

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 9, 2021

The Regular meeting of the Board of Water Commissioners was held and brought to order virtually via Google Meet at their office, 67-73 South Main Street, Gloversville, NY on February 9, 2021 at 6:00 PM with President Antonucci presiding.

Roll Call

Commissioners-----

Antonucci	PRESENT
Isabella	PRESENT
Robinson	ABSENT
Mauro	PRESENT
Shell	ABSENT

Others in Attendance: Water Superintendent; Anthony Mendetta; Clerk of the Water Board; Christine Linart; Matthew Capano

Christine explained to the Board that she had an Audit that she had to pull out of our regular audit list. This item must be voted on separately due to a conflict with Commissioner Isabella. The audit#21010 in the amount of \$4,892.50 payable to Dan's Excavation needed to be voted on with Commissioner Isabella having to abstain from voting to approve.

Commissioner Antonucci made a motion to approve Audit #21010 in the amount of \$4,892.50 payable to Dan's Excavation. The motion was seconded by Commissioner Mauro.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella				X
Robinson			X	
Mauro	X			
Shell			X	

The remaining audited bills were presented and reviewed:

Advanced Cleaning & Restoration Services	-260.00
Amrex Chemical Co Inc	-3,608.00
Christopher R Jablonski	-319.95
Eagle Equipment Inc dba Pierce Equipment	-25.18
Empire BlueCross Retiree Solutions	-7,176.75
Florida Blue	-0.10
Frontier Communications Corporation	-131.94
Gorman Bros Inc	-720.36
JH Consulting Group Inc	-1,488.00
Lowe's	-350.51
MVP Health Care Inc	-24,020.04
National Grid	-3,385.62
USABlueBook	-7,424.00
WB Mason Co Inc	-547.09
William B Collins Co	-55.95
Florida Blue	-444.80
Anthony Mendetta	-75.00
Deborah Clukey	-200.00
Deborah Clukey	-256.90
Ti-Sales Inc	-952.65

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Eric Lentini	-172.00
VOID	0.00
Advanced Cleaning & Restoration Services	-520.00
Century Linen Service, Inc	-70.00
Christopher R Jablonski	-125.00
Commissioner of Finance	-915.59
Cranesville Block Company Inc	-303.80
Data West Corporation Inc	-90.00
Ferguson Enterprises LLC	-2,217.11
Frontier Communications Corporation	-750.33
Fulton County Dept of Waste	-14.19
Fulton County Treasurer	-67,643.88
G A Bove & Sons Inc	-2,790.41
Gloversville True Value	-78.03
Holland Company Inc	-5,891.00
Jeffrey F Lehner dba JFL Inc of Fulton Co	-300.53
Kingsboro Lumber Co Inc	-89.15
National Grid	-916.68
NBT Insurance Agency	-39,319.69
Nethaway Motorcar Co LLC	-290.95
Post Mark Ship Print Inc	-77.28
Runnings Supply Inc	-132.35
Telecon Wireless	-237.99
Ti-Sales Inc	-474.48
Tri-County Fire Extinguishers LLC	-149.99
United Ag & Turf NE LLC	-2,373.53
USABlueBook	-909.34
VEGA	-8,031.29
WB Mason Co Inc	-351.02
Payroll Account NBT Bank	-18,152.06
NBT Bank	-1,338.67
Payroll Account NBT Bank	-16,680.06
Payroll Account NBT Bank	-1,226.12
Payroll Account NBT Bank	-18,890.67
Payroll Account NBT Bank	-1,395.13
Payroll Account NBT Bank	-17,510.58
Payroll Account NBT Bank	-1,289.66
Morgan White Administrators	-666.11
Frontier Communications Corporation	-311.01
Morgan White Administrators	-666.11
Frontier Communications Corporation	-311.01
	<u>-265,115.64</u>

CAPITAL PROJECT AUDIT:

C.T. Male Associates : \$ 156.25
C.T. Male Associates: \$ 3,261.25
S.C. Spencer Electric Inc. : \$34,865.00

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A motion was made by Commissioner Mauro that the audited bills are ordered paid. The motion was seconded by Commissioner Antonucci.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

The minutes of the last meeting were presented, and a motion was made to accept the minutes by Commissioner Antonucci. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

1) Jackson Summit Security System repairs: Up at Jackson Summit where we have our Security System, a mouse got in there and chewed up the box and the wiring which completely knocked out the entire security system. Anthony called Dan Talmage from On the Side Security, who originally installed the Security System and received a quote for the repair in the amount of \$675.00. Per Dan's proposal he is going to use the existing cameras, wiring, and hard drive. The proposal also includes installing a cage around the box so the mice cannot get into it anymore. This Security System is located on the barn across from Bernie's house.

Commissioner Antonucci made a motion to allow the Superintendent to contract with Dan Talmage for the Repair of our Security System at the Caretaker's house at Jackson Summit at a total cost of \$675.00. The motion was seconded by Commissioner Isabella.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

2) Purchase of Laptop: Anthony told the Board that he would like to purchase a new laptop for the office. Our current laptop is incredibly old, and it lags. We are needing another laptop more and more these days with us working from home. Anthony asked the Board for approval to purchase a new laptop for the office not to exceed \$1,200.00.

Commissioner Mauro made a motion to allow the Superintendent to purchase a new laptop for the office at a cost not to exceed \$1,200.00. The motion was seconded by Commissioner Antonucci.

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Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

3) Electrical Project: Anthony informed the Board that the Electrical project is coming along very well. Anthony reminded them that at the last meeting there was a change order that was discussed which was contingent on whether or not EFC was going to reimburse us our remaining 25% of the Grant funds they are holding until the project is substantially complete. In the meantime, since the last meeting, we did have a conference call with EFC, C.T. Male and everybody involved and found that because this change order specifically was not part of the original cost of the project, that as soon as the project is substantially complete to include the original cost of the project, EFC will give us back our 25% reimbursement. This will give us some room to be able to pay the short-term ban that we took out to cover the remainder of the 25% of the EFC Grant being held. The payment of this ban is due sometime in April. We have training on the startup for the Generator sometime next week. The power pole from National Grid was installed, the new transformers, and the new electrical system has been installed. Now the contractors are finishing up some of the wiring in the lab and some other minor things. We should be right on track to finish by the end of February.

4) Lagoon Project: We are moving forward with the construction and design of the Lagoon Project upon your approval. We should expect to have something in the coming months from C.T. Male for Construction and Design, then we can move forward.

5) Jackson Summit Reservoir Dam Spillway Rehab: We have been working very diligently on the CDBG Grant Application for this project. Anthony told the Board that Congresswoman Elise Stefanick will be writing a letter to the Grant Agency on our behalf endorsing the Jackson Summit Project. Anthony told them that he believes she saw the article in the Leader Herald and reached out to us wanting to endorse the project. We are now waiting for C.T. Male to update our Inspection Maintenance Plan.

6) Resignation of Robert Shell: Anthony received a letter from Bob Shell resigning from the Board. The letter stated that he regrets to inform us of his resignation from the Water Board effective 2/9/21. Bob stated that it has been a pleasure working with the Board and employees of the Water Department.

Commissioner Mauro made a motion to accept the resignation of Bob Shell from the Board of Water Commissioners. The motion was seconded by Commissioner Antonucci.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

7) Matt Capano Appointment to Water Board: Anthony wanted to announce Matt Capano as our next possible Board member. President Antonucci signed a letter to the Mayor for his approval to appoint Matt Capano to the Water Board until the general election in November. Anthony told the Board that he needed the Board's official approval to appoint Mr. Capano to take over Bob Shell's vacant seat on the Board until the General Election, contingent on approval from the Mayor.

Commissioner Mauro made a motion to appoint Matt Capano to the Groversville Board of Water Commissioners until the general election in November, placing him on the Ballot contingent on the Mayor's approval. The motion was seconded by Commissioner Isabella.

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Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

Anthony told Mr. Capano that we should here from the Mayor in the next week or so then the Board can officially swear him in.

8) Wood & Hyde Leather Building: We received a call from Pete Anadio regarding him possibly renting out the prior Wood & Hyde building for his leather business. Mr. Anadio requested the prior usage there as he may be looking into leasing the building which may result in us re-cooping some revenue we lost when Wood & Hyde stopped manufacturing there just a few months ago. Commissioner Antonucci stated that he thought DPW was going to go into that building. Anthony then said that he was not sure, and Commissioner Mauro thought that possibly they would split it up for DPW and possibly Anadio' s business too as they owned another building down the road on Foster Road.

9) Hoffman's Car Wash: Anthony informed the Board that he heard that Hoffman's Car Wash is proceeding with the project to build in the City which will be another source of potential revenue for us. As far as we know they are going to tear down the Traver's building and build a new car wash where the parking lot is now. We will have to put in a new tap and relocate some of the water services that supply that area. Even though they recycle their water, they should still be a reasonably good water user for us.

10) Green Infrastructure Grant. : The Grant is due to be submitted on Friday. Anthony thanked Christine for her efforts and told the Board that C.T. Male has been working diligently on trying to get the Engineering Report done for the Grant. C.T. Male outlined a few different scenarios for the Board to consider and decide on what route we want to go. We do need to make a decision on what option we will go with as it will determine the amount of funding we will have to contribute as our share of the project. Anthony then went on to discuss each option.

Option#1 is the option that the Board approved at the last meeting before the engineering report was completed. This option is that we would get the remaining meters from Master Meter that are owed to us with us purchasing some bigger meters that were not included in the original deal. We would then hire an outside company to install the new meters for us and finish this project. The cost for this option is \$640,060 with the grant covering \$480,000 and our share being the remaining \$160,000. Anthony informed the Board that this grant might be similar to the last WIIA grant we received where EFC withheld 25% of the funding until project completion. Therefore, there might be an additional cost over the \$160,000 up front that we may need to provide until the project is complete, and we get our full reimbursement back. This means that there is a possibility that 25% of the 75% grant share would have to be put up front by us initially until the project is done. Upon discussion and questions from the Board the following information/facts were disclosed.

In order for us to proceed with this project along with our other projects we will probably have to take out a Bond or Ban as we only have approximately \$750,000 in our reserves at this time. If we do Bond or Ban for the project, we are splitting the cost up throughout several years rather than trying to pay for the entire cost at once and drain our reserves. The grant application was written as a 2- year project so our share of the cost will be spread over 2 years or approximately \$80,000 per year.

After discussion some of the Board members suggested that maybe we hold off. Christine suggested that we could go through with the application see if we get grant approval and then see where we are at. If we do decide to hold on this, we will still have to pay the cost of submitting the application and we will have to pay C.T. Male for the Engineering report. The Engineering report, however, may be 75% reimbursable.

The amount of a BAN or BOND we could take out would depend on the interest rates. Currently we just renewed the BAN for the Water Tank Project and got an interest rate of .49%. The interest rates have been very low the last few years. However, we don't know what they will do in the future. Christine explained if we BAN for the Lagoon Project and the Green Infrastructure Grant meter

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project all together. We would be able to renew a BAN for 5 years then we would have to BOND after that. Christine explained that we can't guarantee what the rates will do, however for the last several years they have gone from just under 2% to 1.25% to .49%.

If we get this grant, we will be getting back 75 cents per dollar we spent for this project.

Everyone agreed that we should save our reserves for a rainy day. Commissioner Mauro wanted to express that our Log Sales are good, but we shouldn't be using that money to fund Capital Projects it should be going into our reserves. Finally, everyone agreed that we may need to BAN for these bigger projects and save our reserves for emergencies.

Option#2 is the option right along the lines of the option#2 that was brought up at the last meeting. Anthony was very shocked at the cost for a company to come in and install these meters. So, he asked about the possibility of hiring 4 part-time employees at a rate of approximately \$15 per hour to install these meters and using the grant money to fund their wages.

Anthony had Master Meter draw us up a quote to purchase new 5-G meter heads, an automated reading system whereby equipment will be placed on our water towers/tanks in different areas of the City and all the data and information from the meters would be sent to our office automatically. This system would use state of the art technology where leak indicators would be sent directly through repeaters/antennas to the office, and we would not have to drive around to get meter reads anymore. Upon talking with Master Meter, they are willing to supply the infrastructure for this AMI system for free which equates to approximately \$100,000 worth of equipment. This scenario is for replacing the roughly 2,200 water meters that are left with 5G heads that would leave us with the remaining 3,000 that we've completed with the 3g style meter heads in place. This came out to \$651,293 with the grant share of 75% at \$488,470 and our share at \$162,823. That would be about a third of our meters with the newer style meters and the remaining meters would be the drive by style.

Option#3: this option is to replace the entire City's meters with the new 5G style meters with the fully automated system. This option with us using our own employees for the meter installations and hiring part-time employees, came out to approximately \$1.24 million dollars. This option would result in the grant share of \$930,000 and our share of \$310,000. When C.T. Malé drew up this option they included the entire cost of the automated metering system. With the recent update of Master Meter supplying us with the infrastructure free of charge our share would go down to roughly \$260,000. Upon discussion and questions from the Board the following information/facts were disclosed:

Commissioner Mauro stated that every year we spend more and more on these meters with Master Meter and wanted to know if there is another company out there that has the same type of technology. Anthony told Steve that there are other companies out there. However, we have a current deal with Master Meter to get those multi-jet meter bottoms that they owed us which is a pretty big deal to give up.

Commissioner Isabella asked Anthony what is in it for Master Meter to offer us \$100,000 worth of equipment for free. Anthony explained that there is a maintenance cost for the AMI System, but it is relatively in-expensive. He also explained that the reason Master Meter wanted to do this with Gloversville is because they do not have anyone in the New England Region with this type of technology. They want to use us as an example. Anthony also reminded them that when we first started this project, we paid \$800,000 for the first meters we purchased back in 2011. This was ten years ago. Unfortunately, with the original meters we had to start over with our current 3G meter heads free of charge as we worked out a deal to return the original meters which were malfunctioning. Commissioner Mauro then pointed out that we still had to pay the labor costs.

Commissioner Isabella then asked Anthony to breakdown what we have for a cost for us driving around and reading the meters. Anthony explained that we don't have an exact cost. However, Alvin reads meters every other month, he is constantly going out and doing Data Logs and getting missing reads and there is a definite labor cost for that. If he had to ballpark it Anthony believes that probably over 1/2 of Alvin's working hours in our Department is reading meters, data logging, getting missing reads, handling complaints and problems. All these things could be streamlined by installing this AMI system. It would be just huge for this department to have 100% working meters where we did not have to estimate people's bills.

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Anthony again told the Board that with this grant the part we are paying for is 25% of the total cost of the project. The price to hire 4 part-time employees working 35 hours per week is included in the cost of this option at approximately \$15.00 per hour at a total cost of approximately \$106,372. We should not have any problems with the Union on this as these employees would be part-time non-union employees and we are not taking work away from our full-time union guys. If anything, this would give our full-time guys more opportunity to do more lead services and other jobs that need attention throughout the City.

Anthony explained that this would be coordinated by himself and Christine if we have part-time employees. Also, we would have to coordinate the meter replacements if we hire another company as we would have to provide them with service addresses and lists to enter meter change outs and new installations so that Christine could then enter all of the information into our billing system.

The meters that are already in place can have a new meter head put on them. The deal we had with Master Meter when all our original meter heads died was that they gave us new meter bottoms for all of the 5/8" style meters. For these, we can just replace the heads. For any meters bigger than 5/8" we would have to buy a complete meter. These new 5G meter heads are compatible with our older style Neptune meters so we would not have the extra cost to buy these meter bottoms we could use the infrastructure already in place for the bigger size meters.

After discussion, the Board was leaning toward option 2. Anthony just wanted to let the Board know that if we install the new 5G meters in only the residences that do not currently have 3mj meters in, we will have to incur costs in future budgets to complete the installations of the new 5G meters to the rest of the City. We may even be able to go after this grant again to finish this. If option 2 is chosen 1/3 of our meters will be on the new AMI system and the remaining 2/3rds will be left under the old system where we will have to drive around and get the readings. The Board still had some reservations about Master Meter due to past issues where they claim their equipment is state of the art and we end up having to replace them when they malfunction. The Board wants some sort of guarantee in writing/warranty that these meters are going to last.

Because we may have to front 25% of the 75% of the grant funds for this project, we will probably have to BAN either way because we may have to come up with approximately \$400,000 up front for the middle of the road option or option #2.

For Option 3 where we would complete a meter rehab of the entire City, the up-front cost would be at approximately \$500,000 but \$250,000 of that would be reimbursable after the project is complete. Therefore, it would cost us \$250,000 to replace all the meters in the City with the new 5G meters and it would cost approximately \$160,000 for the middle of the road option#2. Option 2 again would include hiring part-time employees for 35 hours per week and finishing the remaining roughly 2,200 meters we have left that need new meters. Option #3 would also include hiring of part time employees to do the work but would be pushed off for a period of 2 years as we would be replacing the entire City. Anthony also reminded the Board to keep in mind that for the meters that have been upgraded to the 3G style meters, the replacements should go quick as they will not have to change the entire meter just the heads.

The possibility of hiring more than 4 part time employees was discussed so that we can get these meters installed quickly and not drag this project out. Anthony also stated that he would like to see us do the installations from 3 in the afternoon until 8 at night when people are at home. We would have one of our daytime guys switch to the night schedule to oversee the part time employees and the installations. This would allow no interference with our employees working the normal 7-3 schedule and would also allow the part time employees access to our vehicles to use for the meter installations. This would save us from having to rent additional vehicles for these installations to be done during the 7-3 hours.

The issue of finding enough part time employees was discussed as well as the fact that once we get the employees, what if the residents will not allow them into the houses to install the new meters. Anthony told the Board that according to the City Charter, we have a right to access to our meter no matter what. Also, if we get this grant, we will use any means necessary to get into these houses even if we have to get the police involved. We would also make sure that we would announce the grant in all forms of local media and get the word out there about this project to make people feel more comfortable. Commissioner Isabella also pointed out that it may be easier to get part time employees to work at night as you could get people who already work during the day who want to make some extra money.

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Anthony's idea to use our own employees was based on the high cost of having a company come in to do these installations at a cost ranging from \$230 to install a 5/8" meter up to \$315 to install a 1" meter. These costs which are probably due to prevailing wages, will be cut substantially by hiring our own people. Furthermore, with Master Meter giving us \$100,000 worth of equipment for free and with us using our own labor to cut costs, we should take advantage of completing this project now while the state is willing to pay 75 cents on the dollar for it and because we will have to eventually go this route in the future as technology continues to advance.

We would advertise for part time employees such as Johnstown has done in the past when they hired 3 or 4 part time employees to help install their new meters. Anthony would like to get some former summer help and or retirees for this as they are already familiar with our system.

We would also be in a very good position compared to others as we already have the infrastructure in place such as our 3 water towers for the antennas/repeaters to be placed for the AMI System. We own these and they are already in place. Other places will have to pay to have towers put up for the AMI Equipment. Anthony also cited that we have towers outside the city as well so the antennas reaching our outlying areas should not be an issue.

Master Meter want's us to go with this system to use us for advertising as there are not any in the New England region at this moment. These automatic systems are very popular in other parts of the country.

In conclusion we would want a guarantee for maintenance on this system and a written warranty on the meters before we would agree to any contract. However, we are just applying for the Grant currently and must decide which option we are going for to obtain the Grant. If we get the grant, we can then set the contract obligations to be whatever we choose and don't have to go through with anything that is not in the best interest of the Water Department.

Commissioner Mauro made a motion to submit the Green Infrastructure Grant application with our choice to try to get funding for Option #3 to include replacing the entire City's current meters with new 5G meters and a new AMI automated metering system at a cost of approximately \$1.24 million dollars. The motion was seconded by Commissioner Antonucci.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

The Board then made it clear that they will want in writing a warranty for the meter battery life and for the AMI system to remain in working order for all our locations. They also want in writing procedures if an antenna gets struck by lightning. We may also want to get some sort of fixed maintenance plan and have a contingency in case the antennas from the police and fire departments located on our Eagle Street tank interfere with antennas for this system. Master Meter did tell Anthony that we may only have to install 1 antenna for this system on the Eagle Street Tank as it is up in elevation about 80 feet and may allow us to read the entire City from just that one location.

Anthony then again gave the Board his reasoning for recommending that we go for this Grant and proceeding with this project. The future is the 5G option that the Board decided to go with. The 3G meter heads that we have put in over the course of the last 5 years have now had 5 years of battery life consumed. When we replace them with these new 5G heads we will be re-starting a brand-new warranty too. We are also getting the State to cover 75% of the cost. When you look at the original cost 10 years ago of \$800,000 to 1 million dollars for our meter project in 2011 and the fact that we will now be getting this state-of-the-art system for the entire city for approximately \$250,000, that is an exceptionally good deal. Our focus now is getting these meters replaced as we are losing potential revenue everyday while people are home due to the pandemic and we are estimating so many of our reads for these locations due to current meters dying.

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12. Electric & Gas Supply: Commissioner Isabella brought up the idea of us checking into buying our gas and/or electric for the department through a different supplier other than National Grid. Jim stated that at home he was able to get a cheaper rate through an online bidding system. This would not affect the delivery charge as we would still pay that fee to National Grid, but we could go through another supplier. Jim stated that he did this and was able to lock in a fixed rate for the year as National Grid's rates are constantly changing. Anthony told Jim to get him some information and we will definitely look into it.

13. Sale of Old Dump Truck: The City has officially offered us \$18,000 for our old Dump Truck. Anthony asked the Board for their approval to sell it to the City of Gloversville DPW department for that price.

Commissioner Antonucci made a motion to sell our 2004 International Dump Truck (4200 VT365) to the City of Gloversville DPW Department for a price of \$18,000 as is. The motion was seconded by Commissioner Isabella.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

14. Legislative Support Green Infrastructure Grant: Anthony informed the Board that he reached out to Congressman Smullen and he agreed to write a letter endorsing our meter project for the Green Infrastructure Grant application. Congressman Smullen also told Anthony to reach out to him anytime in the future if we need his support with the State or any other matter and he will be glad to help us.

Clerks Report:

Christine discussed the following items with the Board:

1. Health Insurance Renewal Plan 3-1-21: Christine handed out a comparison of our current Health Insurance Plan along with 2 more similar plans with cost estimates for each. This was discussed and the following information/facts disclosed.

Per prior request from the Board, Christine reached out to Tim Salls to give us a comparison of similar health plans available for March 1st to see if we could save some money. Christine went over the plans listed on the Spreadsheet with the Board. Christine explained that she understood that the Board wanted to meet with Tim in person in regard to Health Insurance but wanted to get this information to them first to see if they wanted to consider another plan or stay with what we currently have. Christine also reminded them that we are pressed for time if we want to make a change from our current plan as we would have to do so by March 1, 2021. After discussion the board decided to stay with our current plan as there was not much difference as compared to the alternate plans. It was also discussed that to make a change we would have to open it up to the Union and the Board did not feel that they would agree to it. It was decided that next year in approximately September or October when the new Health Insurance rates and plans come out, Christine will reach out to Tim and have him contact the members of the Negotiating committee to meet with them prior to negotiations with the union. Christine also reminded them that if we get the information in October or even November the Board would have plenty of time to look at other plans as we would remain in the current plan until the end of February of 2022.

Water Board President, Gary Antonucci presented the following resolution and moved for its adoption:

RESOLUTION NO. 2021-3

RESOLUTION AUTHORIZING THE PRESIDENT OF THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS TO SIGN AN COMMITMENT LETTER TO THE CITY OF GLOVERSVILLE TO OUTLINE COMMITMENTS FROM THE BOARD NEEDED FOR THE CITY TO APPLY FOR FUNDING UNDER THE HUD COMMUNITIY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) ON BEHALF OF THE WATER DEPARTMENT. WITH THIS LETTER TO INCLUDE A COMMITMENT TO PAY THE WATER

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DEPARTMENT'S PORTION OF THE COST OF THE RENOVATION OF THE SPILLWAY AT THE JACKSON SUMMIT RESERVOIR DAM NOT COVERED BY CDBG FUNDS.

WHEREAS, the dam at the Jackson Summit Reservoir is in need of major renovations and,

WHEREAS, the Gloversville Water Department has completed a preliminary engineering study to determine the nature and cost of such renovation; and,

WHEREAS, the City of Gloversville is able to apply for funding under the HUD Community Development Block Grant program on behalf of the Board of Water Commissioners to pay a portion of the cost of the renovations; and,

WHEREAS, the Board of Water Commissioners wish to issue a Letter outlining Commitments from the Water Department as they relate to the funding of our Jackson Summit Reservoir Dam Spillway Reconstruction Project. With said letter to replace prior Commitment Letter issued by the Board on May 11, 2020 per Resolution No. 2020-09.

WHEREAS, the Board of Water Commissioners having reviewed the annexed letter and approving the same in form.

NOW THEREFORE, be it hereby

RESOLVED, that Water Board President is authorized to execute a Commitment Letter, a copy of which is attached to this Resolution. With said letter to replace a prior Commitment Letter issued on May 11, 2020 per Resolution No. 2020-09.

A motion was made by Commissioner Mauro seconded by Commissioner Isabella, that the above resolution be adopted.

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Isabella	X	
Commissioner Mauro	X	
Commissioner Robinson	Absent	
Commissioner Shell	Absent	

Adopted: February 9, 2021

February 9, 2021

City of Gloversville
Community Development Agency

Re: Commitment Letter CDBG Application
Jackson Summit Reservoir Dam Spillway Project

Dear Sirs,

I would like to issue the following Statements outlining the City of Gloversville's Board of Water Commissioners commitments regarding the funding of our Jackson Summit Reservoir Dam Spillway Reconstruction Project.

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MEETING MINUTES – FEBRUARY 9, 2021

1. The Jackson Summit Reservoir Dam is in need of major Improvements to bring it into compliance with NYSDEC Dam Safety Requirements. The Gloversville Board of Water Commissioners has hired C. T. Male Associates to design a rehabilitation plan for our Jackson Summit Reservoir Dam to address deficiencies. C.T Male has prepared the Gloversville Water Department a comprehensive engineering report with a cost estimate for the project at \$1,207,000.00.
2. The Jackson Summit Reservoir Dam Project will be funded with funds from our Capital Reserve Account, with Grant Funds from the CDBG Grant, and if necessary, with municipal bonding.
3. The Board of Water Commissioners will fund the portion of said project not covered by CDBG funding by the passing of an official Resolution to commit \$207,000.00 to a separate Reserve Fund from our Unreserved Fund Balance to be used specifically for the Jackson Summit Reservoir Dam Project. The Board of Water Commissioners also hereby agrees to cover the cost of any overruns, if encountered.
4. The Water Superintendent and C.T. Male Associates have on behalf of the Water Department, pursued other funding sources specifically DWSRF Funding and USDA Funding (See attached Documentation from C.T. Male). Unfortunately we have been told that we are ineligible.

I would like to express my appreciation to the City of Gloversville and the Community Development Agency for allowing us to apply for CDBG Funding for our Jackson Summit Reservoir Dam Spillway Reconstruction Project.

I hope that this Commitment Letter, will further help our chances for application approval.

Thank you,

Gary Antonucci
President – Gloversville Board of Water Commissioners

Water Board President, Gary Antonucci presented the following resolution and moved for its adoption:

RESOLUTION NO. 2021-4

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A RESERVED FUND BALANCE ACCOUNT IN THE GENERAL FUND TO COMMIT A PORTION OF THE GLOVERSVILLE WATER DEPARTMENT'S UNRESERVED FUND BALANCE FOR OUR JACKSON SUMMIT RESERVOIR DAM SPILLWAY RECONSTRUCTION PROJECT. WITH SAID RESOLUTION TO REPLACE PRIOR RESOLUTION NO. 2020-08 ADOPTED ON MAY 11,2020.

WHEREAS, the Board of Water Commissioners of the City of Gloversville will proceed with the following public project ; Jackson Summit Reservoir Dam Spillway Reconstruction Project. Said project having been estimated to cost approximately \$1,207,000.00.

WHEREAS, the Board of Water Commissioners, desires to establish a separate reserve fund balance in order to plan for future expenditures from said project; and

WHEREAS, the Board of Water Commissioners is able to apply for funding under the HUD Community Development Block Grant program (CDBG) through the City of Gloversville to pay a portion of the cost of said Reconstruction Project.

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WHEREAS, the Board of Water Commissioners, desires to establish a new Reserve Fund account to commit moneys to fund a portion of said project not covered by CDBG Funding. With this Resolution to replace the prior Resolution No. 2020-08 adopted on May 11, 2020.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS, CITY OF GLOVERSVILLE, NEW YORK, THAT:

BE IT RESOLVED, that there is hereby established a new Reserve Fund Balance account in the amount of \$207,000.00 in order to commit a portion of the Unreserved Fund Balance which will be needed to pay our share of expenditures in conjunction with our Jackson Summit Reservoir Dam Spillway Reconstruction Project that will not be covered by CDBG Funding. With said fund to replace fund set up per prior Resolution No. 2020-08 adopted on May, 11, 2020.

BE IT FURTHER RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

A motion was made by Commissioner Isabella seconded by Commissioner Mauro that the above resolution be adopted.

Votes Taken:

	Yes	No
Commissioner Antonucci	X	
Commissioner Isabella	X	
Commissioner Shell	Absent	
Commissioner Robinson	Absent	
Commissioner Mauro	X	

Adopted : February 9, 2021

Water Board President, Gary Antonucci presented the following resolution and moved for its adoption:

RESOLUTION NO. 2021-5

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A RESERVED FUND BALANCE ACCOUNT IN THE GENERAL FUND TO COMMIT A PORTION OF THE GLOVERSVILLE WATER DEPARTMENT'S UNRESERVED FUND BALANCE FOR FUTURE OPERATIONAL & MAINTENANCE COSTS FOR OUR JACKSON SUMMIT RESERVOIR DAM AND SPILLWAY.

WHEREAS, the Board of Water Commissioners of the City of Gloversville will proceed with the following public project ; Jackson Summit Reservoir Dam Spillway Reconstruction Project. Said project having been estimated to cost approximately \$1,207,000.00.

WHEREAS, the Board of Water Commissioners, desires to establish a separate reserve fund balance in order to plan for future operational and maintenance costs from said project; and

WHEREAS, the Board of Water Commissioners, desires to establish a new Reserve Fund account to commit moneys to fund future operational and maintenance costs for our Jackson Summit Reservoir Dam and Spillway and to further add funds to this account on a regular basis in future years.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS, CITY OF GLOVERSVILLE, NEW YORK, THAT:

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

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BE IT RESOLVED, that there is hereby established a new Reserve Fund Balance account in the amount of \$13,000.00 for 2021 in order to commit a portion of the Unreserved Fund Balance which will be used to fund future Operational and Maintenance Costs for our Jackson Summit Reservoir Dam and Spillway. With this Reserve Fund to remain intact as per our Inspection Maintenance Plan for our Jackson Summit Reservoir Dam.

BE IT FURTHER RESOLVED, that the hereby established new Reserve Fund be regularly maintained and increased in order to set aside a reasonable amount for future continued operational and maintenance costs for our Jackson Summit Reservoir Dam and Spillway.

BE IT FURTHER RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

A motion was made by Commissioner Mauro seconded by Commissioner Antonucci that the above resolution be adopted.

Votes Taken:

	Yes	No
Commissioner Antonucci	X	
Commissioner Isabella	X	
Commissioner Shell	Absent	
Commissioner Mauro	X	
Commissioner Robinson	Absent	

Adopted : February 9, 2021

2. Christine had the following request for a billing adjustment:

a) Request for Billing Adjustment 10 West St. : Christine brought forward a request for a billing adjustment for the property located at 10 west street as the bill was estimated too high. According to the owner this property which used to be the Cellar bar has been vacant since September. Christine went back and re-calculated the bill to charge them from 6/24/20 to 9/1/20 as they were originally estimated for usage through 12/11/2020.

Adjustment: Credit Water \$126.41; Credit Sewer \$72.54; Credit Infra \$26.32.

Commissioner Antonucci made a motion to approve the above noted billing adjustment. The Motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

3. Covid Deferred Payt Plan: Christine received a Covid relief application for a Deferred Payment Plan from the owner of the properties at 67 Orchard Street and 108 North Street. Christine explained that it does not matter that these are rental properties as anyone can apply for a Deferred payment agreement who has self-certified that they have suffered a financial hardship due to Covid-19. The owner of this property Mr. Umansky has stated that due to the moratorium on evictions, his tenants have stopped paying rent as they cannot be evicted. The deferred payment plan would be for \$234.02 for 8 months for both properties.

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Commissioner Antonucci approved a 6 month Deferred Payment plan for payment of past due Water/Sewer bills on the properties located at 67 Orchard Street and 108 North Street. The motion was seconded by Commissioner Isabella.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

Commissioner Antonucci made a motion to go into executive session to discuss personnel. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

A motion was made by Commissioner Antonucci to leave executive session. the motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

Water Board President Gary Antonucci presented the following resolution and moved for its adoption:

RESOLUTION NO. 2021-6

RESOLUTION AUTHORIZING PAYMENT OF STIPENDS TO CERTAIN NON-REPRESENTED EMPLOYEES DURING THE CALENDAR YEAR 2021 DUE TO EXTRA WORKLOAD AND DUTIES DUE TO STAFFING CUTS.

WHEREAS, the Board of Water Commissioners have considered the issue of compensation for non-represented office employees of the Gloversville Water Department for the year January 1, 2021 through December 31, 2021; and

WHEREAS, the Board of Water Commissioners have determined that the incumbents in the titles set forth in this Resolution shall receive a stipend for extra workload and duties due to staffing cuts. With Stipends to be payable in monthly installments of 1/12th of the stipend amount, less applicable deductions.

WHEREAS, the payment of said stipends shall not alter or affect the annual salaries of the positions referenced herein as those salaries shall, by separate resolution, remain at their 2020 level.

NOW THEREFORE, be it hereby.

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RESOLVED, that the incumbents in the following job titles shall receive a stipend for the period of January 1, 2021 through December 31, 2021, payable in monthly installments of 1/12th of the Stipend amount to those incumbents on the payroll each month, less applicable deductions. Said Stipend to be granted due to the extra workload and duties caused by cuts made to staffing in the 2021 budget.

1. Water Superintendent – Annual Stipend of \$3,038.00.
2. Clerk of the Water Board – Annual Stipend of \$2,670.00.
3. Account Clerk Typist – Annual Stipend of \$2,080.00.

RESOLVED, that should any incumbent in the above titles leave the Water Department payroll at any point during the 2021 calendar year, any payments made in advance will be deducted from the incumbent's final paycheck as applicable.

A motion was made by Commissioner Mauro seconded by Commissioner Antonucci that the above resolution be adopted.

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Isabella	X	
Commissioner Mauro	X	
Commissioner Shell	ABSENT	
Commissioner Robinson	ABSENT	

Adopted : February 9, 2021

A motion was made by Commissioner Mauro to adjourn the meeting. The motion was seconded by Commissioner Antonucci.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella	X			
Robinson			X	
Mauro	X			
Shell			X	

The next meeting will be held on Tuesday March 16, 2021 at 6:00PM