

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 19th day of November 2025, at 8:30 A.M.

Present:	Commissioners	Thomas A. Abbate
		James Asmus
		Patricia Beckerle
	Attorney	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 (absent)

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

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

Mr. Merklin presented his bi-monthly engineers report, and the report was ordered filed.

1. Budget Report: D&B will prepare a project budget summary for the first meeting in December.
2. Well 20 & 21 AOP Treatment: Working on punch list and close out, which is expected in early 2026. Security vendor is unresponsive, which is impacting the close out schedule.
3. Well 22 Facility Improvements & AOP Treatment: Waiting for JAE submittal for modifications and testing procedures for the diffusion wells. MC and EC are on site performing their critical path work items. Vibration monitoring is in place and will be invoiced monthly until the District requests it to be removed. D&B will provide a proposal amendment for the vibration monitoring. D&B has requested a proposal from a surveyor for property line mark-out and monument installation. D&B will provide a proposal amendment for the surveyor. Coordination with DOT for monument installation if required. No proposed contract modifications at this time.
4. Kirby Lane AOP: MC and EC are preparing contract close out documents. D&B is collaborating with Attorney on GC close out. No proposed contract modifications at this time.

5. Southwoods Road - New Well and Treatment Facility: Contractors are working on punch list. Closing out Layne's contract. D&B and Contractors are addressing NCDOH comments. D&B has requested a cost proposal from the GC to install trees in front of the generator. No proposed contract modifications at this time.
6. PTAS at the Wheatley Rd. Site (Well 6 & 16): Generator performance discussion. Waiting for MCC submittal.
7. Split Rock Tank Booster Station: SCADA integration has been completed. Startup is scheduled for November 18th and 19th.
8. Pump Rehabilitation Projects:
 - Well 30: Removal of the existing pump is scheduled for tomorrow.
 - Kirby Booster Pumps: Reviewing certified pump test. Installation planned for late January or early February.
 - Stone Hill Booster Pumps: Waiting for certified test results.
 - Juneau Booster Pumps: Shop drawings were returned approved.
9. Convent Road Facility Architectural Improvements and Barn Roof Replacement: O&M Manual for Roof Contract has been received and is being reviewed by D&B.
10. Water Service Gooseneck Replacement: D&B has confirmed in writing that a DOH submittal is not required for this work. Bids will be received on November 21, 2025.
11. The Hunt Club Road Water Main Connection: D&B is coordinating with Nassau County DPW.

Mr. Logan then requested that a bid date be set for Contract No. C5-25 Hunts Club Water Main Installation. After discussion, the Commissioners set a bid date for Friday, December 12, 2025, at 9:00AM.

12. Treatment at Wells 18, 19 & 29: D&B is working on the BODR for the revised scope of work.
13. Juneau Pump Station Improvements: Contractor is working on the punch list and contract close out.
14. Jericho Tank Rehabilitation: Scaffolding removal is nearly completed. Scheduling piping work. D&B performed the interior "Anniversary Inspection." No proposed contract modifications at this time.
15. GIS Improvements: D&B is preparing an instruction manual for JWD staff.
16. Sugar Toms Lane Water Main replacement: D&B requested a schedule from the Contractor.

17. PFAS Treatment at Wells 23: D&B is working with JWD to develop scope and a cost estimate to add AOP treatment to the project. D&B will contact EFC when the scope and budget estimate have been established.
18. PFAS Treatment at Wells 27 & 28: D&B is preparing a draft proposal to finalize the scope of work.
19. LIU Post Distribution Mapping: D&B sent a draft for review for assisting the District with mapping of JWD and LIU Post Water Mains.
20. Grant Funding Opportunities: Waiting for response to WIIA applications submitted on September 12, 2025.
21. Valentine Lane Water Main: Draft drawings have been submitted to JWD for review. Soil borings will be performed this week or next. NYSDEC submittal will be submitted upon approval from JWD.
22. Merry Lane Piping Modifications: Markout at Well 14 site has been completed. Survey is being performed this week. Well 9 markout and survey will be coordinated with tank rehabilitation project. A draft will be submitted to JWD in late December.
23. Muttontown Pressure Zone: A draft memo has been sent to Mr. Logan, who is reviewing it and should have back to D&B, with his comments, by the end of this week.
24. Requirements Contracts: Draft contract documents will be submitted later this week or early next week. Advertisements will be posted on November 21, 2025 and bids will be received on December 12, 2025 (with the exception of the Pump Maintenance and GAC Pre-Purchase contracts, which need more significant updates prior to bidding).
25. Election Mapping: D&B is waiting for the required information from Nassau County, which is anticipated this week. The election is on December 9, 2025.
26. Emerging Contaminant Tracking for Capital Planning: D&B is preparing a proposal to assist the District with tracking data to improve Capital Project Planning.
27. Risk and Resiliency Assessment (RRA): D&B is assisting the District in the preparation of the RRA.

Status of Proposed Development Projects – Engineers Report

1. Woodbury Hills: Contract documents have been approved by NCDOH. A Developers Agreement has been sent to the developer. A bid date will be established after payment is received.
2. Silver Path Estates Subdivision: This will be discussed further after the completion of the Muttontown Pressure Zone Evaluation.
3. Farnum Subdivision: Application and initial deposit from developer have been received. Mr. Logan requested D&B to submit a proposal for engineering services for design and permitting of water main improvements and retaining a licensed land surveyor to prepare the easement survey with metes and bounds description. Mr. Logan then requested CCI to submit a proposal for full easement title search, securing title insurance policy, drafting of easement(s) and fees to record the easement(s).
4. Grandville Gardens Subdivision: No action required unless developer makes a request for further evaluation of water availability.
5. TOB Miller Place Water Main Extension: The Town has indicated that this project is on hold.
6. Bhooma Subdivision: Waiting for application and initial deposit from developer prior to preparing a proposal.
7. Country Club Developers: D&B prepared draft language for JWD to address developer's request for easement modifications.
8. Whitney Estates: CCI to submit a proposal for full easement title search, securing title insurance policy, drafting of easement(s) and fees to record the easement(s). CCI to draft Deposit for Design Agreement. Waiting for developer to submit payment prior to starting design work.
9. 2340 Cedar Swamp: Waiting for initial application fee from developer.

The Board of Commissioners went into executive session at 9:00 AM to discuss legal and re-entered at 9:08 AM with no action taken.

Mr. Logan reported that all analysis of wells and bacteriological sampling for the period of November 5, 2025 to November 18, 2025, had been completed and all were within state and federal standards.

Mr. Logan reported the results of the auction for Unit No. Unit No. 15, a 2002 Ford F-350 Utility Body Truck (VIN# 1FDSF34L62ED12175, Fixed Asset ID#826) through Auctions International. The winning bid of \$3,450.00 was from Phillip Allen of South County Auto LLC

in Rhode Island. The District will receive a check in that amount from Auctions International within the next few weeks.

Mr. Logan the requested authorization to sell the old Marathon Generator #NM3094779 from Well No. 6 (Fixed Asset ID#219/ Auditors Fixed Asset ID# 386) through Auctions International. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the Commissioners approved the use of Auctionsinternational.com to sell the Marathon Generator #NM3094779 from Well No. 6 (Fixed Asset ID#219/ Auditors Fixed Asset ID# 386).

VOTE	AYES:	3	NOES:	0	ABSTENTIONS:	0
Commissioner Abbate	AYE					
Commissioner Asmus	AYE					
Commissioner Beckerle	AYE					

Mr. Logan then informed the Commissioners that he plans to utilize the Town of Oyster Bay Contract No. SO055-25 Service Contract for Plumbing Maintenance/Repairs at Various Town of Oyster Bay Buildings/Facilities with Maccarone Plumbing Inc. (contract period 4/1/2025-3/31/2026). Mr. Logan confirmed the contract includes the required language that allows the District and other political subdivisions to utilize the contract.

Miss Cannon then presented and reviewed with the Commissioners a Cash Balance/Cash Deposit report as of November 17, 2025. 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 November 4, 2025, and November 17, 2025. After discussion, the report was ordered filed.

Miss Cannon then requested authorization to transfer \$750,000.00 from the General Fund Checking Account to the General Fund Investment Account in order to maximize interest earned. After discussion, the Commissioners authorized the bank transfer (nunc pro tunc).

Miss Cannon then presented and reviewed with the Commissioners the Budget to Actual Report for the quarter ended October 31, 2025. After discussion, the report was ordered filed.

Miss Cannon then presented to the Commissioners a letter from Nicole Morton of Salerno Brokerage Corp. (the District's Insurance Broker), regarding District's Worker's Compensation Policy, as the second year of the policy expires November 30th, 2025. Miss Cannon explained that last year, the Commissioners approved a third-year addition to the already approved two-year policy with PERMA. The third-year premium was dependent on

the loss ratio percentage which came in at 0.0% with a premium due of \$70,969.00 that includes a 2% discount for payment in full. After discussion, and upon motion duly made and seconded, it was

RESOLVED that the District renew its worker's compensation policy with PERMA for the period of December 1st, 2025 through November 30th, 2026. The payment will be made in full to take advantage of the 2% discount in the amount of \$70,969.00 to be charged to Operating Account No. A-9040-000-8030 Workers Compensation Insurance.

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

Miss Cannon then requested authorization to renew the District's Dental Plan with Cigna Health Care effective January 1st, 2026 through December 31st, 2026 at a 9.0% increase over the current policy. After discussion and upon motion duly made and seconded, it was

RESOLVED that the District renew its Dental Insurance Plan with Cigna Healthcare effective January 1st, 2026 to December 31st, 2026 at a 9.0% increase over the current year as follows:

Employee Only	\$ 55.75
Employee & Spouse	\$111.47
Employee & Child(ren)	\$114.16
Family	\$177.66

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate AYE
Commissioner Asmus AYE
Commissioner Beckerle AYE

A discussion was held regarding printing and graphic design services for stationery. Since the District prepares monthly billings in-house, premium-quality stationery is required. The paper and envelopes must be compatible with the printer and folder inserter machine to avoid jamming and be properly stored prior to delivery to prevent moisture issues. The District encountered issues with a new printing company this year who supplied sub-par quality paper that was unusable in the machines. Since the pandemic, the District has been unable to procure a contract for longer than one year, printers are reluctant to lock into a contract due to the volatility of the market. The District normally spends under \$15,000 in stationery each year. Miss Cannon and Ms. Blum recommended

amending the Procurement Policy of the District by including the Printing Services as a professional service. After discussion, and upon motion duly made and seconded, it was

RESOLVED, that the Commissioners approve the update to the Procurement Policy effective today

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

A discussion was held regarding software licensing and subscriptions for the District's SCADA system. After consulting with Lexington Technologies to confirm required upgrades, the District received quotes for license upgrades from CDWG on Sourcewell Contract and Maureen Data Systems on NCPA Contract. The estimated amount of all of the licenses including Sonicwall (5-year licenses), Windows 11 Upgrades, Cisco (3-year licenses) and Win911 (3 years) will cost approximately \$45,000.00 and was not included in the 2025 budget. Miss Cannon then requested the Commissioners authorize the following budget transfer(s):

To fund the purchase of SCADA Licenses & Subscriptions

A-8340-000-4420	IT & Computer Services	\$45,000.00
A-8340-000-4010	Computer Equipment	(\$10,000.00)
A-8330-000-4450	Lab Testing/Analysis	(\$15,000.00)
A-8330-000-4170	Chemicals & Treatments	(\$15,000.00)
A-8340-000-2304	Motors & Pumps for Wells	(\$ 5,000.00)

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

VOTE AYES: 3 NOES: 0 ABSTENTIONS: 0

Commissioner Abbate	AYE
Commissioner Asmus	AYE
Commissioner Beckerle	AYE

Miss. Cannon informed the Commissioners that she received a request to waive a penalty in the amount of \$85.08 from Account No. 31215000-0. Miss Cannon informed the Commissioners that no penalty on the above account 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.

Miss Cannon informed the Commissioners that the 2026 Annual Organization Meeting of the Board of Commissioners Notice is scheduled to be published in the Oyster Bay Guardian on Friday, December 5th, 2025.

Miss Cannon then requested the Commissioners to be available to sign one (1) additional check batch on December 30, 2025 in order to process year-end vendor payments. After discussion, the Commissioners agreed to the additional check batch.

The pending agenda items list was read, discussed, and filed.

The following claims were then audited and approved for payment: General Fund #29957 to #30001 and Construction Fund #2852 to #2856.

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



Secretary