

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 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 February 13, 2024, at 6:00 PM with President Capano presiding.

Roll Call

Commissioners-----

Antonucci	PRESENT
Isabella	VACANT
Capano	PRESENT
Chittenden	ABSENT
White	PRESENT

Others in Attendance: Water Superintendent Anthony Mendetta; Accounts Clerk Deborah Clukey, Chief Water Treatment Plant Operator Andrew White, Christopher Satterlee, and Paul Banks.

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 #23114 in the amount of \$634.44 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# 23114 in the amount of \$634.44 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			

Deborah also stated 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 Antonucci.

Audit #23065 in the amount of \$146.00 and Audit #23086 in the amount of \$150.00 payable to Wood & Lock needed to be voted on with Commissioner Antonucci having to abstain from voting to approve.

Commissioner Capano made a motion to approve Audits# 23065 in the amount \$146.00 and Audit #23086 in the amount of \$150.00 payable to Wood & Lock. 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	

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

Capano X
White X

The remaining audited bills were presented and reviewed:

Christopher R Jablonski	-1,650.00
United States Postal Service	-798.21
Bobcat of GloversvilleJohnstown LLC	-75.89
Century Linen Service, Inc	-95.56
Christine Linart	-1,346.00
Christopher R Jablonski	-30.00
Fulton County IDA	-5,000.00
Fulton County Treasurer	-64,561.36
G A Bove & Sons Inc	-6,473.68
Gary Antonucci DBAWoodLock	-146.00
Howell Benefit Services TRUST	-309.94
JH Consulting Group Inc	-1,185.00
JM Berry Enterprises Inc	-480.00
Metroland Business	-800.00
National Grid	-3,147.66
NBT Insurance Agency	-345.00
Slack Chemical Company Inc	-4,793.88
Temp Force LP	-135.30
The NYS Thruway	-13.14
Thorpe Electric Supply Inc	-760.00
Tri-County Fire Extinguishers	-64.80
WB Mason Co Inc	-120.73
William B Collins Co	-44.85
Fidelis Care	-285.00
Christopher R Jablonski	-600.00
Doosan Bobcat NorthAmerica	-2,362.00
Brown's Ford of Johnstown Inc	-624.85
Christine Linart	-538.40
Christopher R Jablonski	-214.95
Emmons Metro LLC	-355.00

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

Gary Antonucci DBAWoodLock	-150.00
JM Berry Enterprises Inc	-370.00
Metropolitan Industries Inc	-90.00
National Grid	-285.45
Temp Force LP	-811.80
Anthem BlueCross Retiree	-6,782.01
CDPHP	-19,676.25
Christine Linart	-673.00
Holland Company Inc	-10,394.85
JM Berry Enterprises Inc	-30.00
National Grid	-39.34
NBT Credit Services	-1,480.01
Nethaway Motorcar Co LLC	-248.91
Santander Bank N.A.	-18,531.08
Security Supply Corp	-292.00
Spectrum	-205.92
Satesh & Amona Lalman	-1,280.63
Matthew Conca	-125.00
Century Linen Service, Inc	-95.56
Christine Linart	-673.00
Christopher R Jablonski	-175.00
Cranesville Block Company	-47.60
Data West Corporation Inc	-990.00
David Snell	-667.00
Fidelis Care	-285.00
Frontier Communications	-643.44
Fulton County Dept of Waste	-21.78
FW Webb	-3,972.51
Gloversville True Value	-634.44
Johnstown Auto Parts - NAPA	-45.76
Lowe's	-66.48
Marcus Noble Inc	-156.18
National Grid	-1,247.73
NYS Dept Environmental Con	-110.00
Temp Force LP	-1,082.40

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

The NYS Thruway	-2.86
Ti-Sales Inc	-250.00
Twin Bridges WasteRecycling	-137.50
WB Mason Co Inc	-333.77
William B Collins Co	-181.74
NBT Payroll	-23,465.04
NBT Payroll	-18,714.74
NBT Payroll	-1,377.03
NBT Payroll	-19,343.13
NBT Payroll	-1,425.04
NBT Payroll	-22,219.45
NBT Payroll	-1,645.11
NBT Payroll	-19,762.38
NBT Payroll	-1,457.13

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

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

CAPITAL PROJECT AUDIT:

C.T. Male Associates -	\$ 10,000.00
William J Keller & Sons -	\$ 64,687.84

A motion was made by Commissioner Antonucci that the Capital Project 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			

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

The minutes for November 8th 2023 and January 9th 2024 were presented, and a motion was made to accept the minutes by Commissioner Capano. 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			

New Business:

Mr. Paul Banks from 25 N Park Drive addressed the Water Board. Mr Banks claims that after a lead line service replacement he had an issue with his sewer. On 9/26/23 his lead line was replaced from the main to his shut off. On Columbus Day weekend in October, he had guests and by Monday he had to call King Snake and they had had to snake out his line because it was backing up in his cleanout. King Snake found a clog in his line 70 feet out and he was told he needed a better cleanout, which he replaced. In December he was still hearing noise in his line and then in late January he had guests again and he had issues again with his sewer. He was told to have a camera put in and have it jet blasted. He did have the camera put down the cleanout and it got stuck about 70 feet out and they found that it was right over where the patch was for the lead line replacement. The worker took a big bar and hit a hole in the patch and there was a sink hole under the patch. They felt the break must have been eating away at the earth. Don at Public Works suggested Dan's Excavation. Dan's did the work and they suggested that the sewer pipe may have been hit during the lead line replacement. The entire cost to Mr Banks was \$3744.42. The city has a grant for replacing the sewer lateral and he believes he qualifies for a \$1000 grant. He also feels the stack and clean out is his cost. But he feels almost \$2000 is related to the replacement of the lead line. The Water Department went and took pictures and inspected the issue when Dan's Excavation was there to do the work. The building inspector was also there, but he was unable to determine if the damage to his sewer lateral was attributed to the lead line replacement. Commissioner Antonucci explained to Mr Banks that the Board would discuss his claim and get back to him.

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

1. Meter Project

The meter project is 98% complete. Retainage work to finish up and paperwork through EFC remains. There is a Memorandum of Understanding with Hydro Utilities regarding boxes left inside properties. The list of 150 addresses on the list have boxes left inside homes and was not part of the price that was paid per the contract. The MOU states that we can move the boxes to the outside and charge Hydro Utilities \$60 for each box that is moved outside and bill them monthly. This agreement expires 7/1/25. The Water Department has begun moving the boxes outside and there are only 28 left to do.

The Superintendent did a short presentation for the Board to explain how the new Neptune system works with the new meters. Consumption was shown in the system and 5,554 meters are shown to be reading in the city. The Neptune system and WaterSmart are linked so that a customer can be notified if they have unusual water usage or leak. A letter was previously sent out to customers so they could sign up for WaterSmart and it explained how to read a meter to see if there is a leak. The Board would like to send Leak Letters one last time for each district in the city at the time of billing. Because we can see leaks in real time, we have been able to avoid excessive usage when there have been major piping failures.

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

2. Filtration Plant Project

CT Male is 70 % done with the Design portion of Phase I for the Filtration Plant Project. The Engineering report was endorsed last week by DOH. We are finalizing things right now with EFC for the grant agreement. Once that is done and CT Male's Phase 1 Design is complete, the Superintendent, Water Board, and Chief Water Treatment Plant Operator will inspect to make sure there are no changes that need to be made. The next step will be for the plans to go over to the Department of Health and once the plans are approved it can go out to bid.

3. Jackson Summit Project

That project is done. We are holding back retainage for grass growth, and we will be closing out the project once spring comes.

4. Lead Line Service Replacement

There is a new grant opportunity through the EPA. The City is going for the grant and is working with the engineering firm HRP. The Mayor approached the Superintendent and said they are going for the grant and there is a category under the grant for lead line replacement. The difference between this grant and the bipartisan infrastructure bill money through the EFC program is that this grant is 100% grant money where the bipartisan infrastructure bill is 70% grant money with 30% match from the city. The City would like to include our project to replace the rest of the lead lines in the city. The Superintendent has given HRP our engineering report and finalizing the lead line inventory to attach with the engineering report. There are approximately 1300 lead lines left to replace. If we get a grant, it will cover the cost of replacing the remaining lead lines.

The Superintendent asked the Board to consider having homeowners sign a Hold Harmless Agreement when lead lines are replaced to release any liability to the Water Department. This has been done in the past when services have been replaced by going into a home. The Board discussed using plastic going forward with lead line replacements instead of copper due to cost.

5. Budget Line item

The Superintendent would like to make an amendment to the budget to transfer \$6000 in the Service Supply budget line item to a new line item for Lead Line Service Replacement Service Supply to track what we spend for lead line replacements.

A motion was made by Commissioner Antonucci to transfer \$6000 from budget line item Service Supply to a new budget line item Lead Line Service Replacement Service Supply. The motion was seconded by Commissioner Capano.

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

6. Department of Health Inspection

We received our report from the Department of Health. All the issues that we have had in the past are being addressed through our new Plant project. There is nothing new nor any issues that haven't been addressed with the project.

7. Letter Regarding Fence

A letter was received from James Powell and Karen Brown in reference to 2 acres of property they own near the Port Reservoir where they believe our fence is on their property. Mr Powell would like permission to purchase and install a gate so that he can have

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

access to his property. The Water Works fence has been up for an unknown amount of time. Mr Powell provided tax maps to the Water Department. The Board recommends that the Superintendent refer this request to the City Attorney.

8. Insurance Company

The insurance company did their risk assessment inspection at the Filtration Plant for safety reasons. The insurance company cited the department for lack of a fire system. The Superintendent got proposals from First Advantage Security for a non-prevailing wage quote in the amount of \$34,534.85. The second quote was from Fulton County Electric in the amount of \$49,000. They would like carbon monoxide detectors in the basement, which is also considered a confined space and there needs to be a second exit. If this is included in the Phase 1 part of the Filtration Plant Project, it would then be at the prevailing wage rate. The prevailing wage cost would be \$56,734 with First Advantage and \$75,400 with Fulton County Electric. These quotes would include having a 911 alert call in case of an emergency, such as a chlorine emergency. During the risk assessment they also said we needed to post signs at the Tryon tank site stating that it's a Federal crime to tamper with the property and the signs have been posted. They did not specify a time frame, but it will affect our premiums if it isn't done. The Superintendent explained that the non-prevailing wage quotes are what the Board would pay and the prevailing wage quotes could be put into Phase 1 part of the Filtration Plant Project. The Board suggested that this is put into the 2025 budget since our budget is set for 2024. For now, we will purchase the carbon monoxide detectors and be proactive while we wait to for the next budget meeting. Addressing the exit for the basement will likely be addressed during the Plant Project.

9. 287 S Main St

The owner of 287 S Main St has disputed his bill. The dispute was sent to the Joint Sewer Board to see if they would consider forgiveness and they denied the request because there is no indication as to how the excess usage was directed. The final request was initially sent to the Clerk and forwarded to another employee, which she did not see in time for the closing. The closing attorney's office claims they called on 8/7/23 and were given a verbal of the amount, which is not how the department handles final reads. The water was off at the time it was purchased on August 7, 2023, and the house was vacant. It wasn't until two days later (8/9/23) that the meter came out and that the final out read was obtained and the high usage noted. This is why the Superintendent doesn't want any estimated bills. Although the City Charter language does state that if a meter fails to read it is based on prior estimates from the previous year. After discussion, the Water Board decided to refer this dispute to the City attorney.

10. 29 E 11th Avenue

After review by the Board, it was decided that a credit of \$1205.76 would be given to the owner at 29 E 11th Ave.

A motion was made by Commissioner Antonucci to credit the water \$1205.76 on the estimated bill at 29 E 11th Avenue. The motion was seconded by Commissioner White.

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

Chief Water Treatment Plant Operator's Report

1. Chlorination System

The Chief Water Treatment Plant Operator recommended upgrading the chlorination system. Avanti Control Systems did work in 2018 to redo the chlorination system. Pete Holland was the engineer at the time. In January Avanti came to inspect the system.

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

Currently the chlorine vacuum control heads pull the gas in and inject it into the water. In the past there were three tanks manifolded into one vacuum head. In 2018 Pete Holland wanted to put the vacuums on each individual tank. We have six tanks in service and run off three at a time. Currently there are three going into one vacuum and the other three are on the other vacuum, on standby. If there's a leak at any of those tanks, it can leak and go everywhere. If you have an individual control head on each one, and have a leak, it will automatically stop when it senses a leak. It would be beneficial to change out the pigtailed and Regal recommends changing them annually but could be done every two years. We currently have two vacuum heads and would like to get two more this year, but a budget amendment would need to be made. The cost is \$4279 for two, which is a kit, and it comes with two regulators. We would need two kits. If we get two (one kit) and rebuild two, we will have four done this year. Going forward chlorine maintenance can be accounted for in the budget. Currently if there's a leak you must go in and shut off the valve, which is a safety concern. Once we have all six, they would always shut off automatically if there's a leak. Currently there is \$1500 budgeted, but we would need to have an amendment to the budget to purchase the kit and rebuild two. We can rebuild them ourselves. The Board recommended going forward with the amendment.

A motion was made by Commissioner Antonucci to amend the Filtration Plant budget to increase chlorine maintenance. The motion was seconded by Commissioner Capano.

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

Account Clerk's Report:

1. Motions

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

That the following bank is hereby designated as a depository of funds belonging to the Board of Water Commissioners of the City of Groversville during the year 2024. Allegiant 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 White 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				
Chittenden			X	
Capano	X			
White	X			

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

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

Due to hiring a temp worker, we need an additional Billmaster user so she can assist customers with billing questions and issues. Datawest requires an additional fee to add a new user to our Billmaster program. The cost is an initial \$1500 fee to add a new user and a \$200 annual fee going forward.

A motion was made by Commissioner 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			

2. Resolutions

Water Board President Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-02

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE JACKSON SUMMIT RESERVIOR DAM SPILLWAY CAPITAL RESERVE FUND VIA OUR HIGH YIELD INTEREST BEARING SAVINGS ACCOUNT TO THE CAPITAL PROJECT 10-R CHECKING ACCOUNT TO PAY OUR SHAREOF EXPENSES RELATED TO THE JACKSON SUMMIT RESERVOIR DAM SPILLWAY RECONSTRUCTION PROJECT.

WHEREAS, The Gloversville Board of Water Commissioners will transfer moneys from its Jackson Summit Capital Reserve Fund account in the General Fund to its Capital Project 10-R Checking Account to pay expenses related to the Jackson Summit Reservoir Dam Spillway Reconstruction Project.

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

RESOLVED, that there was hereby established a Capital Projects Fund 10-R in which per Resolution #2018-6 the Jackson Summit Reservoir Dam Spillway Reconstruction Project was added.

RESOLVED, that the Accounts Clerk, Deborah Clukey, is hereby authorized to transfer \$64,687.84 from the Jackson Summit Reservoir Dam Spillway Capital Reserve Fund account in the General Fund to the Capital Project 10-R checking account to pay expenses related to the Jackson Summit Reservoir Dam Spillway Reconstruction Project.

GLOVERSVILLE BOARD OF WATER COMMISSIONERS
 MEETING MINUTES – FEBRUARY 13, 2024

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

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

Votes Taken:

	Yes	No
Commissioner Antonucci	X	
Commissioner Isabella - Vacant		
Commissioner Capano	X	
Commissioner White	X	
Commissioner Chittenden - Absent		

Adopted : February 13, 2024

3. Adjustments:

Deborah had the following requests for billing adjustments:

1) *Request for Adjustment for 37 West St*

Adjustment : Credit Water \$48.87; Credit Sewer \$56.39, Credit Infrastructure \$17.10 and Credit Water Infrastructure \$3.05. Due to estimated bill and the house was vacant with no meter.

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

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

2) *Request for Adjustment for 21 Maple St*

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

Adjustment: Credit Water \$48.37, Credit Sewer \$13.90. Due to a fire, we were unable to get the meter out due to safety concerns and the bill was estimated.

Commissioner White made a motion to approve the above noted billing adjustments. 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				
Capano	X			
Chittenden			X	
White	X			

3) Request for adjustment at 22 Maple St.

Adjustment: Credit Water \$245.37, Credit Sewer \$138.33, Credit Infrastructure \$42.09, Credit Water Infrastructure \$15.04. Due to the bill being estimated too high.

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			

A motion was made to go into Executive Session.

Commissioner Capano made a motion to go into Executive Session. 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				
Capano	X			
Chittenden			X	
White	X			

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – FEBRUARY 13, 2024

After consideration of Mr Banks claim for damages at 25 N Park Drive, the Board has determined that there is in not sufficient evidence to substantiate the claim that the Water Department caused the damages to his sewer lateral and are denying his claim.

Commissioner Capano made a motion to deny the claim for damages at 25 N Park Drive. 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				
Capano	X			
Chittenden			X	
White	X			

Water Board President Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-3

RESOLUTION AUTHORIZING THE PRESIDENT OF THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS TO SIGN A MEMORANDUM OF AGREEMENT WITH THE CSEA LOCAL 1000 UNION TO MODIFY SPECIFIC PROVISIONS OF THE COLLECTIVE BARGAINING AGREEMENT CURRENTLY IN PLACE BETWEEN THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS AND THE CSEA LOCAL 1000 UNION.

NOW, THEREFORE BE IT RESOLVED

WHEREAS, the Board of Water Commissioners having reviewed the annexed Memorandum of Agreement and approving the same in form.

NOW THEREFORE, be it hereby

RESOLVED, that President Matthew Capano is authorized to execute the annexed Memorandum of Agreement.

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

GLOVERSVILLE BOARD OF WATER COMMISSIONERS
MEETING MINUTES – FEBRUARY 13, 2024

Votes Taken:

	Yes	No
Commissioner Capano	X	
Commissioner Isabella	VACANT	
Commissioner Antonucci	X	
Commissioner White	X	
Commissioner Chittenden	ABSENT	

Adopted : February 13, 2024

Commissioner Capano made a motion to nominate Christopher Satterlee to be appointed to the Board of Water Commissioners with approval of the Mayor and Common Council. The motion was seconded by Commissioner White.

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

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

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

The next meeting will be held on Tuesday March 12, 2024 at 6:00 PM.