potential salary increases for part-time/seasonal employees Giovanna Ranaldo and Chelsea Lee. After discussion and upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorize a pay increase for Giovanna Ranaldo and Chelsea Lee retroactive to January 1<sup>st</sup>, 2023.

VOTE            AYES            3            NOES            0            ABSENTIONS            0

Commissioner Abbate            AYE  
 Commissioner Asmus            AYE  
 Commissioner Beckerle        AYE

Miss Cannon then reported that in the 2022 District's Annual Operating Budget, the Commissioner budgeted \$750,000.00 in A-9950-000-9020 Transfer to Assigned Fund Balance to be transferred to A-0915-0000, Unreserved Fund Balance Designated for Debt Service. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioner approve transferring \$750,000.00 from the 2022 Operating Budget A-9950-000-9020 to Unreserved Fund Balance for Debt Service.

VOTE            AYES            3            NOES            0            ABSENTIONS            0

Commissioner Abbate            AYE  
 Commissioner Asmus            AYE  
 Commissioner Beckerle        AYE

Miss Cannon then requested authorization to renew the District's Group Life Insurance Policy (Policy No. G000BC3T) at a 0% increase, and the Employee Voluntary Life and Long Term Disability Policy (Policy No. G000AIT4) at a 0% increase for voluntary term life and a decrease for voluntary long term disability with Mutual of Omaha for the period of April 1, 2023 through April 1, 2025. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve renewing the District's Group Life Insurance Policy (Policy No. G000BC3T) and Employee Voluntary Life and Long Term Disability Insurance Policy (Policy No. G000AIT4) with Mutual of Omaha for the period of April 1, 2023 to April 1, 2025.

VOTE            AYES            3            NOES            0            ABSENTIONS            0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Miss Cannon informed the Commissioners that she received the following five (5) requests to waive penalties:

1. Account No. 25914600-0 in the amount of \$89.84
2. Account No. 45503400-0 in the amount of \$74.26
3. Account No. 45503800-0 in the amount of \$165.33
4. Account No. 46458000-0 in the amount of \$59.32
5. Account No. 55421900-0 in the amount of \$75.85

Miss Cannon informed the Commissioners that no penalty on any of the above accounts have been waived in the last five (5) years. After discussion, the Commissioners authorized Miss Cannon to waive penalties on the accounts listed above and instructed her to send revised bills to the consumers, (nunc pro tunc).

Mr. Logan then gave the Commissioners a project status report on behalf of H2M architects + engineers:

Mr. Logan informed the Commissioners that the Merry Lane AOP project has almost matched the schedule for Kirby Lane AOP. The block walls are up, and they are currently installing roof trusses.

Mr. Logan then presented to the Commissioners a proposal amendment from Mr. Joseph Todaro of H2M architects + engineers to their original January 11, 2022 proposal for the Installation of Water Mains and Appurtenances for Woodbury Villas Water Main Phase II in the not to exceed amount of \$3,152.47 thereby amending their original contract from \$20,000.00 to \$12,152.47. The request was due to construction issues and overall project delays which caused H2M to expend additional construction observation and construction administration. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve H2M's request for proposal amendment to their fee for the Installation of Water Mains and Appurtenances for Woodbury Villas Water Main Phase II in the amount of \$3,152.47 to be charged to the developer.

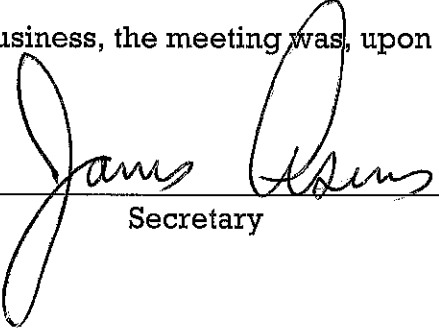
VOTE	AYES	3	NOES	0	ABSENTIONS	0
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Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Pending agenda items list was read and filed.

The following claims were then audited and approved for payment: General Fund #27076 to #27124, Construction Fund #2635 to #2638 and Installation Fund #4163.

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

  
Secretary