

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JANUARY 9, 2024

The Annual Organizational meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 South Main Street Gloversville, NY on January 9, 2024, at 6:00 PM with President Antonucci presiding.

Roll Call

Commissioners-----

Antonucci	PRESENT
Isabella	VACANT
Capano	PRESENT
Chittenden	PRESENT
White	PRESENT

Others in Attendance: Water Superintendent Anthony Mendetta; Accounts Clerk Deborah Clukey.

Deborah then explained to the Board that she had Audits that she had to pull out of our regular Audit List. These items must be voted on separately due to a conflict with Commissioner Capano.

Audit #23000 in the amount of \$32.08 and Audit #23042 in the amount of \$254.30 payable to Gloversville True Value needed to be voted on with Commissioner Capano having to abstain from voting to approve.

Commissioner Antonucci made a motion to approve Audits# 23000 and #23042 in the amount of \$286.38 payable to Gloversville True Value. The motion was seconded by Commissioner White.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano				X
White	X			

The remaining audited bills were presented and reviewed:

Frank Hickey	-293.15
Data West Corporation Inc	-720.00
Matthew & Kathryn Potter	-128.09
Estate of Ronald James	-347.32
Lorraine Diamond (Trustee)	-272.24
James Smith	-107.33
Anthony Fox	-458.39
US Bank National Association	-111.85
Paul Mychalowych	-158.51
Robert H Stone & Ashley Smith	-178.41
Gloversville True Value	-32.08

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United States Postal Service	-300.82
The Local Dining & Spirits	-100.00
Alvin Hichens	-250.00
Chad Edwards	-250.00
David Waldvogel	-250.00
Eric Lentini	-250.00
Jamie Mulhall	-200.00
Jesse Dutcher	-250.00
Kolin S Hallenbeck	-250.00
Matthew Conca	-200.00
Matthew Gatto	-250.00
Zach Palmer	-250.00
Timothy Canavan	-250.00
Virginia Cary	-200.00
Advanced Cleaning & Rest	-275.00
BTT Industrial Inc	-9,025.00
Century Linen Service, Inc	-47.78
Commissioner of Finance	-1,152.71
Daily Gazette	-117.78
David Snell	-70.00
Emmons Metro LLC	-1,840.00
Metropolitan Industries Inc	-90.00
Spectrum	-107.98
W2 Operator Training Group	-2,000.00
Christopher R Jablonski	-1,248.00
H & M Equipment Co Inc	-31.12
National Grid	-1,909.22
NYS Dept of Health	-615.50
Alvin Hichens	-225.00
Anthem BlueCross Retiree Sol	-6,782.01
CDPHP	-19,676.25
Fidelis Care	0.00
Fidelis Care	-285.00
Anthony Mendetta	-1,096.43
Mark & Patricia Jagielski	-1,910.40
NBT Credit Services	-413.85
Bobcat of Gloversville	-3,443.00

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Core & Main	-1,750.35
Ferguson Enterprises LLC	-12,018.20
Frontier Communications Corp	-947.12
G A Bove & Sons Inc	-1,180.65
Gloversville True Value	-254.30
Howell - WEBSURANCE	-535.92
Jeffrey F Lehner dba	-37.45
JM Berry Enterprises Inc	-10.00
Joshua J Wilson	-7,800.00
Kingsboro Lumber Co Inc	-80.12
National Grid	-996.76
Runnings Supply Inc	-258.71
Security Supply Corp	-385.18
Telecon Wireless	-394.52
Twin Bridges Waste & Recyc	-137.50
United States Postal Service	-310.00
WL Construction Supply Inc	-3,998.10
Workeasy Software	-1,530.00
NBT Payroll	-23,328.22
NBT Payroll	-1,710.35
NBT Payroll	-2,531.47
NBT Payroll	-33,998.89
NBT Payroll	-23,213.61

A motion was made by Commissioner Capano that the audited bills listed above are ordered paid. The motion was seconded by Commissioner White.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White	X			

CAPITAL PROJECT AUDIT:

C.T. Male Associates -	\$	17,000.00
Ferguson Waterworks -	\$	630.50

A motion was made by Commissioner Antonucci that the Capital Project audited bills listed above are ordered paid. The motion was seconded by Commissioner Capano.

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White	X			

The minutes for September 19th and October 10th 2023 were presented, and a motion was made to accept the minutes by Commissioner White. The motion was seconded by Commissioner Antonucci.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White	X			

Elect President for the Current Year

Commissioner Antonucci nominated Commissioner Capano as President for 2024. The motion was seconded by Commissioner Chittenden.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano				X
White	X			

Elect Vice President for Current Year

Commissioner Capano nominated Commissioner White as Vice President for 2024. The motion was seconded by Commissioner Antonucci.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White				X

2024 Appointments: By President Antonucci

Audit Committee Chairman – Tim White

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Personnel Committee Chairman & Co-Chairman – Matt Capano & Tim White

Commissioner Antonucci made a motion, seconded by Commissioner Chittenden, that Commissioners Capano and White be on the Personnel Committee.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano				X
White				X

Commissioner Capano made a motion, seconded by Commissioner Chittenden, that the regular meetings of the Board of Water Commissioners be held on (2nd) Tuesday each month until further notice at the time of 6:00 P.M.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White	X			

Budget Committee Chairman – Gary Antonucci & Jim Chittenden

Commissioner Capano made a motion, seconded by Commissioner White, that Commissioners Antonucci and Chittenden be on the Budget Committee.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci				X
Isabella VACANT				
Chittenden				X
Capano	X			
White	X			

The Accounts Clerk presented the following motion and moved for its adoption:

That the following banks are hereby designated as depositories of funds belonging to the Board of Water Commissioners of the City of Gloversville during the year 2024. NBT Bank, JP Morgan Chase, Melon, Citizens, and Key Bank. Funds to be distributed as determined by the Accounts Clerk upon approval by the Board of Water Commissioners.

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

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				

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Chittenden	X
Capano	X
White	X

Commissioner Capano made a motion, seconded by Commissioner Antonucci to designate the Leader Herald and the Daily Gazette as newspapers and radio stations WENT and WIZR/WSRD and Spectrum as communications stations.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White	X			

Commissioner Capano made a motion, seconded by Commissioner Antonucci to establish the bulletin board in the hallway at City Hall, adjacent to the mayor's office as the location for posting of all official notices and our board in the Lobby at our office location at 67-73 South Main Street.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White	X			

Accounts Clerk presented the following motion and moved for its adoption:

WHEREAS, it has been the custom to close the Water Department office on various holidays throughout the calendar year; and

WHEREAS, it is the desire of the Board of Water Commissioner to designate those days in advance.

NOW, THEREFORE,

THAT the Water Department offices will be closed on the following days:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving

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Christmas Day

And be it further.

that the Water Department office will be closed for a portion of the day as designated below, the times on the following days shall be considered paid holidays each year as scheduled by the mayor:

- A. Good Friday, but not less than two (2) hours;
- B. December 24th, but not less than four (4) hours;
- C. December 31st, but not less than four (4) hours;

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

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Chittenden	X			
Capano	X			
White	X			

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

1. Office Personnel Rates

Superintendent Mendetta asked the Board to approve the starting pay rates for office personnel so that we have starting rates on file if we need to hire additional personnel. The rates are as follows:

<u>Title</u>	<u>Rate</u>	<u>Starting Pay (90%)</u>
Account Clerk – (Full-time w/benefits)	\$18.50	\$16.65
Account Clerk 2 - (Full-time w/benefits)	\$25.50	\$22.95
Sec. to Superintendent (Part-time w/o benefits)	\$19.50	\$17.55

A motion was made by Commissioner Antonucci that the office personnel rates be approved. The motion was seconded by Commissioner Capano.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Capano	X			
Chittenden	X			
White	X			

A. Resolution 2024-1 - Accounts Clerk Stipend for 2024

Due to the retirement of the Clerk of the Board, Accounts Clerk, Deborah Clukey is filling the position on an interim basis.

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RESOLUTION NO. 2024-1

RESOLUTION AUTHORIZING PAYMENT OF A STIPEND TO A NON-REPRESENTED EMPLOYEE DURING THE CALENDAR YEAR 2024 DUE TO EXTRA WORKLOAD FOR THE INTERIM CLERK OF THE WATER BOARD DUTIES.

WHEREAS, the Board of Water Commissioners have considered the issue of compensation for non-represented office employees of the Gloversville Water Department for the year January 1, 2024 through December 31, 2024; and

WHEREAS, the Board of Water Commissioners have determined that the incumbent in the title set forth in this Resolution shall receive a stipend for extra workload. With Stipends to be payable in monthly installments of 1/12th of the stipend amount, less applicable deductions.

WHEREAS, the payment of said stipends shall not alter or affect the annual salary of the position referenced herein as that salary shall, by separate resolution, remain at their 2024 level.

NOW THEREFORE, be it hereby

RESOLVED, that the incumbent in the following job title shall receive a stipend for the period of January 1, 2024 through December 31, 2024, payable in monthly installments of 1/12th of the Stipend amount to the incumbent on the payroll each month, less applicable deductions. Said Stipend to be granted due to the extra workload and duties caused by the Clerk of the Water Board retiring.

- 1) Account Clerk Typist – Annual Stipend of \$7,000.00.

RESOLVED, that should the incumbent in the above title leave the Water Department payroll at any point during the 2024 calendar year, any payments made in advance will be deducted from the incumbent’s final paycheck as applicable.

A motion was made by Commissioner Capano, seconded by Commissioner Chittenden that the above resolution be adopted.

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	x	
Commissioner Isabella VACANT		
Commissioner Capano	x	
Commissioner White	x	
Commissioner Chittenden	x	

2. MOA

A MOA for the CSEA contract was signed by LRS, a union representative. This was previously approved by the Board and just needs Commissioner Antonucci to sign it.

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3. Meter Project

Hydro Utilities is still trying to get into homes to move boxes outside but is having difficulties doing so. There will be a Memorandum of Understanding (MOU) coming next month to provide compensation for our laborers to get in and move boxes to the outside since we have already paid for those installations. Also, we have about 40 meters out of 6,000 that are not reading, and we are trying to diagnose the reason, like broken wires, bad heads, etc. But we are up and running and things are going well. We are not estimating anymore. Hydro Utilities has a 1-year warranty after the project is closed out and there is a pro-rated warranty for batteries. Some of the older Neptune meters that were left in are not transmitting and we are going to replace them. Down the road if we need to do another meter replacement project, we will just be replacing the boxes on the outside of the house since the meter has no battery that needs to be replaced. The batteries have a 20-year limited warranty with a proration period, battery rated. The sealed boxes are around \$110 each. The AMI fee should take care of any replacement through the infrastructure fund.

4. Lead Line Replacement

We are getting several requests for lead line replacements, approximately 30-40 requests to be done.

5. Financial Disclosures

Per the City of Gloversville, Financial Disclosures must be filled out and returned to the Superintendent and he will forward them to the City.

6. Equipment

The mini excavator and trailer have been purchased. This was in our budget, and we purchased it through the leasing company as it was approved at a lower interest rate as a 5-year lease to own.

7. Meters

We have begun to breakdown the old Master Meters. We will be taking them to the Port of Albany to scrap them at about \$2 per pound. We will need to determine where this money will be put. The Superintendent recommends that it go into the Infrastructure Fund Reserve which will pay for any infrastructure upgrades or bond payments in the future for previously completed infrastructure projects.

Account Clerk's Report:

1) Secretary to the Superintendent

We would like to make Jammie Mendetta, Secretary to the Superintendent, full-time at 35 hours per week at 90% of the Account Clerk II pay or \$22.95 per hour effective 1/1/24.

A motion was made by Commissioner Capano to make Jammie Mendetta full-time at 35 hours per week. The motion was seconded by Commissioner Antonucci.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella VACANT				
Capano	X			
Chittenden	X			
White	X			

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2) Adjustments:

Deborah had the following requests for billing adjustments:

1) Request for Adjustment for 105 Blanchard Rd

Adjustment : Credit Water \$30.49; Credit Infrastructure \$4.98. Due to estimated bill being too high.

A motion was made by Commissioner White to approve the adjustment. The motion was seconded by Commissioner Capano.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Capano	X			
Chittenden	X			
White	X			

2) Request for Adjustment for 31 W Pine St

Adjustment: Credit Water \$46.96, Credit Sewer \$26.47, Credit Infra \$8.05 and Credit Water Infra \$2.88. Due to estimated bill from a broken wire that made it unable to pick up a reading. The wire was fixed and it is now reading.

Commissioner Capano made a motion to approve the above noted billing adjustments. The motion was seconded by Commissioner White.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Capano	X			
Chittenden	X			
White	X			

3) Request for Adjustment at 287 S Main St

This request for adjustment was tabled from last month's meeting. When the new owner purchased the property there were some errors regarding his final read which resulted in a very large bill. It had been estimated for some time due to being a rental and then vacant, so we had an issue with getting in to change out the meter. The out read of the meter showed a usage of 65,818 cu ft and this was obtained when the new owner had a new V4-R meter installed on 8/9/23. The bill had been underestimated for some time. The closing attorney was contacted and he said he got a verbal final bill amount of \$1383.14. This is the amount the new owner was credited at closing. The bill amount in dispute is \$4898.48. From 8/9/23 to 10/31/23 he used 820 cu ft (\$82.52) of water. Due to the closing issue, we must determine how to go forward. This is the issue with estimating any bills, they can be underestimated or overestimated at times. The Board decided to table this again and to reach out to the Sewer Board to see how they wish to handle their part of this bill before deciding. The Account Clerk will reach out to the Sewer Board.

Commissioner Capano made a motion to adjourn the meeting. The motion was seconded by Commissioner Antonucci.

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella VACANT				
Capano	X			
Chittenden	X			
White	X			

The next meeting will be held on Tuesday February 13, 2023 at 6:00 PM.