GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 19, 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 May 19, 2026, at 6:00 PM with Vice President Ronald Holly presiding.

Roll Call:

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

Others in Attendance: Eric Lentini, Water Superintendent; Cindy Albertine, Clerk of the Water Board; William Rowback, City of Gloversville Councilmember and John Bailey & Crystal Peck of Bailey Johnson & Peck, PC.

Public Session:

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

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

Commissioner Holly reviewed the General Fund and Capital Project Fund audits prior to the meeting for the period covering April 17, 2026 through May 14, 2026, as follows

General Fund: $173,161.03
Capital Project Fund: $14,750.00

A motion was made by Commissioner White, seconded by Commissioner Cirillo 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 of the Regular meeting held April 21, 2026 were emailed prior to the meeting for Board member review. The Clerk advised the Board that language concerning the Board's request to get input from our insurance carrier regarding safe practices or guidelines for single staff workers was updated in the minutes. There being no further questions or concerns, a motion was made by Commissioner Holly, seconded by Commissioner Mitchell, to approve the minutes as presented.

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

At 6:04 Superintendent Lentini requested a motion to enter Executive Session to discuss a potential legal matter with Attorneys John Bailey and Crystal Peck of Bailey Johnson & Peck, PC. Motion was made by Commissioner White, seconded by Commissioner Holly to enter Executive Session. Councilmember Rowback was dismissed from the meeting at this time.

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

At 7:03 Commissioner Holly made a motion to come out of Executive Session, seconded by Commissioner White, and carried.

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

The Board thanked Mr. Bailey and Ms. Peck for their attendance and excused them from the meeting.

Councilmember Rowback rejoined the meeting.

Clerk of the Board Report:

Resolutions:

Clerk presented the following resolutions:

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

RESOLUTION NO. 2026-09

RESOLUTION TO ENGAGE THE LAW FIRM OF BAILEY JOHNSON & PECK, P.C., AS LEGAL COUNSEL FOR THE GLOVERSVILLE WATER DEPARTMENT.

WHEREAS, Gloversville Water Department is in need of a qualified legal representative to provide services for and on behalf of the Gloversville Water Department; and

WHEREAS, The Board of Water Commissioners has a responsibility to protect the operations and assets of the Gloversville Water Department; and

WHEREAS, the Board of Water Commissioners for the Gloversville Water Department is desirous of retaining counsel for all legal matters that may necessitate legal representation on behalf of the Water Department.

WHEREAS, the law firm of Bailey Johnson & Peck, P.C. has submitted a Letter of Proposal to provide legal services to the Gloversville Water Department.

WHEREAS, such Letter of Proposal has been submitted to the Board of Water Commissioners.

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Water Commissioners hereby authorizes the Water Superintendent to engage the law firm of Bailey Johnson & Peck, P.C. as legal counsel for the Gloversville Water Department for the purpose of providing legal services to Gloversville Water Works.

RESOLVED, that the Board of Water Commissioners authorizes and directs the law firm of Bailey Johnson & Peck, P.C. to be retained to take any and all actions necessary to protect the Water Department's interest, including but not limited to reviewing contracts and supporting any legal proceedings, as may be deemed appropriate.

Motion was seconded by Commissioner White, seconded by Commissioner Holly, that the above resolution be adopted.

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

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

RESOLUTION NO. 2026-10

RESOLUTION OF THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS AUTHORIZING ADVERTISEMENT OF A NOTICE TO BIDDERS FOR PHASE 1B OF THE GLOVERSVILLE WATER DEPARTMENT'S WATER SYSTEM IMPROVEMENTS PROJECT.

WHEREAS, Gloversville Water Works owns and operates a water supply, treatment, and distribution system for the City of Gloversville, New York; and

WHEREAS, Gloversville Water Works has been awarded a Water Infrastructure Improvement (WIIA) Grant for upgrades to the water treatment plant; and

WHEREAS, Gloversville Water Works wishes to advertise for bids to complete Phase 1B of the Water System Improvements Project; and

WHEREAS, The proposed actions throughout the project's Phase 1B will address valve replacement and installation of actuators, processing pipe improvements, and upgrades to existing pumps in compliance with the requirements of New York State Environmental Facilities Corporation (EFC) and New York State Water Infrastructure Improvements Act Program.

NOW, THEREFORE, be it hereby

RESOLVED, that the acting Water Superintendent is hereby authorized and directed to advertise a legal notice to bidders for Gloversville Water Work's Phase 1B of the Water System Improvements Project.

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

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

The Board was advised that Jake Gordon of C.T. Male Associates has requested to meet with the Board on or about June 30, 2026 to review the bid results for Phase 1B of the Water Treatment Plant project.

Chief Water Treatment Plant Operator, Andrew White, informed the Board that CT Male will be reaching out to NYS Department of Health to inquire about the possibility of putting the valve order out to bid separately as opposed to including the parts in the Phase 2 bid packets. Including the ordering of the valves with Phase 2 will cause a delay in receiving the valves. The current lead time for valve delivery is approximately 16-18 weeks. If approved by the State, bid packets would be provided to vendors. Andrew noted that he would like to specify in the bid that the valve and actuator assemblies come calibrated and mounted. Current standard protocols suggest that the actuator not be mounted on the valve in the field due to concerns of installation errors which could cause leaks in the valve.
spec

Disputes/Billing Adjustments:

127 Lake Ave #38801760:

Owner of the property has passed away. The last billing for this property included usage through October 22, 2025. On November 5, 2025 the Meter was removed and a consumption reading was obtained and added to the account at that time. Seven days prior to the next billing cycle a meter was re-installed in order to sell the home. A family member contact the office and is willing to pay the meter charge and usage since the meter was reinstalled but is disputing the minimum usage charge since the meter was only at the property for seven days of the billing cycle. Past practice has been that any account established close to the billing cycle remains inactive until after the billing cycle. Any consumption since installation is then charged on the next bill.

After discussion, a motion was made by Commission Holly, seconded by Commissioner Cirillo authorizing the Clerk to credit water receivables in the amount of $104.60 for this account.

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

Clerk advised the Board that we are working on updating the rates in the billing software for the June 1st rate increase. It was discovered that the consumption minimums for outside city residents are currently set lower than in-city minimums. The Board was reminded that outside city rates are set at two and one-half times the in-city rate. This means the current minimum charges being billed to outside city users are being billed at less than two and one-half times the in-city rate and residents have been undercharged for minimum usage bills. Setting the consumption minimums to be the same for all users would bring those charges to the intended rate structure. This change will only affect bills where billed consumption is equal to or less than the minimum usage amount. Once consumption exceeds the minimum usage limit the billed amount will be same as if no changes are made. After discussion, the Board agreed that rates charged to outside city users should reflect two and one-half times the in-city charges.

Motion was made by Commissioner Holly, seconded by Commissioner Cirillo for the Clerk to update the current minimum consumption schedule for outside city users to match the inside-city schedule to be effective with the June 1, 2026 rate adjustment.

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

Superintendent's Report:

Eric informed the Board that both the Lead Service Line Replacement project and the Plant project are both moving forward and currently on track.

The Board was updated on the status of the dump truck repairs. Previously, Precision Auto stated that because the truck was still new they were having trouble getting the parts needed to make the repairs. Eric informed them that when he was not receiving updates on the status of the repairs he reached out to the insurance company to talk about options for getting the truck repairs completed. The agent stated that in the past they were allowed to total the vehicle when dealers could not get the parts needed to repair new vehicles and indicated they would see if this would be an option for the department's truck. A few days after speaking with the agent, she reached back out to say that Precision Auto contacted her and indicated they had received the parts needed to make the repairs. The repairs have been completed and has since been sent to have the plow installed. All repairs should be finalized within a few days.

Eric let the Board know that Eric Maye, Senior Account Clerk of the office, recently reached his one-year mark with the Water Department and has performed well for the department. Eric Maye recently approached him to discuss his available time off. He is asking if the Board would be open to consider allowing him an additional week of vacation in place of accepting the 4% raise that was approved for 2026.

The Board asked if that would be allowed under the current contract. Eric stated that since the office personnel follow the contract but are not part of the union, the Board could agree to the request at its discretion.

After discussion, the Board felt that the request to waive the raise for 2026 was made in good faith and agreed to allow him an additional one-week vacation in lieu of receiving the 4% pay increase. Motion was made by Commissioner Holly, seconded by Commissioner White.

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

Chief Water Treatment Plant Operator Report:

Andrew advised the Board that he did not have an update on moving to a single-staff schedule at the Plant at this time. He felt the lone-worker lanyard quote he presented at the April meeting was excessive for the Department's needs and wanted more time to research other options. He mentioned that he researched NYS safety and labor laws and was not able to find any guidelines against lone workers as long as we meet OSHA guidelines, provide the necessary PPE, and take proper precautions for check-ins, all which were discussed during May's meeting.

The Board agreed to table discussions regarding lone workers at the Plant for the weekend shifts until a future meeting.

Prior to the meeting Andrew provided the Board with a copy of the solar agreement as discussed during the April meeting. He was uncertain of feasibility of moving ahead with the project. Since the last meeting he has had discussions with the Town of Johnstown Supervisor regarding their moratorium on solar farms. The plant's solar array project is exempt since the project started prior to the moratorium being put in place. A project of this type would be a stand-alone solar farm and would be subject to the moratorium which would entail completing an application and subject to approval by the Town. Andrew will reach out to the solar company and provide them with the application to see if they are still interested in pursuing the project. He will report back to the Board at the next meeting if he hears back from the solar company.

There being no further business, a motion was made by Commissioner White, seconded by Commissioner Holly, to adjourn the meeting at 7:30 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 June 16, 2026 at 6:00 p.m.