

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

JANUARY 13, 2026

The Annual Organizational meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 South Main Street Gloversville, NY on January 13, 2026, at 6:00 PM with President White presiding.

Roll Call

Commissioners:

White	Present
Hartman	Present
Holly	Absent
Cirillo	Present
Mitchell	Present

Others in Attendance: Water Superintendent Eric Lentini; Andrew White, Chief Water Treatment Plant Operator; Clerk of the Water Board, Cindy Albertine

The Board officially welcomed newly appointed Commissioner Steve Cirillo and James Mitchell to the Gloversville Water Board.

Public Session: The meeting was opened to public session at 6:00 p.m. There being no public attendees, public session was closed at 6:00 p.m.

A motion was made by Commissioner White, Seconded by Commissioner Cirillo to appoint Paul Hartman to fulfill the term of Commissioner Antonucci, who resigned from his position effective December 31, 2025. Mr. Hartman will serve in the position through December 31, 2026.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman				X
Holly			X	
Cirillo	X			
Mitchell	X			

Audits:

Commissioner White reviewed the General Fund and Capital Project audits for the period covering December 13, 2025 through January 9, 2026 in the amounts of \$178,914.18 and \$255.00, respectively.

A motion was made by Commissioner White, seconded by Commissioner Cirillo to approve the General Fund audits totaling \$178,914.18 and Capital Project Fund audits totaling \$255.00 and order said audits to be paid.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

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A copy of the Audits are attached to these minutes.

Minutes:

Minutes of the December 16, 2025 were not available for review at the time of the meeting.

Elect President for the Current Year

Commissioner White nominated Commissioner Hartman as President for 2026. The motion was seconded by Commissioner Cirillo and approved.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman				X
Holly			X	
Cirillo	X			
Mitchell	X			

Elect Vice President for Current Year

Commissioner White nominated Commissioner Holly as Vice President for 2026. The motion was seconded by Commissioner Hartman and approved.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

Audit Committee Chairman

Commissioner White made a motion that Commissioner Holly serve as the Audit Committee Chair for 2026. Motion was seconded by Commissioner Cirillo.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

Personnel Committee Chairman & Co-Chairman

Motion was made by Commissioner White to appoint Commissioner Cirillo and Commissioner Holly as the Personnel Committee Chair and Co-Chair, respectively. Motion was seconded by Commissioner Hartman.

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo				X
Mitchell	X			

Budget Committee Chairman

Commissioner White made a motion that Commissioner Mitchell serve as the Budget Committee Chair, seconded by Commissioner Hartman.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell				X

Meeting Date and Time:

Commissioner Cirillo made a motion, seconded by Commissioner Mitchell, that the regular meetings of the Board of Water Commissioners be held on the third Tuesday each month at 6:00 p.m. until further notice.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

Superintendent Lentini presented the following motion and moved for its adoption:

That the following banks are hereby designated as depositories of funds belonging to the Board of Water Commissioners of the City of Gloversville during the year 2025. NBT Bank, JP Morgan Chase, Melon, Citizens, and Key Bank. Funds to be distributed as determined by the Clerk upon approval by the Board of Water Commissioners.

A motion was made by Commissioner White, seconded by Commissioner Hartman, that the above motion be adopted.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

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Commissioner White made a motion, seconded by Commissioner Mitchell, to designate the Leader Herald and the Daily Gazette as newspapers and radio stations WENT, WFNY and Spectrum as communications stations.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

Motion was made by Commissioner Hartman, seconded by Commissioner Cirillo, to establish the bulletin board in the hallway at City Hall, adjacent to the Mayor's office as the location for posting of all official notices and our board in the lobby at our office location at 67-73 South Main Street.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

Clerk presented the following motion and moved for its adoption:

WHEREAS, it has been the custom to close the Water Department office on various holidays throughout the calendar year; and

WHEREAS, it is the desire of the Board of Water Commissioner to designate those days in advance.

NOW, THEREFORE,

THAT the Water Department offices will be closed on the following days:

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

And be it further;

That the Water Department office will be closed for a portion of the day as designated below, the times on the following days shall be considered paid holidays each year as scheduled by the Board of Water Commissioners:

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Good Friday, but not less than two (2) hours;
December 24th, but not less than four (4) hours;
December 31st, but not less than four (4) hours;

A motion was made by Commission Hartman, seconded by Commissioner Mitchell that the above motion be adopted.

Commissioner	Yes	No	Absent	Abstain
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

Resolutions:

Water Board President, Tim White sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2026-1

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND CASH ACCOUNT TO THE EMPLOYEE BENEFITS RESERVE ACCOUNT AT THE VALUE OF SICK BANK ACCOUNTS FOR ACTIVE EMPLOYEES FOR THE YEAR ENDING DECEMBER 31, 2025.

WHEREAS, the Board of Water Commissioners of the City of Gloversville have made an agreement with the CSEA Local 1000 AFSCME AFL-CIO and with Non-Union Employees to allow them to accrue all unused sick time hours above 40 hours per year. With the monetary value of said accrued hours at the respective year's hourly rate to be set aside in a sick bank account. With Sick Bank accounts to be either used to offset the employee's share of Health Insurance premiums after retirement or with Sick Bank accounts to be paid in full to employees at retirement with their understanding that if buyout is selected, they will not be entitled to Health Coverage from the Gloversville Water Works after such payment has been issued.

WHEREAS, the Board of Water Commissioners has hereby established a separate Employee Benefit Reserve Fund per prior Resolution # 2023-8 to set aside funds for future Employee Benefit payments from Sick Bank Accounts pursuant to current CSEA Bargaining Agreement and Board policy as set to include Non-Union Employees; and

WHEREAS, the Board of Water Commissioners desires to have the Clerk of the Board to transfer funds from the General Fund Cash Account in the amount of \$13,903.77 as the value of Sick Bank Accounts for Active Employees for the year less adjustments for employees who forfeited their balances due to termination or resignation ending December 31, 2025 to the Employee Benefit Reserve Fund.

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

BE IT RESOLVED, that there was hereby established an Employee Benefit Reserve Account per Resolution# 2023-8 effective December 31, 2022 as a portion of the Unreserved Fund Balance which will be set aside to pay future Employee Benefit Payments for Sick Bank accounts upon retirement.

BE IT FURTHER RESOLVED, that the Board of Water Commissioners have approved to allow Clerk of the Water Board to transfer \$13,903.77 from the General Fund Cash Account to the Employee Benefit Reserve Account, with said transfer to commit additional

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Sick Bank values up to the year ending December 31, 2025 as a portion of the Unreserved Fund Balance which will be set aside to pay future Employee Benefit Payments for Sick Bank Accounts upon retirement.

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 White, seconded by Commissioner Hartman, that the above resolution be adopted.

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Commissioner White	X			
Commissioner Hartman	X			
Commissioner Holly			X	
Commissioner Cirillo	X			
Commissioner Mitchell	X			

Adopted : January 13, 2026

Water Board President, Tim White sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2026-2

RESOLUTION AUTHORIZING THE PAYMENT FUNDS HELD INFOR TIMOTHY CANAVAN IN SICK BANK RESERVE ACCOUNT.

WHEREAS, the Board of Water Commissioners of the City of Gloversville have made an agreement with the CSEA Local 1000 AFSCME AFL-CIO and with Non-Union Employees to allow them to accrue all unused sick time hours above 40 hours per year. With the monetary value of said accrued hours at the respective year's hourly rate to be set aside in a sick bank account. With Sick Bank accounts to be either used to offset the employee's share of Health Insurance premiums after retirement or with Sick Bank accounts to be paid in full to employees at retirement with their understanding that if buyout is selected, they will not be entitled to Health Coverage from the Gloversville Water Works after such payment has been issued.

WHEREAS, the Board of Water Commissioners, has hereby established a separate Employee Benefit Reserve Fund per prior Resolution #2023-8 to set aside funds for future Employee Benefit payments from Sick Bank Accounts pursuant to current CSEA Bargaining Agreement and Board policy as set to include Non-Union Employees;

WHEREAS, The Board of Water Commissioner is currently holding \$1,615.49 for Sick Bank accruals for Timothy Canavan through the year ending December 31, 2025.

WHEREAS, the Board of Water Commissioners desires to have the Clerk of the Board issue payment in the amount of \$1,615.49 to Timothy Canavan for compensation of his accrued Sick Bank balance due to his involuntary lay-off from the Water Department.

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

BE IT RESOLVED, that the Board of Water Commissioners have approved the payment of \$1,615.49 to Timothy Canavan for the balance of his Sick Bank accrual.

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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 White, seconded by Commissioner Hartman, that the above Resolution be adopted.

	Yes	No	Absent	Abstain
Commissioner White	X			
Commissioner Hartman	X			
Commissioner Holly			X	
Commissioner Cirillo	X			
Commissioner Mitchell	X			

Adopted : January 13, 2026

Clerk Report:

Clerk presented a list of accounts with delinquent account balances and discussed with the Board the process of submitting the delinquent balances to the City of Groversville for re-levy to the 2026 City tax bills. There are currently 85 accounts with delinquent balances totaling \$65,708.81. Most accounts have services that have been previously shut off for non-payment.

A motion was made by White, seconded by Commissioner Hartman to approve submitting the delinquent water account balances to the City of Groversville for re-levy to the 2026 City tax bills.

Commissioner	Yes	No	Absent	Abstain
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

Chief Water Treatment Plant Operator Report:

Andrew addressed with the Board compensation rate adjustments for two plant employees. At the time the Plant project was approved in 2024 it was discussed that all employees be cross trained in the lab as well as performing additional chemical testing in the City distribution system. With these additional duties now being performed, Matthew Conca's pay would need to be increased \$1.22 per hour for bacteriology duties and Alvin Hichins an increase of \$0.25 per hour for sampling duties.

Motion was made by Commissioner Hartman, seconded by Commissioner White to approve a pay rate increase of \$1.22 per hour for Matthew Conca and a \$0.25 pay rate increase for Alvin Hichins effective with the next pay cycle.

Commissioner	Yes	No	Absent	Abstain
White	X			
Hartman	X			
Holly			X	
Cirillo	X			
Mitchell	X			

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Superintendent's Report:

Vehicle Update:

Eric informed the Board that the new 2026 Chevrolet Silverado truck recently caught fire while plowing the parking lot. The fire department was called and the employees were able to put the fire out before the fire department arrived. The battery and all the wiring harnesses had melted due to the heat as well as damage to the hood of the truck. The fire department issued a report and the insurance company has been notified. An adjuster will be sent to look at the truck for insurance purposes. The incident report from the fire department points to the installation of the plow as a potential cause. There were bolts missing on the clinoid which may have caused sparks during plowing since it was not grounded. No payments have been made on the truck at this time, including payment for the plow installation. We will hold off making any payments until we hear back from the insurance adjuster.

Each Board member was provided with a financial disclosure form to be completed and returned. Completed forms will be sent to the City of Groversville.

Eric presented the Board with a request for relief on the water bill for an employee for 63 Orchard Street. While the employee's tenant was out of town there was a leak at the property. The leak was discovered through an alert through Department's Neptune system as a high user. A team was sent to the property to look at the meter and discovered that water was leaking into the basement from a broken pipe. The Board requested that Eric review the usage history in Neptune and determine what water usage was attributed to the broken pipe.

The Board was informed that retired superintendent Chris Satterlee will be assisting Eric in the coming weeks in preparing the Annual Water Quality Report and the annual water withdrawal report. Compensation for his services was accounted for in the 2026 budget.

At 6:54 a motion was made by Commissioner White, seconded by Commissioner Hartman to enter Executive Session to discuss a matter relating to the formation of a contract with a third party.

A motion was made by Commissioner Cirillo, seconded by Commissioner Hartman to come out of Executive Session at 7:29 p.m.

Motion was made by Commissioner Hartman, seconded by Commissioner Cirillo to adjourn the meeting at 7:29 p.m.

The next meeting will be held on Tuesday, February 17, 2026 at 6:00 PM.