

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 6th day of November 2024, at 8:30 A.M.

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

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. D&B Project Budget Review: D&B prepared a summary of ongoing project budgets for discussion with the Board.
2. Well 20 & 21 AOP Treatment: Electrical equipment is scheduled for delivery to the controls vendor this week. Substantial Completion previously anticipated early in 2025, will likely be delayed, but a better estimate will be developed after the electrical work has been completed. Proposed Contract Modifications include Well 20 Blowoff, Motor Starter, AOP modifications & Electrical equipment.
3. Well 22 Facility Improvements & AOP Treatment: D&B and the attorney are working to close out EEG contract. CMU installation is nearly complete. Trusses will be installed in late November. The goal is to make the building watertight by the end of the year. The Substantial Completion date for all contracts is May 26, 2025. Proposed Contract Modifications for GAC Storage. Pending Contract Modifications for Generator Storage.
4. Kirby Lane AOP: D&B is working with contractors to bring all equipment into full operation. Final completion is anticipated in early 2025. D&B submitted a

proposal amendment for additional services. This proposal amendment was tabled by the Commissioners to be addressed at a future meeting.

5. Southwoods Road - New Well and Treatment Facility:
 - a. Well Construction Contract: Final sampling was performed on October 18th. Preliminary results for turbidity are acceptable. Waiting for additional results.
 - b. Treatment Facility Contracts: Awaiting final electrical and gas connections and meter installations (transformer has been installed). MCC is scheduled for March 2025.
6. PTAS at the Wheatley Rd. Site (Well 6 & 16): Manufacturer has pushed back electrical equipment delivery to November 25th. D&B is attempting to schedule a meeting with the EC, generator manufacturer and National Grid to determine the cause of low-pressure conditions at full load.
7. Split Rock Tank Booster Station: Property line survey has been completed. Grading redesign underway. PSEG inspection was on November 1st.
8. Syosset Tank Replacement: Final site restoration is underway.
9. Pump Rehabilitation Projects:
 - Well 26: Pump installation will be performed after the well is removed from service for the season.
 - Well 30: This work will be postponed until fall 2025.
 - Well 3: Well has been cleaned up. A second video inspection is being scheduled. Pump is in fabrication. The contractor has indicated a best-case installation of the new pump in mid to late November.
 - Well 27: Work will be performed in fall 2025.
 - Kirby Booster Pumps: Work will be performed in fall 2025.
10. Convent Road Facility Architectural Improvements:
 - a. Architectural Contract: Cottage brick pointing is underway. Windows will be installed afterwards. Shop windows will be delivered in November. D&B is preparing contract modifications for various additional work items requested by JWD.
 - b. Barn Roof: Waiting for fan installations.
11. Water Service Gooseneck Replacement: JWD working on initial public notifications and newsletter article. D&B is working on GIS map and collateral updates for Public Outreach Plan. Discussions ongoing regarding the scope of the proposed replacement plan.
12. The Hunt Club Road Water Main Connection: JWD is coordinating with the Meadow Brook Club for an easement to connect to Hunt Drive. Survey of

easement on 50 Jericho Quadrangle site has been completed. A pump station, steep topography and poor soil conditions will present a challenge to water main installation within the easement.

13. PFAS Treatment at Wells 18, 19 & 29: Waiting for NCDOH approval of BODR. D&B submitted the 90 percent design to JWD for review.
14. Juneau Pump Station Improvements: The permanent electrical equipment installation is being scheduled and coordinated with JWD operations. Working with Bancker and security vendor to coordinate work.
15. Jericho Tank Rehabilitation: D&B is addressing NCDOH comments. The contractor is preparing a schedule. JWD will plan tank draining accordingly. Shop drawing submittals are ongoing. Inspection of the roof rafters will play a critical role in the actual schedule for completion of the work. The Contractor will perform this work as soon as possible after the tank is drained.
16. GIS Improvements: Work is progressing with tap card integration remaining to be completed.
17. Election Map: D&B will commence with the work upon receipt of the updated database from Nassau County. This is anticipated 23 days prior to the election (November 17th).
18. Wheatley Grading and Paving: Draining structures and piping have been installed. Pavement subgrade preparation is complete. Fill materials have been delivered to the site. Substantial completion is anticipated in early December.
19. Exemption Reporting: NYSDOH has granted an Exemption extension until April 25, 2025. Letters have been sent to request a correction for August 25, 2025. NYSDOH responded saying that they are focused on lead currently. It is not clear when they will review our requests. Reapplication letters will be sent in January 2025 if no response is received from NYSDOH.
20. Sugar Toms Road Water Main: Survey is complete. Preliminary layouts will be submitted later in November.
21. Well 12 Grant: JWD is continuing to collect samples and monitor the water quality.
22. PFAS Treatment at Wells 23: D&B has submitted a draft proposal to JWD for discussion and review.
23. PFAS Treatment at Wells 28: This proposal will be prepared following the completion of the Well 23 proposal.

24. LIU Post Distribution Mapping: D&B sent a draft proposal for review for assisting the District with mapping of JWD and LIU Post water mains. This is on hold for the moment.

Status of Proposed Development Projects – Engineers Report

1. Country Club Developers: The Developer has submitted the easement map and metes & bounds description. Mr. Ingham to prepare a formal easement.
2. Cove Edge Road Property Owners: JWD sent the final memorandum to Cove Edge.
3. Woodbury Hills: Draft submitted to JWD for comments prior to submittal to NCDOH. D&B has identified the required easements on the contract drawings. A Developers Agreement will be prepared after receipt of NCDOH approval.
4. Silver Path Estates Subdivision: D&B will commence with the work after receipt of payment from the developer. D&B to submit a revised proposal for engineering services with a Feasibility Study split into two phases (initial evaluation services and additional services if additional meetings, or submittals are required beyond the initial review letter).
5. Farnum Subdivision: D&B is working with JWD to review a recent request for water availability and the approach to the required water main installation. JWD will contact the adjacent property owner regarding the potential for an easement to eliminate a dead end within the proposed development.
6. Grandville Gardens Subdivision: D&B submitted a proposal to evaluate the impact and feasibility of this proposed subdivision. Proposal was tabled pending a revised proposal for engineering services with a Feasibility Study split into two phases (initial evaluation services and additional services if additional meetings, or submittals are required beyond the initial review letter).

Mr. Ingham informed the Commissioners that he is in the process of reviewing and updating the contract template used for projects under \$35,000 with Mr. Logan.

Mr. Ingham informed the Commissioners that the District received a FOIL request from Ms. Maria Raptis via email on October 30th, 2024, requesting the District's Ordinances. Miss Cannon sent Ms. Raptis 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. After discussion, the Commissioners directed Miss Cannon to comply with the FOIL request.

The Board went into Executive Session at 9:23 a.m. to discuss pending legal matters and returned at 9:34 a.m. with no actions taken.

Monthly Superintendent's Report was read and ordered filed.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period of October 16, 2024, to November 5, 2024, had been completed and all were within state and federal standards.

Mr. Logan presented to the Commissioners a letter of resignation from Employee Nicholas Meyer, Water Servicer Trainee, whose last day on payroll was November 4th, 2024. The Commissioners wished Mr. Meyer well in his future endeavors. Miss Cannon then presented to the Commissioners a calculation of the accrual payout for Mr. Meyer in the amount of \$123.53. Mr. Logan indicated that Mr. Meyer returned all badges, keys and uniforms and payments will be released on November 22nd, 2024. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve the accrual payout for Nicholas Meyer in the amount of \$123.53 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			

Mr. Logan reported that he received a claim from Ms. Tammy Zarzicki for reimbursement for two (2) tires damaged by a valve cap on Birchwood Park Drive in Syosset and the remaining balance for towing (after insurance) in the total amount of \$410.57. Mr. Logan confirmed that the District's staff were working in that area; the valve cap was put back on the valve box, however it may have popped off when Ms. Zarzicki drove over the cap. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve reimbursing Ms. Zarzicki for the damage to her tires and remaining balance for towing in the total amount of \$410.57, contingent upon the district obtaining paid receipts for said expenses, to be charged to Operating Account No. A-8340-000-4760 Other Plant Expense.

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

A discussion was held regarding the request for reimbursement from One Stop Property management, for damage to an RPZ device located at 225 Underhill Blvd., Syosset. According to the letter, district employees had changed a 4" water meter at the location and when they turned the water on, it caused the RPZ to continuously discharge. The owner called Maccarone Plumbing to repair the device. Unfortunately, since the device is quite old, parts may or may not be readily available, so the device must be replaced. After discussion, the Commissioners instructed Mr. Logan to file an insurance claim on behalf of the District.

Mr. Logan then presented to the Commissioners Contract Modification No. 2 from Newterra Corporation, Inc. for Contract No. C6-20 for Requirements Contract Purchase of Granular Activated Carbon System for storage charges for the Well 22 GAC vessels in the amount of \$6,000.00, thereby amending the original contract from \$360,834.00 to \$366,834.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve Contract Modification No. 2 from Newterra Corporation, Inc. for Contract No. C6-20 for Requirements Contract Purchase of Granular Activated Carbon System in the amount of \$6,000.00 to be charged to Capital Project Account No. H-8397-020-2303 Well No. 22 AOP System.

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

Mr. Logan then presented to the Commissioners Contract Modification No. 5 from Preferred Construction Inc. for Contract No. C2-24 for Miscellaneous Architectural Improvements for Convent Road Facility to remove and patch small exhaust fan in break room, install new EF in break room kitchen and finish, install and paint new metal angles at all overhead bay doors in the amount of \$23,981.52, thereby amending the original contract from \$948,695.01 to \$972,676.53. (Note, Change Modification No. 6 was approved prior to Contract Modification No. 5 in the minutes of October 16th, 2024, total contract price after both change modifications is now \$994,680.06.) After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve Contract Modification No. 5 from Preferred Construction Inc. for Contract No. C2-24 for Miscellaneous Architectural Improvements for Convent Road Facility in the amount of \$23,981.52 to be charged to Capital Project Account No. H-8397-887-2102 DH Architectural Improvements.

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

Commissioner Beckerle AYE

Mr. Logan then presented to the Commissioners Contract Modification No. 4 from Landmark Structures for Contract No. C7-22 for Replacement of the 1.5 MG Syosset Elevated Tank. This contract modification includes site restoration in the amount of \$107,813.00, (completed by Landmark instead of Wargo), unit heaters and tarps in the amount of \$44,112.00, landscaping in the amount of \$4,620.00, and security costs in excess of the allowance in the amount of \$1,700.00 for a total of \$158,245.00. These contract modifications are to be offset against various credits for unused quantities and/or allowances in the contract in the amount of \$210,243.39 resulting in a credit to the District of (\$51,998.39), thereby amending the original contract from \$12,022,000.00 to \$11,970,001.61. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve Contract Modification No. 4 from Landmark Structures for Contract No. C7-22 for Replacement of the 1.5 MG Syosset Elevated Tank in the net credit of (\$51,998.39) to be charged to Capital Project Account No. H-8397-017-2303 Syosset Tank Replacement.

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

Mr. Logan then presented to the Commissioners Contract Modification No. 1 from United Paving Corp. for Contract No. C6-24 for Wheatley Road Facility Paving and Drainage Rehabilitation for the survey stakeout in the amount of \$8,000.00. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve Contract Modification No. 1 from United Paving Corp. for Contract No. C6-24 for Wheatley Road Facility Paving and Drainage Rehabilitation in the amount of \$8,000.00 to be charged to the general allowance with no overall increase to the cost of the project.

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

Mr. Logan informed the Commissioners that the Town of Oyster Bay inquired about making some modifications to their Department of Public Works site located on Miller Place which will require water main modifications, new water service(s) and an easement. This will be treated as a new development project and will follow the District's procedures for installation of a new water main to be funded by the Town of Oyster Bay. After

discussion, the Commissioners requested D&B submit a proposal for the design and permitting of the water main improvements and retaining a licensed land surveyor to prepare the easement drawing and metes and bounds description

Mr. Logan informed the Commissioners that the owners of 20 Anne Drive, Syosset would like to move forward with the relocation of the fire hydrant in front of their property. The District will solicit three quotes to relocate the hydrant, to be paid for by the owner. After discussion, the Commissioners requested Mr. Logan report back to him once he received the three (3) quotes for their review and approval.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of November 4, 2024. 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 12, 2024, and November 4, 2024. After discussion, the report was ordered filed.

Miss Cannon then presented to the Commissioners a heartfelt retirement letter from employee, Karen Lang, who will be retiring on December 14th, 2024 after ten years of dedicated service to the District. Ms. Lang expressed her sincere appreciation to the Board and thanked them for their support and opportunities throughout her career at the Jericho Water District. Karen has been an instrumental part of the District's staff and will be deeply missed by all. After discussion, the Commissioners expressed their gratitude and wished her all the best in her retirement.

Miss Cannon informed the Commissioners that she had been working with Ed Keenan and DeRosa Paving to estimate the remaining number of road patches left to be done in 2024. The number of patches required exceeds the budget and the blanket purchase order for this work and will require a budget transfer (outlined below) and blanket increase to Blanket Purchase Order No. 24-00033 in the amount of \$86,200.00. On March 29th, 2024, the Commissioners appropriated \$200,000.00 from the Repair Reserve Fund (A-0880) to A-8340-000-4650 Repairs to Wells & Distribution, for the purpose of providing funding for emergency repairs to watermains throughout the District. There is approximately \$40,000.00 of the appropriated funding left unspent to be utilized for the permanent road restoration at sites affected by these water main breaks.

After discussion, Miss Cannon then presented the following budget transfers for the Commissioners approval:

To Fund Additional Road Restoration due to Water Main Repairs

A-8340-000-4650	Repairs to Wells & Distribution	(\$40,000.00)
A-8330-000-4690	Carbon Replacement	(\$30,000.00)
A-8340-000-4620	Road Patch – Permanent	\$70,000.00

To Fund Emergency Repair Well No. 17 Electrical (BOC Approved Repair 9-18-24)

A-8340-000-2304	Motors & Pumps for Wells	(\$10,000.00)
A-8340-000-2650	Repairs to Wells & Distribution	\$10,000.00

To fund Estimated Service Department OT through 12/31/2024

A-8340-000-1210	Plant – Summer Salaries	(\$15,000.00)
A-8340-000-1300	Plant – Overtime	\$15,000.00

To Fund Replacement of Billing Printer

A-8310-000-2001	Office Equipment	(\$ 3,500.00)
A-8310-000-4010	Computer Equipment	\$ 3,500.00

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

RESOLVED that the Commissioners authorize the Business Manager to execute the above-listed budget transfers.

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

Miss Cannon reported that the Bank Reconciliations for the month of October 2024 were completed. After discussion, the Commissioners ordered the Bank Reconciliations filed.

Miss Cannon then presented to the Commissioners a calculation of the accrual payout for Ms. Debra Riccinto who will retire from the District on November 12, 2024, in the amount of \$37,097.74. Miss Cannon reported that Ms. Riccinto will be paid 100% of her accrual payout on January 17, 2025. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners authorize the accrual payout in the amount of \$37,097.74 be made to Debra Riccinto on the pay date of January 17, 2025.

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

Miss Cannon then reported that the District's Petroleum Storage Tank Pollution Liability Insurance policy with ACE Commercial Risk Services is due to expire on

November 4, 2024. The cost to renew the policy is \$5,475.00. Salerno Brokerage Corp., the District's Insurance Broker, recommended the District renew the policy. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the District renew their storage Tank Liability Insurance Policy with ACE Commercial Risk Services for the period of November 4, 2024, through November 4, 2025 at an annual cost of \$5,475.00 to be charged to Operating Account No. A-8310-000-4300 Insurance.

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

Miss Cannon then informed the Commissioners that the District send out a Request for Proposals for Contract No. G3-25, Semiannual Newsletter and Annual Water Quality Report (AWQR) to eight (8) marketing and/or printing companies due back on Friday October 25th, 2024. Two (2) proposals were received, one of which was from the District's current vendor, PMG Strategic, Inc. and included a 1.5% increase over current contract pricing for a 10-page Spring Newsletter & AWQR and 4-page Fall Newsletter. The other proposal received was from AGRECOLOR, however based on the review of their proposal and follow up questions asked, it was apparent that their quote did not include providing content, designing artwork and assisting with preparing and writing articles for the newsletter. Therefore, Miss Cannon recommended award of Contract No. G3-25, Semiannual Newsletter and AWQR be made to PMG Strategic, Inc. for January 1st, 2025, through December 31st, 2025, with the option to extend the contract for two additional years at a zero percent (0%) increase. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approve awarding Contract No. G3-25 Semiannual Newsletter and AWQR to PMG Strategic, Inc. of Hauppauge, New York in the amount of \$22,962.12 to be charged to Operating Account No. A-8310-000-4480 Other Professional Services (2025 Expense).

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

Discussion was then held on procedures to be followed for the upcoming District Election for Commissioner to be held on Tuesday, December 10, 2024, between the hours of 4:00PM and 9:00 PM at the District Office located at 125 Convent Road, Syosset, NY. Also discussed was the requirement to appoint a District Clerk and Election Inspectors/Poll

Workers to constitute the Jericho Water District Election Board. Upon a motion duly made and seconded, it was

RESOLVED that Kathleen Cannon, Business Manager for the District be named District Clerk for the purpose of overseeing the 2024 Election and the following resident Election Inspectors/Poll Workers of the Jericho Water District hereby be appointed to constitute the Jericho Water District Board of Elections for the 2024 Annual District Election; Karen Fletcher, Victoria Emma, Erica Napolitano and Kim De Santis, with technical assistance from Amanda Blum, Jill Galantini, Hope Mc Manamy and Mary Mc Gann, and it was

FURTHER RESOLVED that the Commissioners adopt the Jericho Water District Election Policy.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then reported that the District received a check in the amount of \$14,842.19 from PERMA for wage reimbursement for a workers compensation case filed by employee Anthony Camardi. Miss Cannon reported that Mr. Camardi used his accrued time while out on workers compensation and is entitled to receive pro-rated accrued time that equals \$14,842.19 back as follows; 52.76 sick hours and 348.24 vacation hours. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve adding back the accrued time listed above to employee Anthony Camardi.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then reported that the District received a check in the amount of \$5,002.35 from Utica National Insurance Group for wage reimbursement for a workers compensation case filed by employee Karen Lang. Miss Cannon reported that Ms. Lang used her accrued time while out on workers compensation and is entitled to receive pro-rated accrued time that equals \$5,002.35 back equating to 143.29 sick hours. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approve adding back the accrued time listed above to employee Karen Lang.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

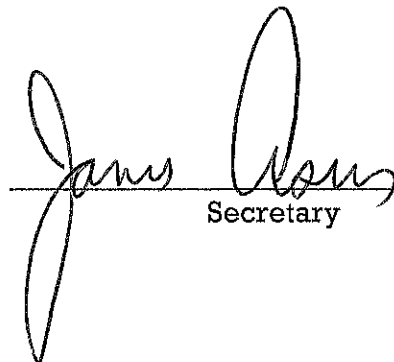
Miss Cannon informed the Commissioners that the District received payment from LIU Post in the amount of \$34,442.01 for the 8" Water Main Repair performed by Bancker Construction on July 10th, 2024, at the LIU Post Campus in Brookville (and approved by the Commissioners at their meeting on July 10th, 2024). Miss Cannon informed the Commissioners that the District would now process the invoice from Bancker Construction for the repair.

Miss Cannon informed the Commissioners that she received a request from the owner on Account No. 45802371-0, requesting a reduction to their third quarter 2024 water bill due to a leak in 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. Miss Cannon indicated that all required documentation had been received. The adjustment to this account resulted in the total water charge being reduced to \$164.85 from \$186.00, a reduction equal to \$21.15. After discussion, the Commissioners approved the reduction and instructed Miss Cannon to send the owners a revised bill.

The pending agenda items list was read and filed.

The following claims were then audited and approved for payment: General Fund #28891 to #28948, Construction Fund #2762 to 2765 and Installation Fund #4202 to #4204.

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


Secretary