

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 23rd day of August 2023, at 8:30 A.M.

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

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

The Official Board Meeting scheduled for August 16th, 2023 at 8:30 a.m. was not held due to a quorum not being met. A notice was posted on the District's website informing residents of the cancellation.

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

Miss Cannon then presented to the Commissioners a Draft of the 2024 Operating Budget for their consideration and approval. After a detailed review and discussion, the Commissioners approved the draft and requested Miss Cannon to prepare a final 2024 Operating Budget to be approved after the September 7th, 2023 Budget Hearing.

Miss Cannon informed the Commissioners that a Notice for the required Public Hearing on the Proposed 2024 Budget scheduled for September 7th, 2023 at 9:00 a.m. was published in the August 11th, 2023 edition of the Oyster Bay Guardian.

Monthly report of Engineer was read and ordered filed.

1. Well 20 & 21 AOP Treatment: Discussion regarding recent construction accident. Electrical equipment delivery date is currently scheduled for February 2024, which will result in best-case Substantial Completion on May 1, 2024.
2. Well 22 Facility Improvements & AOP Treatment: D&B has responded to NCDOH and NYSDOH comments on contract documents. MWBE documents will be processed upon NYSDOH approval above. On site construction starts following Labor Day. A kick-off meeting will be scheduled beforehand.

3. Kirby Lane AOP: Preliminary AOP sampling has been completed. Waiting for lab results before moving to the next steps. D&B is working on a diffusion well design to address on-site blowoff drainage issues. Pending contract modifications include Caustic tank heat blanket wiring and caustic removals.
4. Southwoods Road - New Well and Treatment Facility:
 - a. Well Construction Contract: D&B is preparing letters to Layne and their bonding company addressing their failure to be responsive and the issues with the water quality.
 - b. Treatment Facility Contracts: D&B is addressing comments received from NCDOH. D&B has reviewed the retaining wall contract modification and will be making a recommendation shortly.
5. PTAS at the Wheatley Rd. Site (Well 6 & 16): The MCC delivery date is uncertain and could be delayed again. Contractors are addressing punch list items and additional work requested by JWD.
6. Split Rock Tank Booster Station: Tentative delivery of pump station is mid-November.
7. Syosset Tank Replacement: Interior surface preparation and coating application is underway. The tank is scheduled to be operational in late September or early October. D&B is addressing comments from JWD on the demolition contract documents.

After a brief discussion, the Commissioners set a bid date for the demolition of the old Syosset Tank for Friday, September 29, 2023 at 9:00 am.

8. Pump Rehabilitation Projects:
 - Well 29: Working on contract close out.
 - Well 18: The pump was used for an emergency repair at Well 27. A new pump has been ordered. Delivery time is estimated at 10 to 12 weeks.
 - Well 19: Pump installation will commence in the fall.
 - Well 26 & 30: D&B will send cost estimates to JWD this week.
9. Convent Road Facility Architectural Improvements: D&B submitted an updated proposal amendment to complete this work.

Mr. Merklin then presented the Commissioners with a proposal from D&B Engineers and Architects D.P.C. for additional engineering services for Miscellaneous Architectural Improvements at 125 Convent Road Facility for the additional scope of work including modification to the Shop Building, Barn, Superintendent's Cottage, and Hazardous

Materials Assessment for the not to exceed fee of \$48,000.00 thereby amending the previous not to exceed fee from \$218,000.00 to \$266,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal for additional engineering services for the Miscellaneous Architectural Improvements at 125 Convent Road Facility for the not to exceed fee of \$48,000.00. It was

FURTHER RESOLVED that the Commissioners expressed their desire to appropriate funds from the Capital Improvement Reserve Fund (A-0878) to Capital Account No. H-8397-887-2102 District Headquarters Architectural Improvements to fund this project. After discussion, and upon motion duly made and seconded, the Commissioners passed the following resolution:

RESOLUTION AUTHORIZING THE TREASURER TO APPROPRIATE \$1,534,000.00 FROM THE CAPITAL IMPROVEMENT RESERVE FUND FOR THE PURPOSE OF FUNDING ARCHITECTURAL IMPROVEMENTS AT THE 125 CONVENT ROAD FACILITY/(DISTRICT HEADQUARTERS)

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 July 31, 2023 the Capital Improvement Reserve Fund (A-0878) had a balance of \$4,098,416.83; and

WHEREAS, the District received a cost estimate from D&B Engineering & Architects D.P.C. in the amount of \$1,787,000.00, including engineering and contingency for improvements to the shop building; repoint exterior masonry, replace windows, renovate bathrooms and locker room, replace lighting fixtures, replace the roof at the barn, renovate the basement in the administration building and improvements to the cottage; and

WHEREAS, in prior years the District funded a total of \$253,000.00 for engineering and preliminary construction costs, resulting in the need to fund an additional \$1,534,000.00 for this project; and

WHEREAS, the Commissioners wish to appropriate funds from the Capital Improvement Reserve Fund (A-0878) for architectural improvements to district headquarters in the amount of \$1,534,000.00; 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. §617.5 (c)(5) 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 \$1,534,000.00 from the Capital Improvement Reserve Fund (A-0878) for the purpose of funding architectural improvements to district headquarters.

FURTHER BE IT RESOLVED THAT the Treasurer/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 (b) 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 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

10. Water Service Gooseneck Replacement: D&B is preparing updated public outreach documents to address NCDOH's verbal comments.

11. Water Main Improvements: D&B submitted a revised proposal for the water main project to connect the LIE Service Road to the residential developments. D&B is working with JWD to develop an alternative route to replace the 14-inch main on Roosevelt Avenue.

Mr. Merklin then presented to the Commissioners a proposal from D&B Engineers and Architects D.P.C. to provide engineering services for the design and permitting of water main improvements to improve circulation in the existing multifamily developments including The Hunt Club, Maple Run and the Hamlet for the not to exceed fee of \$84,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve D&B's proposal for Engineering Services Water Main Improvements in Jericho Long Island Expressway- North Service Road/Jericho Turnpike in the amount of \$84,000.00 to be charged to Capital Account No. H-8397-015-2300 Water Main Replacement Program.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

12. Main Plant SCADA Improvements: Contract close out underway.

13. Transfer Switch Replacements: D&B is coordinating with the Contractor to complete the testing and training work.

14. Juneau Pump Station Improvements: Outdoor equipment scheduled for delivery in late August. Installation will be performed in early September. Indoor MCC scheduled for delivery and installation in January 2024.

15. Merry Lane Water Main Delineators: Permanent markers must be purchased and installed by JWD.

16. Wheatley Tank Altitude Valves: Coordinating work with a planned shutdown for tank inspection in the fall.

17. Grant Opportunities:

- a. Waiting for announcement on BIL funding for Lead Service Line Replacement (LSLRP)
- b. WIIA applications have been submitted.

18. Wheatley Tank Anniversary Inspection: This work will be performed in the fall of 2023.

19. Compliance Deferral: The exemption application has been submitted.

20. Requirements Contracts:

- a. D&B is preparing the following requirements contract for bidding in October:
 - i. GAC Media Purchasing
 - ii. GAC Vessel Pre-purchasing
 - iii. Instrumentation and Controls
 - iv. PBS/CBS Compliance
- b. D&B is assisting the District with a sole source procurement agreement for hydrogen peroxide.
- c. D&B is assisting the District in a SCADA Managed Service Agreement as a Professional Service.
- d. Scanning drawings for archiving purposes is underway.

A discussion was then held regarding the GAC Media Purchasing Requirements Contract and the possibility of piggybacking from the Roslyn Water District Contract. After D&B's review of the contract, it appears that the Roslyn Contract did not include the disinfection of the media, which is included in a separate line item in the Jericho Water District's current contract. Mr. Merklin recommended that the District would be better suited in controlling its own contract especially if carbon demand increases due to PFAS & PFOA. After discussion, the Commissioners authorized D&B to move forward with the preparation of bid specifications for the new requirements contract for JWD.

- 21. PFAS Treatment at Wells 18, 19 & 29: D&B has started work on the BODR and is preparing for a kick-off meeting with JWD.
- 22. Jericho Tank Rehabilitation: A draft scope memorandum will be submitted to JWD by the end of the month.
- 23. Evaluation of System Capacities: D&B is preparing a conceptual design. Table for discussion with JWD.

Status of Proposed Development Projects – Engineers Report

- 1. Engineers Country Club: D&B has submitted a proposal for additional evaluations requested by the developer.

Mr. Merklin then presented to the Commissioners a proposal amendment from D&B Engineers and Architects D.P.C. for additional engineering services for the Engineers Country Club Development for the total not to exceed fee of \$21,000.00 thereby amending their original proposal of \$14,000.00 (an increase of \$7,000.00). The developer explained that they understand the limitations of the existing water supply system to meet their requested demands and asked that some additional alternatives be evaluated by the District. After discussion, and upon motion duly made and seconded it was

RESOLVED that the Commissioners approve D&B's proposal to provide engineering services for the Engineers Country Club Development for the total not to exceed fee of \$21,000.00 contingent upon the additional \$7,000.00 deposit received from the developers.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

- 2. Country Club Developers: Work will commence upon receipt of authorization from the developer.

3. Cove Edge Road Property Owners: D&B submitted a draft proposal to JWD for review. Mr. Logan is evaluating and will report back to the Board.
4. Jericho Plaza Hotel: JWD has sent the letter of water availability.
5. Tam O'Shanter Development: JWD sent a conditional letter of water availability.
6. Marriott at Milleridge Inn Water Main: No action required.
7. Farnum Subdivision: JWD has sent a letter of water availability. Design of water mains and loop connections will be discussed as part of the developer's agreement.
8. Laurel Hollow Service Area Extension: No new activity since the last report.
9. Silver Path Estates Request for Water Availability: No new activity since the last report.
10. Aveley Residential Development: No new activity since the last report.

A discussion was then held regarding National Grid's request to have the District relocate an existing 16-inch water main to accommodate a proposed National Grid infrastructure upgrade/replacement. The existing water main is located within the right-of-way of Route 106 adjacent to the pavement. The proposed gas main is in close proximity to the existing water main which will require the water main to be relocated. National Grid has indicated that they will pay the cost for the design, permitting and construction of the required water main replacement. Mr. Logan and Mr. Ingham will draft a Developer's Agreement for Board approval.

Mr. Merklin then presented to the Commissioners a proposal from D&B Engineers and Architects D.P.C. for engineering services for the design and permitting to relocate/replace approximately 200 ft of 16-inch water main to accommodate National Grid Gas Main installation on Route 106 and Brookville Road for the total not to exceed fee of \$41,000.00. National Grid indicated that they would pay the cost for design, permitting and construction of the required water main replacement. After discussion, and upon motion duly made and seconded it was

RESOLVED that the Commissioners approve D&B's proposal to provide engineering services to relocate/replace 200ft of 16-inch water main on Route 106 and Brookville Road for the total not to exceed fee of \$41,000.00 contingent upon National Grid entering into a Developer's Agreement with the District and submitting an initial deposit to cover engineering fees and other initial costs.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE

Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Ingham reported that on July 21, 2023 he sent a follow up acknowledgment letter responding to the June 23, 2023 letter from the New York State Department of Health acknowledge the District's eligibility to participate in the exemption under 10 NYCRR Part 5, Section 5-1.92-3. This exemption will afford the District a potential three (3) year extension to finalize our treatment systems securing compliance with the new MCLs of 1,4-dioxane and PFAS. Mr. Ingham reported that he had worked with PJ O'Connell and Mr. Logan in finalizing the District's formal application for the exemption. Mr. Ingham hopes that the NYSDOH expedites the exemption application.

Sher Edling has informed the District of a potential settlement in the PFOA/S class action suit against 3M and Dupont. However, it is too premature to make any recommendation as the proposed settlement has not yet been approved by the Court. Further, 3M and Dupont must provide Sher Edling with additional information so that they may analyze any offer that may be forthcoming. Mr. Ingham will keep the District posted.

Mr. Ingham advised the Board that a pre-trial conference in the Merrick trial is scheduled before Judge Driscoll on September 5, 2023. Jury selection will commence on September 20, 2023 and the trial is set to commence on September 26, 2023. Superintendent Logan and Business Manager Cannon will be our prime witnesses in the case.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period August 2, 2023 to August 15, 2023 had been completed and all were within state and federal standards.

Mr. Logan then brought the Board up to speed on the tragic accident that occurred on Thursday, August 3rd, 2023. On the morning of August 3rd, at approximately 8:45 AM, roof trusses that were being installed on the GAC building at the Stillwell Lane site collapsed. Two (2) workers who were securing the trusses, were caught in the collapse. Several area fire departments were immediately called to the scene, as were Mr. Logan and PJ Ranaldo. One worker received a cut to his face and was transported to a local hospital for medical attention. The other worker, unfortunately, was caught between the falling trusses and the concrete masonry unit (CMU) wall and succumbed to his injuries shortly thereafter. Nassau County police, crime, and emergency services units and a representative from OSHA arrived on site shortly after the accident. Since the structure was still under construction and the stability of the trusses and building were not known, extricating the body of the worker took almost 7 hours. The Town of Oyster Bay Dept. of Planning and Development issued the District a notice of violation for an unsafe condition. The contractor who was constructing the building, Philip Ross Industries (PRI) under Contract No. C9-22, used a sub-contractor, ADW Construction Group, to complete this work. Mr. Logan, while at the scene, notified the District insurance broker as well as Chairman Abbate. The site was secured at approximately 6:00 PM that day, and all contractors were notified that work at that site was to cease immediately and until further

notice. PRI, through the notice of violation, were instructed to hire a structural engineer to evaluate the damage to the building and recommend what needed to be done to make the building safe for workers to return to work. Mr. Logan will keep the Board apprised of the situation as it progresses.

Mr. Logan presented to the Commissioners Contract Modification No. 4 from Rolands Electric, Inc. for Contract No. C5-21 Kirby Lane AOP- Electrical Construction in the amount of \$6,219.09 to furnish and install heating blankets for caustic tanks in the Well 25 and Well 26 buildings. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve Contract Modification No. 4 for Contract No. C5-21 Kirby Lane AOP – Electrical Construction in the total not to exceed amount of \$6,219.09 to be charged to the misc. work allowance line of the contract with no overall increase to the cost of the project.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Logan presented to the Commissioners Contract Modification No. 9 from J. Anthony Enterprises, Inc. for Contract No. C8-20 PTAS at Wheatley Site for Well Nos. 6 & 16 in the amount of \$2,635.28 to furnish and install a ladder safety climb system for the ladder that leads to the upper platform of the PTAS room. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve Contract Modification No. 9 for Contract No. C8-20 20 PTAS at Wheatley Road Facility for Well Nos. 6 & 16 in the total not to exceed amount of \$2,635.28 to be charged to capital project account no. H-8397-010-2303 PTAS at Wheatley.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Logan presented to the Commissioners Contract Modification No. 10 from J. Anthony Enterprises, Inc. for Contract No. C8-20 PTAS at Wheatley Road Facility for Well Nos. 6 & 16 in the amount of \$4,330.06 to furnish and install a grab handles above the clear well hatch in the PTAS room, install the outside grate for the overflow pipes and remove 2 debris containers from the site. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve Contract Modification No. 10 for Contract No. C8-20 20 PTAS at Wheatley Site for Well Nos. 6 & 16 in the total not to exceed amount of \$4,330.06 to be charged to capital project account no. H-8397-010-2303 PTAS at Wheatley.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Logan informed the Commissioners that J. Anthony Enterprises Inc., the General Contractor for Contract No. C8-20 PTAS at Wheatley Road Facility Well Nos. 6 & 16, is requesting a reduction in their retainage percentage being held as they are currently working on punch list items. The retainage is currently being held at 5%, D&B recommends it be reduced to 2.5%. After discussion, the Commissioners authorized the reduction in retainage for contract C8-20 with J. Anthony Enterprises, Inc.

Mr. Logan then requested the Commissioners approve increasing Purchase Order No. 23-00412 issued to AC Schultes, Inc. for TV inspection and well cleaning and bailing from \$6,200.00 to \$13,600.00 The initial estimate included 8 hours of labor at \$400.00 per hour and the contractor actually took 26.5 hours to complete. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve increasing Purchase Order No. 23-00412 issued to AC Schultes to \$13,600.00 to cover the additional hours required to clean and bail out the well to be charged to capital project account no. H-9397-013-2302 New Well No. 33 @ Southwoods Road.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Mr. Logan then mentioned to the Board that he, on the District's behalf, had written a letter to the Syosset Fire Department, namely Chairman Richard Roseo, thanking him and all of the volunteer firefighters who came to the rescue of the workers who were caught in the collapse of the roof trusses at the District's Stillwell Lane facility on August 3rd, 2023. Copies of the letter were sent to the Town of Oyster Bay Supervisor's office, The Nassau County Fire Marshal's office, and the Nassau County Executive's office. Commissioner Beckerle then mentioned that the Town Supervisor's office requested that the Board of Commissioners, along with the other members of the District, attend the Town Board meeting on October 24th, 2023 to witness the Syosset Fire Department receiving a proclamation/citation from the Town of Oyster Bay.

Mr. Logan then reported that he received a call from Jack Lord, from the Syosset Fire Department, requesting that the fire department use the two (2) fire hydrants located in the northside parking lot of the LIRR train station for a "wet-down" to christen several of their new trucks. This event will happen at the end of September, which as Mr. Logan pointed out, would be at the end of the District's busy pumping season, and should not have any significant effect on the District's operation. After a discussion, the Board agreed that the fire department could use those hydrants for their celebration.

Mr. Logan then reported to the Commissioners that on August 22, 2023 service personnel discovered that a 14-inch valve located near pumphouse No. 11 was broken in the closed position and needs to be replaced. The broken valve is causing rusty water for several residents along Motts Cove Rd., as well as restricting flow from Well 11 and should be replaced as soon as possible. The valve is located on a tee in the water main, and the valve on the other side of the tee will also be replaced. After discussion, the Commissioner instructed Mr. Logan to prepare bid specifications to replace the 14-inch valve with a 16-inch valve.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of August 18, 2023. After discussion, the report was ordered filed.

Miss Cannon then requested authorization to transfer \$500,000 from the District's General Fund Checking Account with FNBLI to the Investment Account with FNBLI in order to maximize interest. After discussion, the Commissioners authorized the bank transfer.

Miss Cannon then presented and reviewed with the Commissioners a Purchase Order by Expense Account Report listing all purchase orders issued between August 1, 2023 and August 18, 2023. After discussion, the report was ordered filed.

Miss Cannon reported that the Bank Reconciliations for the month of July 2023 were completed. After discussion, the Commissioners ordered the Bank Reconciliations filed.

Miss Cannon then presented and reviewed with the Commissioners the Budget to Actual Reports for the month ended on July 31, 2023. After discussion, the report was ordered filed.

Miss Cannon informed the Commissioners that she received the cost estimate for the Rehabilitation of the pump at Well No. 26 and Well No. 30 utilizing the District's Requirements Contract No. G3-23R Well and Booster Pump Maintenance with A.C. Schultes in the amount of \$189,849.00 (including a 10% contingency) for Well No. 26 and \$198,143.00 (including a 10% contingency) for Well No. 30. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners authorize the issuance of purchase orders in the total amount of \$398,992.00 to be charged to Capital Project Account No. H-8397-016-2303 Well Rehabilitation Program.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then informed the Commissioners that she received a letter from Ms. Nicole Morton of Salerno Brokerage Corp., the District's Insurance Broker, recommending that the District renew their General Liability, Property & Equipment, Automobile, Umbrella, Public Officials & Employment Practices and Owners Protective Insurance with Zurich American Insurance Company in the amount of \$269,448.91 for the period of September 1, 2023 through August 31, 2024. Ms. Morton indicated in her letter that the 2023 Insurance Market Place continues to be extremely challenging and that reinsurers are dictating terms, conditions, and rates. The reinsurers have become more concerned with liability claims and the cost to defend them. In addition, the increase was expected due to the addition of assets to the District's list of insurable values and exposure changes. Ms. Morton recommended the District renew the Cyber Liability/Cyber Extortion policy with Cowbell Insurance for an annual premium of \$8,234.00. Additionally, Ms. Morton recommended renewal of the Public Employee Blanket Bond from Utica Nation Insurance for an annual premium of \$1,055.00 and the OCP-Town of Oyster Bay for an annual premium of \$209.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the District renew insurance coverage for the period of September 1, 2023 to August 31, 2024 with Zurich American Insurance Company through Salerno Brokerage Corp. in the amount of \$269,448.91, Cyber Liability/Cyber Extortion policy from Cowbell Insurance in the amount of \$8,234.00, Public Employee Blanket Bond in the amount of \$1,055.00 from Utica National Insurance and \$209.00 for OCP-Town of Oyster Bay to be charged to Operating Account No. A-8310-000-4300 Insurance.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then presented and reviewed with the Commissioners on behalf of Ms. Riccinto the Conservation Report for the month ended on July 31, 2023. After discussion, the Commissioners ordered the report filed and requested the report be prepared on a bi-monthly basis.

Miss Cannon requested authorization to purchase a new time keeping system for the District under TIPS Contract No. 210502 with Andrews Technology UKG Ready in the amount of \$5,465.00 for implementation, software maintenance and first year hosting and a recurring annual fee of \$3,375.00 thereafter. Miss Cannon explained that currently the District utilizes ADP Stand Alone EzLabor Manager as the current vendor. The District's timeclocks are becoming obsolete and out of the maintenance contract and the software will not be a sustainable/reliable solution going forward. With this new software, the District would phase out the use of physical time clocks on location. Employees will be able to clock in and out via their cell phones (with geofencing) and have access to an application where they can view their real time accrual balances, request for time off, and view the District's calendar. Supervisors will be able to electronically approve time off slips, timecard exceptions and overtime. After discussion, and upon motion duly made and seconded it was

RESOLVED that the Commissioners approve the upgrade of the District's time keeping system to Andrews Technology UKG Ready for the total not to exceed fee of \$5,465.00 through TIPS Contract No. 210502 to be charged to Operating Account No. A-8310-000-4440 Payroll Services., it was

FURTHER RESOLVED that the Commissioners authorize the following budget transfer to fund the purchase to the Andrews Technology UKG Ready time keeping system.

A-8310-000-4440	Payroll Services	\$ 5,465.00
A-8310-000-2001	Office Equipment	(\$5,000.00)
A-8310-000-2010	Computers, Software	(465.00)

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Miss Cannon then informed the Commissioners that Mr. Logan approved returning money held on deposit for the Leone Platt and CW Post Veterinary School Water Main projects after having the properties inspected. Accordingly, Miss Cannon verified the remaining funds on deposit and issued payment to Chris Leone in the amount of \$9,964.53 and LIU-Post in the amount of \$42,511.41.

Miss Cannon informed the Commissioners that she had received a request on August 3rd, 2023 from Mr. David Lievre requesting certified payrolls, surety bonds and OSHA certifications for JWD Contract No. C9-22, 1,4 Dioxane and PFOA Treatment at Stillwell Lane - General Construction. Miss Cannon sent Mr. Lievre a letter acknowledging receipt of his FOIL request within five (5) days of the receipt of his request as required under Section 89 (3) of the Freedom of Information Law, stating that his request will be granted or denied, (in whole or part), within approximately thirty (30) days. The

Commissioners instructed Miss Cannon to compile the requested information to comply with the FOIL request.

Miss Cannon informed the Commissioners that she had received a request on August 8th, 2023 from Ms. Madison Mannion requesting the List of Voters in the 2020 Commissioner Election. Miss Cannon sent Ms. Mannion a letter acknowledging receipt of her FOIL request within five (5) days of the receipt of her request as required under Section 89 (3) of the Freedom of Information Law, stating that her request will be granted or denied, (in whole or part), within approximately thirty (30) days. The Commissioners instructed Miss Cannon to compile the requested information to comply with the FOIL request.

Miss Cannon informed the Commissioners that district personnel when analyzing the No Flow Report for the 40-50 cycle discovered that a low flow dial on account no. 51063210-1 stopped recording on May 3rd. Service personnel replaced the internal low flow chamber on August 14, 2023. Since no usage was recorded for this period of time Miss Cannon instructed the billing department to bill usage based on average usage for the past three years. Based on this discovery, a new procedure was put in place to run a No Flow Report on a monthly, (instead of quarterly), basis for meters 1 ½ inch a larger to assist with discovering this error quicker. Miss Cannon also reported that Badger Meter recommended the District develop a maintenance/testing plan for the District's larger meters to make sure they are running correctly and optimally. Mr. Logan reported he would collaborate with Badger Meter on a maintenance plan.

Miss Cannon informed the Commissioners that she received a request for a reduction of the water bill on Account No. 21151260-0 by the owner due to a leak on their water service. Miss Cannon informed the Commissioners that a reduction to this bill would be in line with the District's policy to allow excess water usage, in excess of the three (3) year average usage, be charged at a rate equal to the District's cost to pump 1,000 gallons of water. The adjustment to the water bill resulted in the total water charge being reduced to \$781.79 from \$840.95, a reduction equal to \$59.16. After discussion, the Commissioners approved the reduction and instructed Miss Cannon to send a revised bill to the consumer.

Miss Cannon informed the Commissioners that she received a request for a reduction of the water bill on Account No. 20418800-0 by the owner due to a leak on their water service. Miss Cannon informed the Commissioners that a reduction to this bill would be in line with the District's policy to allow excess water usage, in excess of the three (3) year average usage, be charged at a rate equal to the District's cost to pump 1,000 gallons of water. The adjustment to the water bill resulted in the total water charge being reduced to \$1,809.77 from \$1,995.95, a reduction equal to \$186.18. After discussion, the Commissioners approved the reduction and instructed Miss Cannon to send a revised bill to the consumer.

Miss Cannon then informed the Commissioners that she received a request to waive a penalty on Account No. 51353650-1 in the amount of \$100.34. Miss Cannon informed the

Commissioners that no penalty had been waived in the last five (5) years on this account. 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.

Miss Cannon then informed the Commissioners that she received a request to waive penalties on Account No. 51050400-0 in the amount of \$1,511.00. The organization's Treasurer was recently replaced, and the current Treasurer was not receiving the organization's water bills. Miss Cannon informed the Commissioners that no penalty had been waived in the last five (5) years on this account. After discussion, the Commissioners authorized Miss Cannon to waive the penalties on the account and instructed her to send a revised bill to the consumer.

Miss Cannon then informed the Commissioners that she received a request to waive penalties on Account No. 20150199-1 and Account No. 20150199-20 in the total amount of \$328.50. The homeowner has a property manager who pays the water bills on their behalf. The billing department was able to figure out that checks were being submitted by the property manager with no account no. or property location listed on the checks. The checks were then returned to the address on the check which was no longer the correct address; accordingly, payments were not credited to either account. After discussion, the Commissioners authorized Miss Cannon to waive the penalties on the accounts and instructed her to send a revised bill to the consumer.

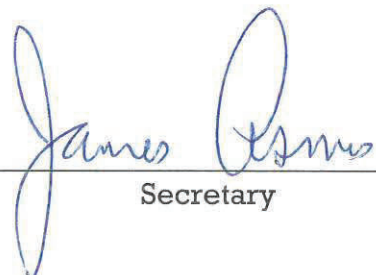
Miss Cannon then informed the Commissioners that she received the second half tax payment from the Town of Oyster Bay in the net amount of \$3,123,899.24. Miss Cannon reported that the District's second half payment equaled \$3,537,719.24 less a debt service payment for principal and interest in the amount of \$413,820.00.

Miss Cannon then requested authorization to transfer \$3,000,000.00 from the General Fund Investment Account to the NYCLASS General Fund Investment Account in order to maximize interest earned. After discussion, the Commissioners authorized the bank transfer.

Pending agenda items list was read and filed.

The following claims were then audited and approved for payment: General Fund #27672 to #27718, Construction Fund #2674 to #2681 and Installation Fund #4176 to #4178.

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


Secretary