

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – APRIL 27, 2020

The Regular meeting of the Board of Water Commissioners was held and brought to order via remote access through Facebook Live on April 27, 2020 at 6:00 PM with Vice-President Antonucci presiding.

Roll Call

Commissioners-----

Robinson	ABSENT
Antonucci	PRESENT
Isabella	PRESENT
Mauro	PRESENT
Shell	ABSENT

Others in Attendance: Water Superintendent; Anthony Mendetta; Clerk of the Water Board; Christine Linart.

The audited bills were presented and reviewed;

Frontier Communications Corporation	-133.46
Lowes	-281.19
National Grid	-2,122.23
MVP Health Care Inc	-22,001.55
Florida Blue	-172.50
Century Linen Service, Inc	-35.00
Cranesville Block Company Inc	-105.77
CT Male Associates PC	-13,275.00
DEERE & COMPANY	-6,632.98
Ferguson Enterprises LLC	-1,338.14
Frontier Communications Corporation	-87.72
Gloversville True Value	-82.95
James Senzio DBA Fulton Co Electrical	-380.00
John Antonucci	-163.42
Marcus Noble Inc	-108.18
Master Meter Systems	-1,750.00
MVP Health Care Inc	-300.00
Rich-Track Enterprises Inc	-174.19
Slack Chemical Company Inc	-1,952.00
Telecon Wireless	-134.86
Ti-Sales Inc	-141.65
USABlueBook	-350.28
WB Mason Co Inc	-101.91
Payroll Account NBT Bank	-16,567.07
Payroll Account NBT Bank	-1,225.81
Payroll Account NBT Bank	-17,153.12
Payroll Account NBT Bank	-1,270.72
Payroll Account NBT Bank	-16,438.15
Payroll Account NBT Bank	-1,215.97
Morgan White Administrators	-599.50
Frontier Communications Corporation	-311.01
Intuit Inc	-998.16
	<u><u>-107,604.49</u></u>

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CAPITAL PROJECT AUDIT:

C.T. Male Associates - \$1,500.00
 C.T. Male Associates- \$4,597.29

A motion was made by Commissioner Mauro that the audited bills are ordered paid. The motion was seconded by Commissioner Isabella.

Commissioner	Yes	No	Absent	Abstain
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

The minutes of Special Meetings held on March 18th, April 5th, and April 9th and the minutes for the last regular meeting held on April 8, 2020 were presented, and a motion was made to accept the minutes by Commissioner Isabella. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

- 1) **Eagle Street Water Tank Project:** Anthony informed the Board that the paving has been completed on South Eagle Street and Wells Street. The intersection of S. Kingsboro Ave and Eagle Street will be re-paved tomorrow if the weather permits. This area needed re-paving as there was a huge dip in the road that needed to be fixed. The final grading of the Tank site has been completed and the fence around the tank site should be completed this week. The ultra-sonic flow meter we decided to purchase to measure the flow of water coming in and out of the tank has been ordered. As soon as the flow meter is installed the contractor will finish the telemetry for the tank and the flow meter which will allow us to monitor the footage as well as the flow rates coming from the tank. The entire project should be fully completed within the next couple weeks.
- 2) **Memorial Plaque Water Tank:** Anthony informed the Board that the proof for the lettering for the Plaque has been reviewed, approved, and sent back to the company. The plaque and the Granite slab for the Plaque to be placed on has been ordered. Both the plaque and the slab should be here in a few months. As soon as the contractors clear the site, we will meet with Rich from Pickett Memorial to go over the site location and measure the width and depth of the concrete pad that will be needed to house the plaque.
- 3) **Fluoride Equipment Rehab Project:** Anthony informed the Board that he, Andrew White and Jake will be meeting with the project manager for the Fluoride Equipment Project within the next week to go over the work plan and to go over any concerns we may have. The contractor intends to mobilize and begin the project within the next couple of weeks.
- 4) **Jackson Summit Spillway Rehab Project:** Anthony informed the Board that C.T. Male has submitted our amended Engineering Design Report to the DEC for review and approval. If everything is good with the updated report, we should receive our Final Permit from DEC. This permit is important for our CDBG Grant application which Nick Zabawsky from the City continues to work on with Anthony and C.T. Male Associates. Anthony added that our application will be due in July.
- 5) **Vacuum Excavator Trailer:** Anthony informed the Board that we have received credit approval from the Leasing company for a 5-year municipal lease to purchase a 2020 Vacuum Trailer through a Source well Contract. Anthony spoke with the salesman who advised him that the manufacturer has begun assembling the unit and we can expect to receive it by mid-June.

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- 6) **Electrical Project at Filtration Plant:** C.T. Male reached out to the Department of Health again last week for an update on the approval of the plans for the Electrical project at the Plant and received no response. Jake Gordon informed Anthony that C.T. Male will reach out again this week, but unfortunately due to the current situation with the pandemic, we may be seeing another delay in this project. Anthony also reached out in an e-mail to Dave Philips from the Dept of Health requesting an update on the status of the approval but received no response back yet.
- 7) **Valve Replacement at Filtration Plant:** In our 2020 Budget we budgeted \$10,000 to have a wash and waste valve replaced at the Plant. Andrew budgeted this amount based on prior costs of valves that have been replaced in the past. However, this replacement was underbudgeted. Anthony explained that we had extra added materials such as solid sleeves that were not used in past replacements which caused our estimate for the budget to be low. Anthony reached out to (2) two contractors for quotes to do this work. However, both quotes were over the amount budgeted. Anthony went over both proposals and requested that the Board approve one of the proposals for the work to be done. The first proposal was from CFI who has replaced our valves in the past in the amount of \$14,966.48. The second proposal was from Dan's Excavation in the amount of \$13,850.00. Commissioner Isabella was a little concerned about a conflict of interest as his brother was the prior owner of Dan's Excavation. After discussion, the remaining Board members assured him that if they chose the lowest responsible bidder as required by the State procurement policies, there should be no concern for a conflict. Anthony did stress the importance of replacing these valves due to the fact that we are currently 2 Filters down and have the summer season coming where the organics in the water will be increasing making it more difficult to do washes with limited Filters. The quotes are good for 30 days and cover the Labor to install the new valves and remove the old. The valves have been already purchased separately out of last years budget.

A motion was made by Commissioner Antonucci to allow the Superintendent to contract with Dan's Excavation for the Replacement of a Wash and Waste Valve at our Water Treatment Facility at a cost of \$13,850.00 and recognize that this is overbudget by \$3,850.00. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

- 8) **Engineering Proposals: Eagle St. Pump Station/Plant Conditioner/Plant Lagoons:** Anthony brought forth 2 Engineering Proposals from C.T. Male Associates for approval.
- a) The first proposal is for C.T. Male to prepare preliminary engineering report to Evaluate the alternatives for boosting water pressure and the possible need for a new pump station in the Grandview Drive/Eagle Street Area and to evaluate alternatives for replacement of the Conditioner at the Water Treatment Plant. This proposal came in at a cost of \$16,950 with an additional estimate of \$300 for out-of-pocket expenses.
 - b) The second proposal is for the Groversville Water Dept to enter into an agreement for Engineering Services with C.T. Male for the study, design, bid, and construction phases of the Lagoon Rehabilitation Project at the Plant to include recommendations for alternatives for rehabilitation and or total replacement. This proposal came in at a cost of \$ 21,300.00 with additional estimates of \$400 for out-of-pocket expenses and an estimated survey fee of \$6,000 should it be required.

The Board had some reservations about the cost of these proposals, but also stated that Engineering costs always seem to be exorbitant. Anthony then also reminded the Board that we may have two (2) opportunities to fund these projects with grant money through the WIIA Grant for the Pump Station/Conditioner and the WQIP Grant for the Lagoons for this year. With these grant opportunities it is very important that we have these Engineering Reports to go along with our applications. Therefore, we need approval for these to go forward as soon as possible to meet the deadlines for these grant applications to be submitted. Anthony was also concerned that with the current issues gong on that these grants may not be available in years to come. Anthony also reminded the Board that the Pump Station and the Conditioner are both items that have been mandated by the Department of Health to be taken care of and that the Lagoons have been deteriorating every year and need to be addressed.

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A motion was made by Commissioner Isabella to approve Engineering Proposals from C.T. Male Associates to Prepare Preliminary Engineering Reports for Evaluating Alternatives for Boosting Water Pressure/Pump Station in the Grandview Drive/Eagle Street Area and for Evaluating Alternatives for replacement of the Conditioner at the Water Treatment Plant. With approval of said proposals at a cost of \$16,950.00 with an additional estimated cost of \$300.00 for out-of-pocket Expenses. The motion Also includes the Approval for the Superintendent to enter into an Agreement with C.T. Male Associates for Study, Design, Bid, and Construction Phases of a Lagoon Rehabilitation Project at the Plant to provide Engineering Services and Recommendations for Rehabilitation and or Replacement of the Lagoons at the Water Treatment Plant. With approval of said Agreement at a cost of \$21,300.00 with additional estimates of \$400.00 for out-of-pocket expenses and an estimated Survey Fee of \$6,000 should it be required. The Motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

At this time the Clerk of the Board told the Board that she has drawn up a Resolution for the Vice-President to sponsor for us to add the above noted projects to our list of Projects to be included in our already established Capital Projects 10-R Fund.

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

RESOLUTION NO. 2020-06

RESOLUTION AUTHORIZING THE ADDITION OF THE GRANDVIEW DRIVE/EAGLE STREET PUMP STATION, WATER TREATMENT PLANT CONDITIONER REHABILITATION/REPLACEMENT AND WATER TREATMENT PLANT LAGOON REHABILITATION/REPLACEMENT TO THE LIST OF PROJECTS TO BE INCLUDED IN THE ALREADY ESTABLISHED CAPITAL PROJECTS FUND 10-R.

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

RESOLVED, that there is hereby established a Capital Projects Fund 10-R which will be utilized by the Board of Water Commissioners in conjunction with said projects; Radio Read Meter Project for the purchase and installation of Radio Read Meters for majority of Water Department customers throughout the City of Gloversville and adjoining permissive use areas; Water Treatment Plant Replacement of Filter Box Equipment and Filter Media; Construction and or Purchase of New Water Department Service Facility; Water Treatment Plant Capital Improvements; Eagle Street Water Tank Replacement; Lead Service Line Replacement Project.

RESOLVED, that the Clerk of the Water Board is hereby authorized to include in the said established Capital Projects Fund 10-R said projects in conjunction with the Construction of new Pump Station for Grandview Drive/Eagle Street, the Rehabilitation/Replacement of Water Treatment Plant Conditioner, and the Rehabilitation/Replacement of Water Treatment Plant Lagoons.

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

A motion was made by Commissioner Mauro seconded by Commissioner Antonucci that the above resolution be adopted.

Votes Taken:

	Yes	No
Commissioner Isabella	X	
Commissioner Mauro	X	
Commissioner Shell	Absent	
Commissioner Antonucci	X	
Commissioner Robinson	Absent	

Adopted: April 27, 2020

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- 9) **Hydrant Flushing:** Flushing will begin this Sunday night at 10PM. We will start on the North end of town and work our way to the South end. This should take 2 weeks to complete.
- 10) **Return to Normal Work Hours:** Anthony wanted to discuss with the Board their thoughts about opening back up in wake of the pandemic. Anthony wanted to ask about returning to normal operational hours for staff with proper safety measures in place. Anthony also wanted their thoughts on when they might want Summer Help employees to begin working. After discussion, the Board decided to wait until the next meeting on May 11, 2020 to make any changes.

At this time in the meeting, Christine Linart went over the draft of the Resolution sent to the Board making several Budgetary Adjustments for the year ending December 31, 2019. Christine explained that she had to make changes on a couple of Line items due to Adjusting entries made to our year- end audit. The adjustments were made to the line items for Social Security and State Retirement changing the amounts to \$4,550.00/ (-\$4,550.00) from the original amount of \$3,400.00/(-\$3,400.00).

The Clerk of the Water Board presented the Following Resolution and Moved for its adoption

RESOLUTION NO. 2020 - 07

WHEREAS, the Groversville Board of Water Commissioners 2019 Budget Requires Modification.

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

Account Number	Account Description	Revenue Increase	Appropriation Increase	Appropriation Decrease
F1910	Unallocated Insurance		\$300.00	
F1950	Taxes			\$(2,500.00)
F1990	Contingency			\$(50,000.00)
F9030	Social Security			\$(4,550.00)
F9010	State Retirement		\$4,550.00	
F9060	Hosp & Medical Insurance			\$(31,500.00)
F9730.6	BAN Principal Issue 2017		\$100,000.00	
F8310.1	Personnel Service – Admin			\$(12,000.00)
F8310.2	Equipment Admin/Copier		\$610.00	
F8310.4	Other Exp/Admin - Office Supplies		\$800.00	
F8310.4	Other Exp/Admin- Telephone/Fax		\$1,700.00	
F8310.4	Other Exp/Admin- Legal Prof Services			\$(3,700.00)
F8310.4	Other Exp/Admin – Computer Services		\$900.00	
F8310.4	Other Exp/Admin – Postage			\$(610.00)
F8310.4	Other Exp/Admin-Miscellaneous		\$300.00	
F8320.4	Personnel Service - S&S			\$(5,000.00)
F8320.2	Equipment S&S/Security Camera		\$412.00	
F8320.3	Capital Outlay S&S/ Brady House			\$(412.00)
F8320.4	Contractual Exp S&S/Telephone		\$450.00	
F8320.4	Contractual Exp S&S/Tools		\$200.00	
F8320.4	Contractual Exp S&S/Misc.			\$(450.00)
F8320.4	Contractual Exp S&S/Landfill Dump			\$(200.00)
F8320.4	Contractual Exp S&S/House Repairs		\$750.00	
F8320.4	Contractual Exp S&S/Gasoline			\$(800.00)
F8320.4	Contractual Exp S&S/Telephone Bernie		\$50.00	
F8330.1	Personnel Service - Plant			\$(27,000.00)
F8330.2	Equipment Plant / Filter Rate Controllers			\$(18,800.00)
F8330.2	Equipment Plant/Pressure Washer		\$150.00	
F8330.3	Capital Outlay Plant/Valve Repair Installation			\$(4,000.00)
F8330.3	Capital Outlay Plant/Landfill Tank Treatment/Mixer			\$(20,000.00)

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F8330.3	Capital Outlay Plant/Wash Actuator		\$(10,000.00)
F8330.4	Other Exp/Plant – Chemicals	\$10,950.00	
F8330.4	Other Exp/Plant – Fuel		\$(2,850.00)
F8330.4	Other Exp/Plant – Equipment Rental	\$1,600.00	
F8330.4	Other Exp/Plant – Lab Equipment Supplies	\$5,000.00	
F8330.4	Other Exp/Plant – Conferences & Schools	\$650.00	
F8330.4	Other Exp/Plant – Boiler Service	\$600.00	
F8330.4	Other Exp/Plant – Water Analysis		\$(10,950.00)
F8330.4	Other Exp/Plant – Sludge Removal		\$(5,000.00)
F8340.1	Personnel Services- T&D	\$46,500.00	\$(150.00)
F8340.2	Equipment T&D/ Pumps	\$20.00	
F8340.2	Equipment T&D/ Magnetic Locator/ M Detect		\$(20.00)
F8340.2	Equipment T&D/ Bucket/Backhoe 1 Inch		\$(1,900.00)
F8340.2	Equipment T&D/Air Tamper		\$(1,500.00)
F8340.2	Equipment T&D/Auto Flush Valves		\$(3,100.00)
F8340.2	Equipment T&D/Forks Backhoe	\$1,000.00	
F8340.2	Equipment T&D/Pole Barn	\$3,100.00	
F8340.4	Contractual Exp T&D/Meters New	\$34,000.00	
F8340.4	Contractual Exp T&D/Meter Parts/Supplies		\$(600.00)
F8340.4	Contractual Exp T&D/Service Supplies	\$2,500.00	
F8340.4	Contractual Exp T&D/General Supplies	\$6,100.00	
F8340.4	Contractual Exp T&D/Gas & Electric		\$(4,800.00)
F8340.4	Contractual Exp T&D/Telephone		\$(1,000.00)
F8340.4	Contractual Exp T&D/Hydrants New & Parts	\$860.00	
F8340.4	Contractual Exp T&D/Equip Repair & Maint	\$2,200.00	
F8340.4	Contractual Exp T&D/Outside Labor & Equip	\$2,000.00	
F8340.4	Contractual Exp T&D/Building Repairs/Maint		\$(100.00)
F8340.4	Contractual Exp T&D/Concrete & Asphalt		\$(6,100.00)
F8340.4	Contractual Exp T&D/Misc	\$1,300.00	
F8340.4	Contractual Exp T&D/Conf & Schools		\$(1,260.00)
F8340.4	Contractual Exp T&D/Clothing Allowance	\$500.00	
F8340.4	Contractual Exp T&D/Gasoline		\$(1,300.00)
F8340.4	Contractual Exp T&D/Wesskum W Main Jtown	\$2,100.00	
	Totals	\$232,152.00	\$(232,152.00)

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

A motion was made by Commissioner Mauro seconded by Commissioner Antonucci that the above resolution be adopted

Votes Taken:	Yes	No
Commissioner Mauro	X	
Commissioner Robinson	Absent	
Commissioner Shell	Absent	
Commissioner Antonucci	X	
Commissioner Isabella	X	

Adopted: April 27, 2020

At this time in the meeting, Christine Linart went over Billing adjustments to be made on 3 properties and brought forth the following motion.

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The Clerk of the Water Board Christine Linart presented the following motion: THAT, the Board of Water Commissioners authorizes the Clerk of the Board to adjust District #1 Billings for the following amounts:

District #1–Credit Water (\$53.99); Credit Sewer (\$50.96); Credit Infra (\$18.77). Adjustment made by Gloversville Water Board due to bill being Estimated too high. Property was vacant estimated based on last period usage. To adjust bill for property located at 27 West 12th Avenue.

District #1–Credit Water (\$191.60); Credit Sewer (\$128.95); Credit Infra (\$47.51). Adjustment made by Gloversville Water Board due to bill being Estimated too high. Water was shut off for non-payment prior to billing period. Bill was estimated based on last period usage in error. To adjust bill for property located at 25 West 8th Avenue.

District #1–Credit Water (\$7.14); Credit Sewer (\$36.80); Credit Infra (\$13.56). Adjustment made by Gloversville Water Board due to bill being Estimated too high. Water was shut off per owners request prior to billing period. Bill was estimated based on last period usage in error. To adjust bill for property located at 53 West 8th Avenue.

A motion was made by Commissioner Antonucci seconded by Commissioner Isabella that the above motion be adopted.

Commissioner	Yes	No	Absent	Abstain
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

At this time in the meeting the Clerk of the Water Board Christine Linart wanted to address the Board concerning Penalties on Water Bills. Christine reminded the Board that they had recently postponed the adding of late fees to water bills for a period of 30 days from the date of our last regular meeting which was April 8, 2020. Therefore, at this time penalties are postponed on the water portion of the bills until May 8, 2020. Christine informed the Board that she had reached out to the City to ask them what they wanted to do about penalties on the Sewer and Infra portion of the bills. Christine got a response back from the Commissioner of Finance stating that they have waived penalties on taxes until May 31, 2020 and would like to do the same for the Sewer, Infra bills. Therefore, Christine wanted to ask the Board if they would like to further extend the postponement of the adding of late fees for Water bills until May 31, 2020.

A motion was made by Commissioner Isabella to allow the Clerk to postpone late penalties for all Water Bills at this time through the end of May 2020. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

A motion was made by Commissioner Antonucci to adjourn the meeting. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

The next meeting will be held remotely via Facebook Live on Monday, May 11, 2020 at 6:00PM

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