

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

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 13, 2021, at 6:35 PM with President Antonucci presiding.

Roll Call

Commissioners-----

Antonucci	PRESENT
Isabella	ABSENT
Mauro	PRESENT
Robinson	ABSENT
Capano	PRESENT

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

Christine explained to the Board that she had an Audit that she had to pull out of our regular audit list. This item must be voted on separately due to a conflict with Commissioner Capano. The Audit #21321 in the amount of \$243.44 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 Audit #21321 in the amount of \$243.44 payable to Gloversville True Value. The motion was seconded by Commissioner Mauro.

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

Christine explained to the Board that she had an Audit that she had to pull out of our regular audit list. This item must be voted on separately due to a conflict with Commissioner Mauro. The Audit #21333 in the amount of \$50.00 payable to S&J Enterprises needed to be voted on with Commissioner Mauro having to abstain from voting to approve.

Commissioner Antonucci made a motion to approve Audit#21333 in the amount of \$50.00 payable to S&J Enterprises. 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			X	
Mauro				X
Robinson			X	
Capano	X			

Christine explained to the Board that she had an Audit that she had to pull out of our regular audit list. This item must be voted on separately due to a conflict with Commissioner Antonucci. The Audit #21288 in the amount of \$244.45 payable to Wood N Lock needed to be voted on with Commissioner Antonucci having to abstain from voting to approve.

Commissioner Mauro made a motion to approve Audit#21288 in the amount of \$244.45 payable to Wood N Lock. The motion was seconded by Commissioner Capano.

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

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

The remaining audited bills were presented and reviewed.

VOID CHECK	0.00
NYS Dept Environmental Conservation	-450.00
Commissioner of Motor Vehicles	-5.00
Access Anvil	-300.00
Barneys Sign Co	-40.00
Century Linen Service, Inc	-35.00
Christopher R Jablonski	-30.00
Commissioner of Finance	-270.00
Core & Main	-1,674.00
CT Male Associates PC	-283.00
Empire BlueCross Retiree Solutions	-6,889.68
Ferguson Enterprises LLC	-3,219.21
Florida Blue	-177.30
Frontier Communications Corporation	-91.87
MVP Health Care Inc	-24,575.92
National Grid	-1,617.08
Roger Putman	-1,782.00
WB Mason Co Inc	-242.88
West & Company CPAs PC	-2,950.00
Commissioner of Finance	-813.97
Commissioner of Motor Vehicles	-5.00
United States Postal Service	-678.50
United States Postal Service	-385.00
Century Linen Service, Inc	-35.00
Cranesville Block Company Inc	-785.18
Daniel D Rooney	-80.00
Deborah Clukey	-93.73
Dig Safely New York, Inc	-12.00
Ferguson Enterprises LLC	-5,470.52
Frontier Communications Corporation	-734.75
Fulton County Dept of Waste	-10.00
Fulton County Information Services	-714.00
H & M Equipment Co Inc	-45.08
Holland Company Inc	-6,460.75
Hummel's OP Inc	-166.36
Jeffrey F Lehner dba JFL Inc of Fulton Co	-30.31
JH Consulting Group Inc	-2,282.00
Kingsboro Lumber Co Inc	-70.97
Marcus Noble Inc	-91.14
MVP Select Care Inc	-50.00

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

National Grid	-451.49
NBT Credit Services	-67.35
Runnings Supply Inc	-476.00
Sacandaga Enterprises LLC	-99.85
Shannon Chemical Corporation	-4,581.36
Spectrum	-72.98
Telecon Wireless	-273.60
UCCI Trust	-649.76
United Ag & Turf NE LLC	-365.63
WW Grainger Inc	-85.98
Payroll Account NBT Bank	-19,222.02
Payroll Account NBT Bank	-1,408.48
Payroll Account NBT Bank	-19,789.97
Payroll Account NBT Bank	-1,451.96
Morgan White Administrators	-610.39
Morgan White Administrators	-610.39
Frontier Communications Corporation	-311.01
Payroll Account NBT Bank	-21,709.43
Payroll Account NBT Bank	-1,598.76
NBT Bank HRA ACCOUNT	-10,000.00
Payroll Account NBT Bank	-23,798.65
Payroll Account NBT Bank	-1,758.60
	<u>-173,040.86</u>

CAPITAL PROJECT AUDITS:

CFI Contracting Inc.	-80,741.49
PHJ HOLDINGS LLC	-18,530.28
Ferguson Waterworks #576	-575.00
Gorman Bros Inc.	-657.98
Board of Water Comm	-1,189.16
Board of Water Comm	-860.00
Board of Water Comm	-3,319.80
C.T. Male Associates	-3,800.00
Runnings	-49.98
CFI Contracting Inc.	-66,618.75
S. C. Spencer Electric Inc	-6,972.36

A motion was made by Commissioner Antonucci that the remaining audited bills are ordered paid. 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			X	
Mauro	X			
Robinson			X	
Capano	X			

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

The minutes of the last meeting were presented, and a motion was made to accept the minutes by Commissioner Mauro. The motion was seconded by Commissioner Antonucci.

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

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

- 1) **Lagoon Project:** Anthony informed the Board that CFI finished up their work last week. Lagoon#2 went a lot better as we moved the dump site for the sludge which caused less time needed for excavation. CFI finished all the clean-up. We have CFI's pay application which was on the Capital Project Audit list that was previously approved with this meeting's audits. Our Audit Committee Chairman is on vacation, so therefore our President Gary Antonucci will sign off on this payment application along with the other audits for tonight. CFI's payment application was in the amount of \$66,618.75 and was included on the audit list for this meeting. We are still withholding a small amount of retainage for grass growth and clean-up at roughly \$6,000 to \$7,000.
- 2) **Electrical Project @ Plant:** Anthony informed the Board that the electricians will be back tomorrow to finish up all the change order items, and any punch list items for them to correct or finish up. In waiting for them to coordinate and finish up the work on the wash pumps, we had to call in Fulton County Electric to temporarily fix the existing electric as the wash pumps went down and we need them to make and wash water.
- 3) **Port Creek Aerator:** Anthony gave the Board a picture of the new rehabbed Aerator that is completed. The contractor did a really great job with it. P&H Holdings did the job and subbed it out to Mike McCleary.
- 4) **Jackson Summit Reservoir Dam Project:** Anthony informed the Board that the City's Grant writer, Nick Zawbawsky got a hold of Anthony last week. Nick wrote the CDBG Grant that we were awarded for this project. Nick has gotten some of the required documentation ready to go. We are now waiting for the NEPA process which is a Federal Environmental Review process along with the SEQUAR process which is also an Environmental review process for the State. We are looking at 6 to 8 weeks for these reviews to be complete. Because of the timing of this and this project being a 4-month project, Anthony thinks we should push off the startup date for this to the Spring of 2022 as it would not be a good idea to pour concrete during the Winter months.
- 5) **Meter GIGP Grant & Project:** We are moving along very well with some of the paperwork required by EFC for the Grant Contract. Part of the requirements is that we complete and advertise an RFQ for Engineering Services for the Meter Project. C.T. Male is in the process of drawing up the RFQ for us. We do have a conference call with the State to ask them some questions about the Grant Process and future requirements from EFC. With this project, due to the fact that the Board has decided that they would like to proceed with Neptune meters for the Meter Project, Christine has drafted a Resolution as required by EFC for the standardization of Neptune Meters for the Gloversville Water Dept. This Resolution states that we will only accept Neptune Meters for our Water Department and for our residents of the City of Gloversville due to efficiency, battery life and proven reliability of their products. Johnstown is also switching to Neptune Meters and Ti-Sales. Our goal is to get this project going as soon as possible so that we can be installing new meters by late fall early winter.

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

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

RESOLUTION NO. 2021-11

RESOLUTION APPROVING STANDARDIZING THE PURCHASE OF NEPTUNE METERS FOR THE GLOVERSVILLE WATER DEPARTMENT.

WHEREAS, The Gloversville Board of Water Commissioners is in need of replacing and/or upgrading several meters that are connected to properties receiving water from the municipal water supply system. Several of these said meters are not functioning due to a battery defect; and

WHEREAS, The Gloversville Board of Water Commissioners has received a GIGP Infrastructure Grant from the NYS Environmental Facilities Corporation (EFC) in the amount of \$850,000 to facilitate the installation of an Automated Metering System (AMI) and the installation of new water meters throughout the City of Gloversville; and

WHEREAS, upon investigation by the Water Department, Neptune Water Meters are well-regarded products and have a documented prior history of battery life, equipment longevity and durability.

WHEREAS, The Gloversville Board of Water Commissioners finds that to purchase different makes/models of water meters would be inefficient given the lack of proven reliability and documented prior history of equipment longevity of said different makes/models. Furthermore, to our knowledge no other meter manufacturer can provide Neptune's features in one product such as; Nutating Disk Meter Technology, 100 Milliwatt Radio Output, Unlicensed Frequency Hopping Spread Spectrum Radio, Integrated Radio, Non- Battery-operated consumption register, Enhanced Data to include leak, back-flow, and tamper detection, remote data-logging. Lead free meters, Meters certified by NYS Bureau of Weights & Measures and Dept of Agriculture & Markets, and meters made in America.

WHEREAS, upon investigation by the Water Department Neptune Water Meters have a Field Proven 20-year RF Endpoint with Guaranteed Network Connectivity with over 50% of all Water Utilities in the New York & New England areas using Neptune metering products.

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

RESOLVED, that the Gloversville Board of Water Commissioners, for reasons of efficiency and proven reliability, and pursuant to the authority conferred in Subdivision 5 of Section 103 of the General Municipal Law, hereby standardizes the purchase of Neptune Water Meters and associated equipment for installation and use at properties connected to the municipal water supply system.

BE IT hereby further **RESOLVED**, that this Resolution shall take effect immediately upon passage.

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

Votes Taken	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Isabella	ABSENT	
Commissioner Mauro	X	
Commissioner Robinson	ABSENT	
Commissioner Capano	X	

Adopted : July 13, 2021

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

- 6) **Tryon Park Vireo Health Expansion Project:** Anthony reminded the Board that last month we discussed the proposed Vireo Health expansion project at the Tryon Park. With this project Vireo is paying for an extension of our water main up to the water tank for the new Vireo facility. Fulton Co and the IDA have put together a Right of Way agreement for their underground electric lines and are going to include the water line on it . The right-of-way will encompass approximately 30 feet on both sides of the roadway whereby the underground electric lines and new water line will be located and tied into the current existing water line. Anthony has received the official Easement Agreement that will have to be signed by the Board president.

Commissioner Mauro made a motion to accept the official Right-of Way Easement Agreement with the Fulton County IDA for a new water line for the expansion of the Vireo Health Facility. With Agreement to be signed by the Water Board President. The motion was seconded by Commissioner Capano.

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

- 7) **Vireo Health Expansion Water Line Cost Share Proposal:** Along with Vireo Health's expansion project, they are going from an 8" water main to a 12" water main. Vireo Health is willing to pay a portion of the cost for this up to approximately 1,000 feet short of the Water Tower. They want to then tie this line back into an existing 8" water main that is in the woods and very difficult to get to. Anthony talked to Jim Mraz at the IDA and Jim went to the Board and the IDA is willing to pay for the entire cost to run the water line the extra 1,000 feet to the Water Tower. IDA wanted Anthony to ask the Board if we would be willing to reimburse a portion of this cost which is being estimated at \$85,000 back to them. IDA would also be willing to front the cost and have us pay them in increments over the next few years. Jim would like us to consider a possible reimbursement of up to 50% of the cost. The Board was concerned with a 50% match due to our financial situation at this time. Anthony did however point out that we would get some benefit from the Vireo expansion by way of increased consumption where they will be using approximately 20,000 to 30,000 gallons more water per day. Christine also mentioned that the increased consumption may only make up for the loss in Industrial consumption. Anthony did ask them about any other future developments that they see coming in future and he was told that they have a couple of potential new water customers coming in. However, are they going to be substantial water users or just be using toilets and sinks. Anthony feels that the IDA is willing to do this to be able to promote the Tryon Park to potential businesses with new infrastructure. Anthony then went over their plan to put a 12" water line in place of the existing 8" line. Currently we have a new 12" line around the Tryon Park that we already took over, there is an old 8 " line that ran from a portion of the park through the woods to the Tank. If the IDA did not step in and complete the 1000 feet that Vireo will not pay for, we would have a 12" line through most of the park looping back around to the old 8" line in the woods to the Tank. If something were to happen to the 8" line in the woods we would have to hire a contractor to come and fix it. Anthony did approach Vireo to try and get them to agree to pay for the extra 1,000 feet and they refused. After discussion the Board decided to approve a cost share of 25% for a period of 5 to 7 years.

Commissioner Mauro made a motion to approve a cost share of a 1,000 feet portion of the 12" water line to be extended to the Water Tank at the Tryon Park for the Vireo Health expansion project. With the Board agreeing to pay 25% of the cost up to \$85,000 and to pay the 25% share in annual installments for a period of 5 years. The motion was seconded by Commissioner Capano.

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

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

- 8) **Generator Servicing:** At past meetings we were talking about having the generator serviced once a year. It will cost \$684.77 to get on a maintenance plan for the generator which will cover minor routine maintenance or major issues. This will go into effect next year for the Generator at the plant.
- 9) **Budget Amendments:** Anthony asked the Board for a budget amendment for the plant. Andrew would like to move \$2,000 from his Sludge Removal line item to his Computer Services line item. The computer at the lab died and needed replacing so he is over in his Computer Services budget line. Because we are not renting the equipment for sludge removal this year with our Lagoons being replaced, the \$2,000 will not be needed for that line item. Andrew also wants to transfer \$300 from his Generator Service line item to his Tools line item as he is currently overdrawn in his tool budget.

The Clerk of the Water Board presented the Following Resolution and Moved for it's adoption

RESOLUTION NO. 2021-12

WHEREAS, the Gloversville Board of Water Commissioners 2021 Budget Requires Modification.

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

Account Number	Account Description	Appropriation Increase	Appropriation Decrease
F8330.4	Other Exp/Plant – Sludge Removal		2000
F8330.4	Other Exp/Plant – Computer Service	2000	
F8330.4	Other Exp/Plant - Generator Service		300
F8330.4	Other Exp/Plant - Tools	300	
		2300	2300

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:

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

Adopted : July 13, 2021

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

- 10) **Rate Increases:** Anthony explained that he realized that the Board wanted to discuss possible rate increases tonight, however Christine and Anthony would really like to sit down and devise a mock budget for 2022 and we would like to sit down with Tammie the Commissioner of Finance to go over our Bonding options for the GIGP meter Project to see how far we can stretch the payments out to see if we could decrease the new AML meter fee of \$12.72 that we discussed at the last meeting. We would like to do our due diligence to try and protect our customers from un-needed rate increases. We also want to prepare ourselves for future projects that we know we are going to need funding for in the future. We want to get a solid figure for the Board on how much revenue we have to make up for in 2022 so that they can base the rate increase on solid numbers. Commissioner Mauro also stated that he would like to have the entire Board present for this decision. Christine also wanted to also give the Board a couple of scenarios as discussed at the last meeting with us increasing the Minimum Charges in conjunction with a rate increase. Commissioner Mauro also mentioned contract negotiations and how that may affect the level of rate increase. Commissioner Mauro also asked Christine to give him a dollar figure as to how much the employee raises have amounted to over the last 3 contracts. Anthony suggested that we go for shorter periods with contracts in the future. The Health Insurance contributions for the employees was also discussed.

Clerk's Report:

1) **American Tower Buyout Lease Offer:** Christine received a letter from American Tower again asking the Board if they would want to consider selling our cell tower lease agreement for a lump sum payment. Option#1 would include a lump sum cash payment of \$759,000. Option #2 would include 120 payments with the first payment of \$300,000 to be paid at closing and rent payments of \$3,954.85 for 120 months with the last payment being \$120,000. This option would net a total value of \$874,852.11 to the Water Department over the next 10 years. We currently earn \$41,665.00 per year under our lease agreement and earn an additional 3% every year under the current contract. Commissioner Mauro asked if we could increase the 3% to 4%. Christine told him that she would take a look at our contract and see if that was possible. Christine suggested that we not take the buyout as we will be able to count on that revenue for many years to come. After discussion the Board decided to deny this buyout at this time.

Commissioner Antonucci presented the following motion: THAT, the Board of Water Commissioners authorizes the Clerk of the Board to adjust District#1 & 3 Billings for the following amounts:

District #1 - Credit Water \$162.70;- Est too high based on new read was away from home in Florida from Nov-June. Re-estimated taking into account time gone from home. To adjust bill for property located at 513 N Main Street.

District #1 - Credit Water \$460.78 – Est too high based on new read filled pool during that time period. Re-estimated removing the consumption for filling the pool from the estimated read. To adjust bill for property located at 125 W. State St. Ext.

District #1 - Credit Water \$43.52; Credit Sewer \$25.07; Credit Infra \$8.72 - Est too high based on new read filled pool during that time period. Re-estimated removing the consumption for filling the pool from the estimated read. To adjust bill for property located at 153 West Street.

District #1– Credit Water \$162.80; Credit Sewer \$96.82; Credit Infra \$33.72. Est too high based on new read, Owner gave me updated read went from using 48.5 cubic ft per day to 26.44 cubic ft per day may have had a leak they fixed. Re-estimated based on new read from owner. To adjust bill for property located at 9 McKinley Place.

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

District #1– Credit Water \$43.38; Credit Sewer \$33.76; Credit Infra \$11.76. Est too high based on new read was away from home in California until 4/28/21. Re-estimated taking into account time away from home. To adjust bill for property located at 5 Early Avenue.

District #3– Credit Sewer \$105.05;. Bill adjusted by Sewer Board due to major piping failure. To adjust bill for property located at 40 Wells Street.

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

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

Christine received the following COVID relief Deferred Installment Plans: Homeowners must Self-Certify a Financial Hardship due to COVID-19.

1) 123 S. Pine Street – COVID-19 Plan at \$127.57 for 6 months.

Commissioner Mauro made a motion to approve the above noted Deferred Payment Plan for the Property at 123 S. Pine Street Deferred Payment Plans with no Interest and Penalties and no down payment required contingent on self-certification of Financial Hardship due to COVID-19. The motion was seconded by Commissioner Antonucci.

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

Other New Business:

Anthony informed the Board that there is going to be a clean drinking water grant to be announced soon the WIIA Grant. This is the grant that we received a few years ago for the Tank Project and the Electrical Project with a maximum funding limit of 3 million dollars. If we want to be eligible for this grant and future grants we need to get all of our projects listed on the Intended Use Plan (IUP) for the State. Anthony has been working with C.T. Male to incorporate all of the work that needs to be done at the plant in with our conditioner and possible Grandview Drive Pump Station projects. C.T. Male gave us a proposal to update our Preliminary Engineering Report for the Conditioner/Grandview Drive Pump Station to include the updates that we have to make at the Plant. This Engineering Report is a requirement to get these projects listed on the IUP to be eligible for funding C.T. Male's proposal for the updated Engineering Report was proposed at an additional cost of \$3,600.00 to add the upgrades needed at the Plant. Anthony needs the Board to Approve a change order for the current contract we already have with C.T. Male for the Preliminary Engineering Report to add the upgrades for the plant.

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 13, 2021

A motion was made by Commissioner Mauro to approve a Change Order in the amount of \$3,600.00 to pay C.T. Male for additional Engineering Services for the issuance of an Updated Engineering Report to adding capital improvements needed at the Filtration Plant. 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			X	
Mauro	X			
Robinson			X	
Capano	X			

Commissioner Mauro asked if we had any further issues with water main breaks due to SLA filling their tankers. Anthony told him that we have not had any further issues as we moved SLA to another site at Tryon to fill their tankers. Commissioner Antonucci had asked Anthony to send a picture of the water main that broke recently at the Industrial Parkway to a company salesman to forward to the supplier to see what could have caused such an extensive break. We want to see if it was somehow defective from the factory when it was made. The main was made of ductile iron in 1980 and was lined with concrete. Anthony also stated that he has never seen ductile iron pipe break to the extent that this line did. Commissioner Mauro confirmed with Anthony that SLA would still be drawing water off the Eagle Street Tank at the new Tryon site. In the meantime, we have an Auto Flusher hooked to the Fire Hydrant dedicated to the Eagle Street Tank property which kicks on at midnight every night.

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

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

The next meeting will be held on Tuesday, August 17, 2021, at 6:00pm.