

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MARCH 17, 2026

The Regular meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 South Main Street Gloversville, NY, on March 17, 2026, at 6:00 PM with Vice President Holly presiding.

Roll Call:

Commissioner:

Cirillo	Present
Hartman	Absent
Holly	Present
Mitchell	Present
White	Absent

Others in Attendance: Water Superintendent, Eric Lentini and Clerk of the Water Board, Cindy Albertine.

Superintendent Lentini opened the meeting to anyone wishing to address the Board at 6:00. Anyone wishing to address the Board is allowed five minutes to speak.

Public Session:

Warren Rulison, resident of 96 Prospect Avenue, asked to address the Board regarding his current bill in the amount of \$1,555.94. He stated he was recently out of town and when he returned, he had low water pressure which he attributed to the recent leak within the City. After he received the large bill, he checked his cellar and discovered water was spraying from the side of the water meter. He let the Board know that he has submitted a dispute form for both the water and sewer portions of his bill and asked for consideration of reducing his bill on the basis that he believes the water meter failed. He stated there are no other water leaks or broken pipes and did not have any frozen pipes. He acknowledged that the Water Department was called and his water meter was changed out. He further stated that after the water meter was replaced, he noticed excess water on the sidewalk near his driveway, which he believes may be coming from a leaking water pipe.

Superintendent Lentini stated we would look into the excess water in his driveway to determine if it is a Water Department line that may be leaking but advised that it could potentially be on the consumer side. If the leak is on the consumer side, the owner of the property is responsible for any repairs. The Board informed Mr. Rulison that they would review his complaint and contact him with their decision. Before excusing Mr. Rulison, Superintendent Lentini informed the resident of the free water monitoring service provided by the Water Department and suggested that he sign up for the service to be alerted to any excess water usage in the future.

There being no other public comments, Public Session was closed at 6:08 p.m.

Commissioner Holly reviewed the General Fund audits for the period covering February 14, 2026 through March 13, 2026 prior to the meeting, as well as a Capital Project Fund audit for the same time period, as follows

General Fund: \$191,773.35
Capital Project Fund: \$1,175.00

A motion was made by Commissioner Cirillo, seconded by Commissioner Mitchell to approve the General Fund and Capital Projects audits. A copy of the audits are attached to these minutes.

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

Minutes:

Minutes for the Regular meeting held February 17, 2026 were emailed prior to the meeting for Board member review. Prior to the meeting, Commissioner Cirillo pointed out that one of the voting blocks was incorrect. The minutes were corrected prior to the meeting and a revised copy was made available to review. There being no further questions or concerns, a motion was made by Commissioner Holly, seconded by Commissioner Mitchell, to approve the minutes as presented.

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

Clerk of the Board Report:

Board members were advised that several financial reports have been sent to the City of Gloversville and to WEST & Company for preparation of the 2025 AFR and financial statements. Information needed by the City for the AFR will be dependent upon financial information prepared by WEST & Company. Additional reports will need to be provided throughout the process.

Disputes:

Two billing dispute requests were received and emailed to the Board prior to the meeting. The Clerk presented the following billing complaint/dispute requests:

12 Chestnut Street (#23200420):

A new water meter was installed at this property in September 2025. The Neptune 360 water monitoring software was not receiving reads at the time billing was being processed. We went to the property to obtain a manual read which was then entered into the billing software. At the time the read was entered the incorrect number of dials was recorded. Consumption was entered as 5,230 cubic feet instead of the correct 52 cubic feet. As this was an error on the part of the Water Department, Clerk is recommending the following billing adjustments based on the correct consumption:

Credit Water - \$167.13
Credit Water Infrastructure - \$12.94
Credit Sewer - \$136.18
Credit Sewer Infrastructure - \$49.19

After discussion, A motion was made by Commissioner Holly, seconded by Commissioner Mitchell to approve the Clerk to make the above billing adjustment.

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Cirillo	X			
Hartman			X	
Holly	X			
Mitchell	X			
White			X	

96 Prospect Avenue (#23401340):

Resident Warren Rulison addressed the Board during Public Session regarding his dispute request. The Board has requested additional information regarding the request and tabled a decision on the request until the April 21, 2026 meeting.

Resolutions:

Water Board Vice President, Ronald Holly sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2026-06

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND CASH ACCOUNT TO THE GLOVERSVILLE WATER WORKS HEALTH REIMBURSEMENT ACCOUNT CASH ACCOUNT.

WHEREAS, the Board of Water Commissioners of the City of Gloversville has established a Health Reimbursement cash account for expenses incurred for insurance co-payment reimbursements for eligible employees, their spouses, and certain eligible dependents of such employees; and

WHEREAS, the Board of Water Commissioners is obligated to pay medical reimbursements expenses for employees who participate in the Gloversville Water Works health insurance plan. Expenses up to \$6,000 for single coverage employees and up to \$12,000 for employee plus spouse coverage may be incurred for employees who participate in the Gloversville Water Works health insurance;

WHEREAS, the Board of Water Commissioners desires to have Clerk of the Water Board transfer \$30,000.00 from the General Fund Cash Account to the Gloversville Water Works HRA cash account for said expenses;

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 hereby authorizes the Clerk of the Water Board to transfer \$30,000.00 from the General Fund Cash Account to the Gloversville Water Works deposit Account for medical reimbursements expenses incurred by employees and their eligible dependents.

BE IT FURTHER RESOLVED, that expenditures from said HRA account shall be made only for the purpose of medical reimbursement costs.

A motion was made by Commissioner Holly, seconded by Commissioner Mitchell, that the above resolution be adopted.

Votes Taken:

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

Adopted : March 17, 2026

RESOLUTION NO. 2026-07

The Water Superintendent presented the Following Resolution and Moved for its adoption

WHEREAS, the Gloversville Board of Water Commissioners 2026 Budget requires a transfer.

NOW, THEREFORE, BE ITS RESOLVED, that the following budgetary transfers be authorized:

<u>Account Number</u>	<u>Account Description</u>	<u>Increase</u>	<u>Decrease</u>
9710.613	Debt Service - Principal - 2024 Chevrolet Silverado	\$ 18,390.00	
9710.713	Debt Service - Interest - 2024 Chevrolet Silverado	\$ 610.00	
8320.217	SOS - Equipment - Truck		\$ 19,000.00
		\$ 19,000.00	\$ 19,000.00

RESOLVED, that this Resolution shall take effect immediately upon passage.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cirillo that the above resolution be adopted.

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

Adopted : March 17, 2026

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Superintendent's Report:

Superintendent Lentini updated the Board on the recent leaks in the City. The Water Department was aware there was a substantial leak based on the volume of water that was being dispatched from the plant. Over the course of several days, the Superintendent and the Transmission & Distribution foreman, Jesse Dutcher, went to multiple known vacant buildings to inspect for frozen sprinkler lines. During that time, a post was made on Facebook asking the public to report any low water pressure or any unexplainable excess water in the street. No credible leads were received. The leak was discovered by department personnel after several days at a building off Burr Street caused by a blown sprinkler system. The owner was notified and water to the building was shut off for repairs. Finding the leak was difficult due to the fact that the water from the leak was running off into a nearby stream and there was no visible ponding of water. Another factor that made finding the leak a challenge was that sprinkler systems are not metered for usage since they are used for fire protection. No residents in the area were affected by the leak. The Superintendent raised the concern of where negligence for broken sprinkler systems lies and who is responsible for costs associated with the water loss. Sprinkler systems are tied to the Fire Department to be alerted to a fire if they are activated. It appears the Fire Department was not alerted to the usage from the sprinkle system at the building. This raised the question of when the sprinkler system was last tested. The Board was provided with Resolution 2022-6.2, which sets a policy for unmetered water loss due to a major piping failure to include fire sprinkler systems.

Commissioner Holly asked if the property owner was insured and if they intended to file a claim for damages. The Superintendent stated he had not spoken to the owner regarding that matter. Commissioner Holly asked the Superintendent to reach out to the fire department to see if the sprinkler system had been inspected recently and determined to be in compliance with City code. The Board also recommended submitting a bill to the property owner based on the estimated loss.

In addition to multiple small breaks caused by freezing temperatures, the Department also handled a large water main break at the intersection of Spring Street and West Street. In order to repair the line, the Department had to turn off 14 gates to isolate the area. A boil water advisory was issued for the surrounding area affected by the leak. The repair was difficult due to the number of other utility lines and wires in that area, including gas lines. Eric recognized the Water Department team who worked overnight in the freezing temperatures to repair the break and commended them for the quick repair. In the days following, another water main break was repaired on Bloomindale Avenue. The service line at this location is shallow and has frozen multiple times in the past. While repairing the line, a new gate was installed at the intersection on East Pine Street.

Eric informed the Board that he and Andrew White, Chief Water Treatment Plant Operator, would be meeting with the Superintendent for the Town of Mayfield regarding the recent water main breaks in the village. They plan to discuss options that may be available to assist Mayfield with providing water for village residents. One option may be installing a small trident plant on Jackson Summit to provide raw, untreated water to their pump station. Mayfield currently uses approximately 250,000 gallons per day. Commissioner Holly asked if there would be any issue installing a line across Route 30. Eric stated it was his belief there wouldn't be an issue, but he would look into that further if the talks with Mayfield were to progress. He also mentioned that there are many infrastructure grants available through New York State Department of Health that Mayfield may qualify for given these recent failures resulting from aging infrastructure. Eric assured the Board that providing this volume of water would have very little effect on our water resources.

The Board was notified that with guidance from Chris Satterlee, the Annual Water Quality Report was prepared and submitted to the Department of Health and Department of Environmental Conservation. Copies of the report were distributed for public availability to the Gloversville Library, City Hall and the Gloversville Senior Center. It has also been published in the Leader-Herald and posted to the Water Department's website and Facebook page. The certification form will be completed and submitted to the DOH in April certifying that it has been distributed and posted for public view.

Eric reported that Dam Certifications for Port Creek, Rice Reservoir and Jackson Summit were also completed. The Emergency Action Plan flow chart will need to be updated. He has provided C.T. Male Associates with all the updates. Once C.T. Male has updated the flow chart it will be submitted to the appropriate agencies.

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Board members were provided with a copy of the Water Department's 2026 annual budgetary summary report. The report will need to be signed by the Board President before it can be submitted to the City of Gloversville.

Superintendent has reached out to C.T. Male for the preparation of the Engineering Assessment for Rice Reservoir. He will be working with them to complete the assessment. Assessments for the remaining dams are currently in compliance with the next assessment due in 2032 for Port Creek. These assessments are due every ten years. Eric stated he is looking at the Department's I&P plans for the dams and making necessary updates. These inspection and maintenance plans are not required to be submitted unless requested by DEC. The cost associated with the assessment was included in the 2026 budget.

Eric updated the Board on the progress of the dump truck repairs. He spoke with Precision Auto who is handling the repairs. They informed him that all parts needed for the repair have been delivered and the hood and fenders are in the process of being painted. Precision Auto has coordinated the delivery of the truck to Stahl's when they are finished. Stahl's will rewire the plow and salter. Precision Auto is working with the insurance regarding the claim. All repairs will be covered under insurance claim.

The Board discussed the existing Shared Services Agreement with the City of Gloversville. Eric informed the Board that we currently receive \$55,000 annually from the City of Gloversville for processing sewer billing. He stated that costs associated with billing have increased and we may need to consider an increase to this annual amount. Commissioner Holly asked when the last increase was. Eric informed the Board that he was unable to find the original agreement but was able to find that \$52,500 was charged from 2008 through 2021 and increased to \$55,000 in 2022. The Board agreed to discuss this matter further at future meetings.

Eric advised the Board that our current IT provider, Chris Jabolonski, reached out and informed us that he is looking to take a step back due to his current job working nights leaving him unavailable during working hours. He suggested we find another option who would be available to help assist us during working hours. Updates are necessary for several of our programs in order to continue using them, one being Quickbooks, our primary accounting software, which will discontinue updates for our existing version on May 31, 2026. Not being able to receive updates would impact our ability to process payroll correctly. When we discussed this with Mr. Jablonski, he indicated that the existing computer would not support the new updated and a new computer would be needed. Eric let the Board know that he met with Eric Piseczny from USM Solutions to see if they would be able to assist us. USM provides services to several other local municipalities. Mr. Piseczny looked at our existing system and provided us with a quote, a copy of which was provided to the Board. Given the age of our existing computers and the concern for data security, it would be necessary to update our existing system. The Board asked Eric to reach out to both providers and discuss a transition plan. Eric let the Board know he reached out to another possible provider but had not heard back from him prior to the meeting.

Eric stated he would like to update the In The Flow newsletter that is sent with each bill. He reminded the Board that the newsletter was updated for the Winter months with a public reminder to assist with keeping fire hydrants clear for fire personnel. He would like to update the newsletter for the Spring and Summer months and asked the Board for any suggestions. Eric stated he was considering a public reminder to use the City's splash pad during the summer months, highlighting the Water Department's community support by providing the water free of charge to the City. Based on the water used at the splash pad last year, the cost would have been approximately \$24,000. The Board agreed with the suggested change to the spring and summer In The Flow newsletter.

The Board was informed that we recently learned of two properties where the residents tampered with Water Department equipment thereby allowing them to receive water free of charge. Neptune 360 stopped obtaining usage reads for 36 Broad Street in October 2025. Based on usage shown in the report it appeared there had been a leak prior to the meter no longer collecting reads. Water to the property had been turned off for non-payment. When the owner came in to pay their bill, they were informed that we would need to access our meter to find the cause of it not providing readings. When our team went to the house, they discovered that our meter had been removed and replaced with one that could not be read by our radio box. During that visit, our team re-installed our meter. The Board requested that an estimated bill be prepared and sent to the owner based on the consumption at the time the meter was removed.

Water service to 317 West Fulton Street had been shut off for non-payment on March 9, 2026. On March 16, 2026, we were alerted that the owner had used a key to turn the water back on. When we checked the Neptune 360 program it showed reverse flow readings

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indicating the owner may have tampered with the meter. We have had similar experiences at this property in the past. Eric contacted the police department and requested that they enter the property with him to look at the meter. After leaving the residence Eric asked the officer if we would be able to press charges for theft of services and tampering with the meter. In order to press charges, the police would need to speak with the person who reported the complaint. At this time, they have stated their intent to not to speak with the police. At the Board's request, Eric agreed to reach out to the complainant again to see if they would be willing to speak with the police. Water at the property is currently off at the street so they will not be able to turn it back on. Per City code, the fire department will need to be notified that there is no running water to the residence.

Primo Water Brands:

Eric met with Charlie Dagel with the Civil Group and Mike Napolitan of Primo on March 13, 2026 to discuss pre-Adirondack Park jurisdictional inquiry form review. They went over site plans and reviewed documentation for the Dixon property. Mr. Napolitan stated they obtained a copy of the deed from the County. During the meeting they discussed the dirt pathway leading to the site. Primo is requesting permission to install a 12-foot crushed stone roadway leading to the site, as well as install a culvert. They also discussed the possibility of drilling additional test wells this year. It is their goal to have all approvals and permitting completed by the end of 2025 and start excavation. Installing the line to feed the bottling station, securing a fill site should occur in 2026 as well as the sourcing of water if all goes to plan. The Board approved allowing Primo to install the crushed stone roadway and culvert.

Niagara Bottling:

The Board was updated that plans are moving quickly with Niagara Bottling. Site work at the location has begun. Eric informed the Board that he recently had several calls and Zoom meetings with multiple engineers and contractors. We are in the process of ordering the parts for both the domestic line tap and sprinkler tap which we will install when that part of the project has started. We have ordered and received the 8-inch meter required for the project. All parts will be billed to Choate Contracting and will be paid by Niagara. The projected date given by Niagara to be up and operating is September 2026.

At this time, Superintendent Lentini asked to enter Executive Session to discuss contract negotiations for his employment contract.

A motion was made by Commissioner Holly, seconded by Commissioner Mitchell to enter Executive Session at 6:47 p.m.

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

Upon a motion made by Commissioner Holly, seconded by Commissioner Mitchell the board ended Executive Session at 6:57 p.m.

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

The Board agreed to table contract negotiations until a full quorum was present.

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There being no further business, a motion was made by Commissioner Cirillo, seconded by Commissioner Holly to adjourn the meeting at 6:58 p.m.

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

The next scheduled Board Meeting will take place on April 21, 2026 at 6:00 p.m.