GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 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 July 21, 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; Andrew White, Chief Water Treatment Plant Operator, and Cindy Albertine, Clerk of the Board.

Public Session:

Public session opened at 6:00. Anyone wishing to address the Board is allowed five minutes to speak. Attendees were advised that no determination on their presentation to the Board would be made during the public session.

Susan LeVoie introduced herself as a representative from Forest Hill Towers. In addition to Ms. LeVoie, several other tenants of the Towers were in attendance. Ms LeVoie addressed the Board regarding the picnic tables placed at the edge of the Water Department's property which are used by the tenants of the Towers to gather and for some to smoke since they are not allowed to smoke on the Gloversville Housing Authority property. She mentioned that the residents keep the area clean and maintained and asked the Board to consider allowing them to continue using the area. Several other tenants spoke briefly, reiterating what Ms. LeVoie stated and asked the Board for their consideration in continuing to allow them the ability to use the area.

The attendees thanked the Board for their time and consideration and excused themselves from the meeting.

Gary Bishop, owner of property at 251 E. Fulton Street, introduced himself to the Board. Mr. Bishop explained that he had a lease-to-own agreement for this property and recently evicted the tenant. In the eviction process a large water bill was incurred at the property. He detailed that office staff allowed the tenant to enroll in an installment plan on the previous bill without his knowledge. When he learned of the plan, he contacted the office to say that once the plan was paid in full no future payment plans could be made on any property he owns. Mr. Bishop further stated that prior to the bill being generated, he contacted the office to state that he believed the tenant was maliciously leaving the water running and requested that the water be shut off. He was informed at that time that the water could not be shut off since the account balance was current and we are not able to shut water off without cause if tenants are living in the residence. He claimed he should not be responsible for the bill since he had a rent to own contract, a payment arrangement was made with the tenant acknowledging that he was not the owner of the property at that time, and he had contacted the office to request that the water service be shut off.

Superintendent Lentini reminded Mr. Bishop a decision would not be made on this complaint during public session. The Boad agreed to discuss his complaint and would contact him with a final determination.

Mr. Bishop excused himself from the meeting.

There being no additional public attendees, a motion was made by Commissioner Holly, seconded by Commissioner White to close Public Session at 6:15 p.m.

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

Superintendent Lentini asked for discussion regarding the request made from the residents of Forest Hill Tower during public session. Eric stated that several years ago the previous superintendent verbally agreed to allow the residents to use the area beyond the boulders at the far end of the property to set a picnic table to have a place to gather since they were not allowed to smoke on Gloversville Housing Authority property. Last summer a second table and umbrellas were added and the boulders blocking the entrance were painted. Ms. LeVoie, who spoke earlier, recently asked if we would allow a third table. They were denied the request. Eric mentioned there has been increase in traffic on the property at night who are not residents of the Towers. Some cars have been seen parking on the property inside the boulders and congregating at the tables.

Commissioner Holly, who also serves on the board for the Gloversville Housing Authority, stated he would discuss the situation at the next GHA meeting. Councilman Rowback mentioned reaching out to the City's acting attorney, Anthony Casale, for advice on the legalities of posting designated times for the area.

After discussion the Board determined that while they were sympathetic to the need of the residents needing a place to gather off housing authority property, they agreed that having the tables at the edge of water department property presented a liability concern for the department. It was decided that the residents of the Towers could no longer use the area to gather.

The Superintendent further advised of the heavy foot traffic through the property at all hours of the day and night and would like to research options to fence around the parameter of the parking lot in the future to prevent any access to the property.

Commissioner Holly asked if there was any additional information available regarding Mr. Bishop's complaint. Clerk advised that on December 1, 2025, the tenant at this property enrolled in a payment plan for their bill. Mr. Bishop contacted the office that week to request that the water be shut off. We informed him we could not shut the water off if there were tenants in the building and the account was current with the payment plan in place. He told office staff not to allow any future payment plans at the property once paid in full. The balance of the plan was paid in full on February 13, 2026 as agreed. The bill Mr. Bishop is claiming should not be his responsibility was for usage billed after the payment plan was paid. Mr. Bishop receives copies of the bill and well as the final notice to pay to avoid shutoff. He confirmed he received the shutoff notice in May 2026. Water at the property was shut off on May 26, 2026 for non-payment.

Superintendent Lentini informed the Board that after Mr. Bishop spoke with office personnel, he met with him to discuss the situation. The Board has maintained a policy that outstanding water bills remain with the property. After discussion, the Board determined that Mr. Bishop was the owner of the property and is responsible for the bill. It was agreed to allow him to enter a five-month payment plan. They stipulated as a condition of the plan, the balance of the next bill scheduled to be processed in September must be paid in full by the due date or will he will be in default of the payment plan. Should he default on the payment plan, water service to the property will be shut off.

Commissioner Holly reviewed the General Fund and Capital Project Fund audits prior to the meeting for the period covering June 12, 2026 through July 16, 2026, as follows.

General Fund: $298,594.13
Capital Project Fund: $3,750.00

There being no questions or concerns regarding the audits, a motion was made by Commissioner White, seconded by Commissioner Cirillo to approve the General Fund and Capital Project Fund audits, a copy of which is 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 May 19, 2026, June 16, 2026, and Special Meeting held June 30, 2026, were not completed at the time of the meeting.

Clerk of the Board Report:

Disputes/Billing Adjustments:

28 W 8th Ave. - #10400740:

A copy of a billing dispute received was provided to the Board for review prior to the meeting. A dispute form was also submitted for sewer relief and forwarded for sewer board review. The complaint stated that a bathroom pipe froze and burst. Owner is requesting relief on their bill for the excess usage. The Board was informed that department staff responded to the emergency weekend call and repaired the leak. A report from Neptune showed that the leak occurred between 11:00 a.m. and 8 p.m. Usage during that time was approximately 188 cubic feet.

After discussion and review of the information provided, the Board denied the request on the basis that the water went through the meter and was caused by a frozen pipe.

Motion was made by Commissioner Holly, seconded by Commissioner Mitchell to deny the request.

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

During the June 16, 2026 meeting, the Board tabled a relief request for 110 Division Street pending review of additional requested information. The Board was informed that on June 23, 2026 a benefactor, who requested to remain anonymous, paid $489.43 on the account balance, which equated to the charges incurred for the excess usage over the average bill for the home. This left a balance $310.00 due, which was paid by a friend of the owner. Late fees charged to the account were removed since the bill was in dispute.

The Clerk informed the Board that the 2026 budget included $4,000 for house repairs to the caretaker's property. Due to unforeseen expenses incurred for remediation of a bat infestation at the house this line item is currently $2,525.88 over budget. Additional expenses are expected when Red Dragon is able to begin removing the bats from the attic in August. The Board asked that the budget be reviewed to see if any funds could be reallocated to that expense line item to offset the overage.

Clerk discussed the current payment plan process. The Board has set a policy that payment plans cannot be made within three days of the scheduled shutoff date to allow time for staff to prepare the shutoff list. Once water is shut off for non-payment, the account balance plus any shutoff fee imposed must be paid in full before water service can be restored. The Board was asked if they would be open to amending the guidelines to allow residents to enroll in a payment plan after water service has been shut off. This would assist those residents who are not able to pay the balance in full. The Board agreed to allow residents to enroll in a payment plan after being shut off for non-payment. It was decided that accounts would still incur the shutoff fee and must follow the same guidelines for current payment plans.

The Board was informed of an issue with District #3 e-bills being delivered. It was brought to our attention when Commissioner White contacted the office stating he did not receive his e-bill. When we researched the issue, we found that there was an error when an update the billing software company was installed. Those who are enrolled in e-bills did not receive copies of their statements. A total of 25 accounts were affected. Copies of the bills were mailed to accounts that had a balance outstanding. We also determined that the same occurred with the district #1 billing. Copies of bills were mailed to all district #1 e-bill participants prior to the statement due date. Clerk is recommending that the late fees charged to the accounts affected be removed from the accounts since this was a clerical error. The total fees imposed were $101.82 for water and $80.79 for sewer.

Motion was made by Commissioner Holly, seconded by Commissioner Cirillo, authorizing the Clerk to credit the district #3 accounts that did not receive their e-bills and incurred late charges as a result. Commissioner White abstained from voting due to a conflict.

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

Clerk informed the Board that Barbara Smith, spouse of retiree Berard Smith, recently contacted the office to inquire about enrolling in the Water Department's retiree health insurance plan. Bernie retired from the department on December 31, 2022. Prior to retirement he carried Barbara on his insurance. At the time of his retirement, he elected single coverage and has had single coverage since that time. It is unclear if Barbara is eligible to rejoin the department's insurance plan after Bernie retired and elected to drop coverage on his spouse.

After reviewing the CSEA contract language, the Board asked that we reach out to council for a determination and report back at the next meeting with their findings before a decision can be made.

Superintendent's Report:

An update was given on office computers and IT services. After coordinating with previous IT support, USM Solutions has installed the new office computers and has been working on network connection upgrades.

After performing interviews over the past few weeks for the vacant account clerk position, a candidate has been selected and a formal offer has been made. Nicole Paro will be starting in the position on July 27, 2026.

Gallo Construction, the winning bidder for work to be performed for Phase 1B of the plant project, has submitted their contract. The contract has been signed and delivered back to CT Male Associates. Commissioner White inquired as to when the work would be performed. He was advised that work would likely start the following week and that some of the work would need to be done after hours to avoid interference with daily operations.

After researching state requirements for lone workers at the plant for weekend shifts, no guidelines were found limiting the department from proceeding with a single worker performing duties at the plant during the weekend hours. Department protocols have been established that certain duties can only be performed during normal business hours when additional personnel are on staff. These protocols have been reviewed with the plant staff, who are agreeable to a trial period of single-person weekend shifts. Adjustments to the weekend shifts may need to be updated once Niagara Water is in production.

Eric informed the Board that he recently spoke with Mike Napolitan of Primo Brands who informed him that their project engineer from Wright Pierce has submitted a pre-application request to the Adirondack Park Agency for the next stage of their project. Once he receives a response, he will give us an update.

Commissioner White asked if they were able to secure land for their pump house. Eric stated they are still working to find a property for their fill site. They continue to reach out to residents in that area for a potential site.

<u>Chief Water Treatment Plant Operator Report:</u>

Andrew advised the Board that we have our sanitary survey tomorrow. Sarah Nowalk from NYS Department of Health will perform the inspection.

Jake Gordon of CT Male has reached out asking Andrew to investigate the electrical service at the plant. Gallo Constructions is in the process of ordering the valve for the plant project and wants to assure that the wiring and breaker panel will support the equipment being ordered. Once the wiring has been verified Jake can sign off on the work order. In an effort to reduce the delivery timelines, Gallo will be ordering valves that are manufactured in the US.

Andrew mentioned that the existing elevator at the plant is not operational. The contractor will need a way to get the old equipment out of the basement. The elevator has not been serviced in several years because it was never used. He suggested we look at repairing the elevator or consider removing it altogether so that the parts could be lifted through the shaft. Another option would be to install a lift or pully system.

The carbon monoxide alarm recently went off at the plant caused by high humidity. The gates at the plant are meant to open for emergency vehicles to allow them access. The gates did not open upon their arrival as intended. Emergency responders had to contact personnel to have them manually opened. Eric mentioned that an invoice was received for service to the alarm system but inquired if that invoice included service to the gate as well. Andrew noted that invoice covered only the alarm system. He has been unable to reach the company who installed the gate and is unsure if they are currently in business. He will continue to reach out but indicated we may need to find an alternative vendor for servicing.

There being no further business, a motion was made by Commissioner White, seconded by Commissioner Holly, to adjourn the meeting at 7:15 p.m.

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

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