

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

SPECIAL MEETING MINUTES – MARCH 18, 2020

A Special 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 18, 2020 at 2:00 PM with Vice-President Antonucci presiding.

## Roll Call

### Commissioners-----

Robinson	ABSENT
Antonucci	PRESENT
Isabella	PRESENT
Mauro	PRESENT
Shell	ABSENT

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**Others in Attendance:** Water Superintendent; Anthony Mendetta; Chief Treatment Plant Operator; Andrew White

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### **Superintendent's Report:**

Superintendent Mendetta wanted to address the Board concerning the maintenance of essential services by our Department during the Covid19 Pandemic. According to the executive order# 202.4 from the Governor of NY, local governments are to reduce their overall onsite staff by 50%. Due to the Pandemic the following issues were discussed, and directives given the Superintendent as follows:

- 1) The Board assured Anthony that they would help where needed during this time.
- 2) An Emergency Plan for the Plant was discussed in case one of our Plant workers were to come down with Covid19. Andrew stated that he would quarantine himself at the Plant if anything were to happen. The Board also suggested that we contact Mike Hlonzonsky, retired Chief Plant Operator for the City of Johnstown and see if he would be willing take over the running of our Water Treatment Plant in case of Emergency.
- 3) The Board would like to require Social Distancing in our duties and outdoor activities for our Distribution/Water Shed Departments.
- 4) The Board would like the Office Staff to work according to the following schedule:
  - a) Jennifer Gottung: Mon – Fri: in office 8:00am to 12PM – remainder of Hours work at home.
  - b) Debra Clukey: Mon-Fri: in office 12pm to 4pm – remainder of Hours work at home.
  - c) Christine Linart and Anthony Mendetta: Work regular hours.
- 5) The Board instructed Andrew and Anthony that they want the Employees at the Plant to take extra measures to protect against exposure.
- 6) The Board would like the Outside Crew including T&D and the Water Shed Employees and the Plant Employees to split shifts as follows:
  - a) 50% T&D/Water Shed Staff to work Mon-Fri: 7AM to 11AM
  - b) 50% Plant Staff to work Mon-Fri: 7AM to 11AM
  - c) 50% T&D/Water Shed Staff to work Mon-Fri: 11:30AM to 3:30PM
  - d) 50% Plant Staff to work Mon-Fri: 11AM to 3PM

This schedule to be allowed with the understanding that all employees realize that during their time away, they are all on call and must be available to respond to any Water related emergencies. The Board will have no tolerance for the use of Alcohol or Drugs during the regular working hours Employees are on call.

**GLOVERSVILLE BOARD OF WATER COMMISSIONERS**  
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Water Board Vice-President presented the following resolution and moved for its adoption:

**RESOLUTION NO. 2020-03**

**RESOLUTION AUTHORIZING OVERALL ON-SITE STAFF REDUCTION BY 50% EXCLUDING STAFFING FOR ESSENTIAL SERVICES FOR THE GLOVERSVILLE WATER DEPARTMENT AS PER EXECUTIVE ORDER # 202.4 FROM NEW YORK STATE GOVERNOR'S OFFICE, TO CLOSE WATER DEPARTMENT OFFICES TO THE PUBLIC UNTIL FURTHER NOTICE AND TO CLOSE MEETINGS OF THE BOARD OF WATER COMMISSIONER'S TO THE PUBLIC UNTIL FURTHER NOTICE.**

**WHEREAS**, the Board of Water Commissioners wishes to protect the security, well-being and health of the Employees of the Gloversville Water Department and of the Citizens of Gloversville.

**WHEREAS**, the Board of Water Commissioners wishes to comply with the Governor's Executive Order #202.4 which requires Local Governments to Reduce overall on-site Staff by 50%, excluding essential staff for essential services, due to the ongoing increase in confirmed cases of Corona-virus/COVID19 in the State of New York.

**WHEREAS**, the Board of Water Commissioners wish as part of the effort to stop the spread of the virus, to close Gloversville Water Department offices and meetings to members of the Public.

**NOW THEREFORE**, be it hereby

**RESOLVED**, that the Board of Water Commissioners have executed a temporary reduction of on-site hours for all employees as follows to reduce on-site staff by 50%:

1. 50% of T&D/Water Shed Employees to work from 7am – 11am Monday-Friday (To be on call in case of a Water emergency.)
2. 50% of Plant Employees to work from 7am – 11am Monday-Friday.
3. 50% of T&D/Water Shed Employees to work from 11:30am – 3:30pm Monday-Friday (To be on-call in case of a Water emergency.)
4. 50% of Plant Employees to work from 11am – 3pm Monday-Friday.
5. 50% of Office Employees to work from 8am-12pm Monday-Friday (To work from home for remainder of work hours.)
6. 50% of Office Employees to work from 12pm-4pm Monday-Friday (To work from home for remainder of work hours.)

**RESOLVED**, that the Board of Water Commissioners have ordered Water Department Offices and Board Meetings to be closed to the Public until further notice. Board of Water Commissioner Meetings will be conducted remotely by teleconference or other methods. Pursuant to Executive Order #202.1 issued by the NYS Governor's office, the Board of Water Commissioner's will take steps as soon as possible to make the meetings available for the Public to View and or listen to remotely with such meetings to be recorded, transcribed and posted on the Water Department's Website. Until such time as the Water Board can upgrade office technology to facilitate the public's remote access to meetings, Meeting minutes will be posted on the Gloversville Water Department's Website for the public to view.

**RESOLVED**, that the Board of Water Commissioners have instructed the Superintendent to take steps necessary to upgrade office Technology to facilitate the public's remote access to Water Board meetings immediately.

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

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Robinson	ABSENT	
Commissioner Antonucci	X	
Commissioner Mauro	X	
Commissioner Shell	ABSENT	
Commissioner Isabella	X	

Adopted: March 18, 2020

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

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Robinson			X	
Antonucci	X			
Isabella	X			
Mauro	X			
Shell			X	

The next regular meeting will be held Wednesday, April 8, 2020 at 6:00PM