GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – APRIL 21, 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 April 21, 2026, at 6:00 PM with President Paul Hartman presiding.

Roll Call:

Commissioner:	
Cirillo	Present
Hartman	Present
Holly	Present
Mitchell	Present
White	Present

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

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Superintendent Lentini opened the meeting to anyone wishing to address the Board at 6:01. Anyone wishing to address the Board is allowed five minutes to speak.

Public Session:
There being no other public comments, motion was made by Commissioner Holly, seconded by Commissioner White to close Public Session at 6:02 p.m.

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

Superintendent Lentini introduced Jake Gordon and Bridgette Fitzjames of C.T. Male Associates who were in attendance to give updates on our ongoing projects. Jake Gorden introduced himself to the new Board members and proceeded to update the Board on the Plant Project and Lead Service Line Replacement Project.

Jake began his discussion with the Lead Service Line Replacement Project and gave a brief breakdown of the project to date for the new Board members. He explained that New York State EPA initially conducted a study and prepared a plan and cost associated to replace all lead service lines. He noted that when the Bi-Partisan Infrastructure Act grant was announced our department had already established service line inventory allowing us to immediately submit that information. Gloversville Water Works was one of the first in the state to be awarded funds. This project has since transitioned to the IIJA (Infrastructure Investment In Jobs Act). He let the Board know that we initially were awarded funds to replace only lead service lines. Since that time, the guidelines have changed to include galvanized lines that were now or formerly downstream lead would need to be replaced. With this change, our reporting was amended to include galvanized line in the scope of the project, which increased the amount of the grant awarded. Jake distributed a Project Budget and Construction Cost spreadsheet detailing the breakdown of the Grant funds and project costs totaling $12,209,763. The grant amount awarded for the project was $8,546,834, with an additional $3,662,929 awarded as an interest-free loan. Jake advised the Board that we were recently informed that at the end of the project, the $3,662,929 award will be rolled into another grant, ultimately leaving the Water Department with no debt to repay. Jake informed the Board that this has been a long, tedious process and there have been many ups and downs along the way with submitting information to EFC, but at the end of the project, the Water Department will have no debt in replacing the lead service lines throughout the City.

CT Male has already been contracted to perform the design bidding phase. Jake discussed the possibility of proceeding with this phase ahead of the funds being disbursed to expediate the process. Doing so would allow the project to continue moving forward. The Board previously elected to wait to see how the grant process would progress. Eric acknowledged that this was discussed at a previous Board meeting. Now that the project has been approved and the grant is expected to be awarded, Jake suggested that we start the next phase. If we were to do so, expenses would be paid by the Water Department and submitted for reimbursement under the grant once funding is in place.

Commissioner Holly asked Jake for a projected timeline for completing the project. He advised that the project could take up to two years. The initial step would be going out to bid, followed by determining how many contractors may be required to complete the replacement of approximately 2,500 service lines.

Eric asked for clarification if galvanized lines were now included in the scope of the project. Jake confirmed that galvanized lines are included and further explained that the grant covers replacement from the water main to the meter. Now that work will be done on private property, attorney fees to develop an access agreement that would require the homeowner's authorization to allow contractors to be on private property were added to the project cost. This access agreement would outline a time frame of how long the Water Department would be responsible for the service line before responsibility for the line reverts to the private homeowner. C.T. Male will continue to monitor the approval of the access agreement. In addition to the agreement, photographs will be taken documenting the work area and condition of the foundation before and after the work has been completed. When asked if the Water Department would be responsible for lines being replaced going forward, Jake stated he is working with another municipality on a similar grant project in which EFC is currently working on this issue. He is monitoring the situation with that municipality and what the outcome will be. He suggests that the access agreement may stipulate a short warranty period the Water Department would be responsible for any repairs and after that time the responsibility will be returned to the homeowner. Eric mentioned that the Water Department has discussed assisting with replacing certain lines but would not be able to work on private property.

Eric questioned if he thought the grant would cover all lines now that the scope of the project includes galvanized lines. It was Jake's opinion that with the increased grant amount that was awarded for the galvanized lines all inventory for this service type would be covered. Eric followed up with the question if service lines that had been replaced in past projects would be eligible to have the lines to their house replaced if they were not already done. He believed some homeowners may not have done that when the Water Department replaced the lines in the street. Jake suggested we cross-reference those properties to determine what type of service line is going into the house for inventory purposes, then wait for a determination from EFC if those properties would be covered.

Eric noted that the inventory list used for the grant application was based on information provided by installers during our meter replacement project. Since that time, we have discovered that some information was incorrect. We continue to update that inventory list if we perform work at a residence and verify the material. However, there may be instances when the contractors will find a service line we have identified as lead or galvanized may be copper and will not need to be replaced. Jake suggested the possibility of allocating additional construction funds and setting a specified pay allowance to the contractors for these instances. Jake suggested performing change-outs in a small test area once they have the access agreements are in place to determine if changes would be necessary for the remainder of the project and adjust any costs accordingly.

The Board was informed that preparing bid specifications began last week. It is expected that by next month this process will be in advanced stages and more communication will be coming from EFC during that time. EFC has indicated that the project will be approved at their next board meeting and will be followed by the financing documents. At that time EFC will begin releasing funds through reimbursement requests. Once that happens, Jake stated he would be able to submit his packet to Department of Health for approval and we would be able to begin submitting reimbursement requests for project costs to date.

Eric asked for an estimate of what the total up-front expenses might be to start the lead line process before we would be able to begin submitting reimbursement requests from the grant. Jake estimated his costs for the bid and award phase would be approximately $60,000.

Next, Jake updated the Board on the $3 million grant for the Water Infrastructure Improvement Act Project (WIIA) at the plant that began in 2018 and was awarded in 2020. Financing for the project was finalized in 2024. This project includes a 60% grant, 40% match, with a long-term financing option up to $2 million at a subsidized interest rate. The project was conceptualized in three phases – Phase 1 one was general upgrades to the internal plant in the basement and chemical feed system upgrades and lab upgrades; Phase 2 includes external upgrades primarily the conditioning basin, installing a solar array to help offset costs of running the plant, upgrades to the raw water intake at the Jackson Summit intake, and Phase 3 will be pressure boosting and installing a pump station at Eagle Street tank which is in a low-pressure zone. Immediately upon receiving funding for Phase 1, three valves failed which had to be broken out into Phase 1A as an emergency phase for repairs. We are now in Phase 1B of the original plan which includes replacing the remaining valves to include installing actuators, some processing pipe improvements and pump improvements. The State requested additional information which included additional plans and drawings in order to proceed. Jake let the Board know he had a phone conference with the Department of Health last week to discuss the State's concerns. After speaking with DOH and discussing our system the State signed off on most of the project. The items they still had questions on included instrumentation and chemical feed upgrades. These items have now been moved to Phase 2 to allow us to move forward with Phase 1B. The modified Phase 1 plans have been re-submitted for approval. DOH informed Jake that they anticipate a short turn around on the approval so work under Phase 1B can begin soon. Once approved, Jake will update the dates on permit levels and update the dates on the invitations to bid and completion dates. At that time, we will be able to advertise a notice for bid proposals.

Commissioner Holly asked if the grant would still cover the project costs considering the length of time that has passed and price increases since submitting the application. Based on the pricing structure used at the time of submission, Jaked indicated the grant award should still cover the cost of the project. However, he would have a better concept of costs once we receive bids. He anticipates having a bid schedule available for review at the next meeting. At that time, we can advertise bid proposals and be able to award a contract in June. In the meantime, Jake stated that he will begin working on information fort Phase-2, which will now include the items that were moved from Phase-1B.

Eric mentioned that we have received notifications alerting municipalities of recent security hacks on water infrastructure. He questioned the cyber security of the SCADA system that will be installed and what protections were in place to prevent hacking. Both Jake and Andrew White stated that our systems will be controlled in-house and would not be tied to any online service protecting against being threatened by potential hacking. Another security measure in our system is that all operations can be manually overridden if something were to happen. Part of the scope of work includes coordinating with a specialist to ensure that cyber security and vulnerability points have been met as outlined in the specifications of the project.

Jake gave a brief update on the water lines and pump station updates along County Highway 107 for the Niagara Plant project. The design phase is close to being finalized for submission to the Herkimer District office of Department of Health. There had been a delay due to insufficient room within the right of way on the North side of the highway to install the lines. Don Brown Bus Sales agreed to an access easement to allow the lines to cross their property. With that approval, CT Male is ready to submit the plans for approval. The pumps have been selected, and necessary pump station updates have identified. Jake continues to have conversations with Scott Henze of Fulton County regarding the project.

At this time, the Board thanked Jake Gordon and Bridgette Fitzjames for the project updates and they were excused from the meeting.

Commissioner Holly reviewed the General Fund audits for the period covering March 13, 2026 through April 16, 2026 prior to the meeting, as well as a Capital Project Fund audit for the same period, as follows

General Fund: $225,515.52
Capital Project Fund: $5,871.25

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

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

Minutes:

Minutes for the Regular meeting held March 17, 2026 and Special Meeting held April 16, 2026 were emailed prior to the meeting for Board member review. There being no questions or concerns, a motion was made by Commissioner Holly, seconded by Commissioner Hartman, to approve the minutes as presented.

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

Clerk of the Board Report:

Disputes:

96 Prospect Avenue (#23401340):
Clerk reminded the Board that a billing dispute request was tabled at last month's meeting for 96 Prospect Avenue to allow our team to determine if a leak in his yard is a Water Department line or on the customer's property. After visiting the property, it was determined that the leak was on the owner's property and was the responsibility of the homeowner to repair the line. After discussion, the Board denied the request for water relief.

The resident of this property also applied for sewer relief with the Gloversville-Johnstown Wastewater. We received notification that the sewer board has approved a credit in the amount of $430.25 for the sewer portion of the bill for this property. The Clerk requested approval to apply this credit the account.

A motion was made by Commissioner Holly, seconded by Commissioner White authorizing the Clerk to make the above billing adjustment.

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

Superintendent's Report:

Eric updated the Board on status of the dump truck. He recently spoke with Ray from Precision Auto who indicated the body work and paint has been completed. However, they are unable to order or locate a new wiring harness because the truck is still in production and all new harnesses are being used to build the new trucks. Once they are able to order the parts and complete the repairs the truck can be sent to Stahl's who will install the plow and sander.

The Board was informed that there will be a meeting this Friday at City Hall to discuss the possibility of mediation between the City and Malloy regarding the Harrison Street Bridge project. Eric and Jesse will be attending the meeting along with the City's attorney and GPI.

Eric informed the Board that a watershed employee has resigned. With the vacant position, we contacted Tim Canavan who had been laid off at the end of the year to offer him the position. He has declined the offer to return. Eric informed the Board that has another candidate he will be reaching out to extend a job offer. This candidate was previously employed by the Water Department.

Chief Water Treatment Plant Operator Report:

Andrew advised the Board that he recently met with the plant staff to discuss weekend scheduling. The current weekend schedule requires the plant to be staffed with two employees. He discussed with them their thoughts on amending the schedule to one person. He noted that SOPs would be updated with the new procedures. He further noted with at completion of the plant project the system will be automated and there would be no need for two employees to be on staff. If necessary, he would be willing to look at lone-worker safety alarms which are typically a lanyard worn around an employee's neck and would send an alert if engaged. Having this type of service would save the Water Department approximately $30,000 annually in overtime costs. Another safety feature in place now that wasn't in the past is our fire alarm system being connected to the chlorination system. If there were a chlorine leak the fire department would be alerted. They all voiced their agreement to go to one-person shifts for weekends with the additional safety measures in place they discussed. The Board asked Andrew to research the lone-worker safety alarms.

Commissioner Cirillo suggested that Andrew reach out to our insurance carrier to get input regarding safe practices or guidelines for single staff workers to ensure we would be in compliance with safety regulations and the department would be covered should there ever be an incident while working alone. Andrew agreed to contact our insurance provider and report back to the Board.

Andrew reminded the Board about a request we received from Third Pillar to install a floating solar array on one of our reservoirs. Their proposal was for a 25-year lease with an annual lease payment of $50,000 and a 2% increase annually. He let the Board know that he recently had a video call with Coral Reef Partners located in Pennsylvania. He is expecting a written proposal, but at the time of the Board meeting he had not yet received the proposal discussed during their conference call. However, Andrew let the Board know the proposal was for two 15-acre land applications, one at the plant and another behind the watershed shanty. The lease payment would be $90,000 annually with a 2% increase for 25 years. Coral Reef would be responsible for the site prep, installation, maintenance, and removal of the panels if the Water Department opted not to extend the lease agreement. Coral Reef advised that if the project is not completed by 2027, they would lose a 33% investment tax credit. To be able to complete the project by that time, they would need to start the project by July. Should they lose that incentive it would negatively affect the lease payment amount. If we were to proceed with the project, we would also receive a 15-20% discount on our utility bill. This project would be a community solar project and would allow residents to opt in and receive a 10% discount on their utility bills. Once he receives the written proposal he will provide the information to the Board.

Commissioner Holly asked if there were any new discussions with Mayfield concerning their water needs. Eric informed the Board that there have not been any recent discussions with them. Eric indicated he is aware they have been approved for a grant for an engineering study. He believes they will move forward with that study. Once that has been finalized, Eric and Andrew will set up a meeting with them.

Commissioner Holly asked if there were any updates on the large leak that occurred earlier this year. Eric stated he spoke to the chief at the City's fire department to determine when the sprinklers were last inspected. If working correctly, the sprinkler system should have been tied to the fire department, and an alarm should have been set once it began leaking. Currently, Eric continues to have discussions with them. The Board asked that we send a bill to the owner of the building as the damage may be covered by their insurance. Eric agreed to send a bill to the building owner.

There being no further business, a motion was made by Commissioner Hartman, seconded by Commissioner White to adjourn the meeting at 7:23 p.m.

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

The next scheduled Board Meeting will take place on May 19, 2026 at 6:00 p.m.