

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

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 August 13, 2024, at 6:00 PM with President Capano presiding.

<b>Roll Call</b>	
<b>Commissioners-----</b>	
Capano	PRESENT
White	PRESENT
Antonucci	PRESENT
Chittenden	ABSENT
Satterlee	ABSENT

**Others in Attendance:** Water Superintendent, Anthony Mendetta; Clerk of the Board, Cindy Albertine and Paul Hartman.

Superintendent Anthony Mendetta informed the Board that Randy King, property manager for Tryon Management Fund LLC of 10 W. Fulton Street had requested to come before the Board for public discussion to present a dispute form submitted on August 8, 2024 for high consumption usage on their January 2024 bill. He had previously attended the March 12, 2024 board meeting to discuss the same issue at this property. After that meeting, he hired a construction company to inspect the property for any leaks and presented a copy of the letter stating that no leaks were found. Mr. King did not show up for the meeting. The Board agreed to continue and allow Mr. King to speak if he showed up during the meeting.

The Clerk 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 Antonucci.

Audit #23473 in the amount of \$139.99 payable to Antonucci's Auto needed to be voted on with Commissioner Antonucci having to abstain from voting to approve.

Commissioner White made a motion to approve Audit #23473 in the amount of \$139.99. Commissioner Capano seconded the motion.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci				X
Chittenden			X	
Satterlee			X	

The Clerk 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 #23496 in the amount of \$137.04 payable to Gloversville True Value needed to be voted on with Commissioner Capano having to abstain from voting to approve.

## GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

Commissioner Antonucci made a motion to approve Audit #23496 in the amount of \$137.04 payable to Gloversville True Value. Commissioner Antonucci seconded the motion.

Commissioner	Yes	No	Absent	Abstain
Capano				X
White	X			
Antonucci	X			
Chittenden			X	
Satterlee			X	

The remaining audited bills were presented and reviewed:

Name	Amount
United States Postal Service	-811.25
United States Postal Service	-340.00
Christine Linart	-1,379.65
Temp Force LP	-1,014.75
Century Linen Service, Inc	-60.00
Commissioner of Finance	-1,830.02
Frontier Communications	-472.00
Howell Benefit Service	-270.55
Morrisville State College	-975.00
Temp Force LP	-405.90
Daily Gazette	-34.32
JH Consulting Group Inc	-4,779.00
WB Mason Co Inc	-90.71
Aflac	-1,661.52
Christine Linart	-673.00
Christine Linart	-673.00
Anthem BlueCross Retiree	-6,782.01
Century Linen Service, Inc	-60.00
Temp Force LP	-541.20
Adirondack Septic Tank Inc	-460.00
All States Construction Inc	-703.05
CDPHP	-23,016.46
Christine Linart	-673.00
Christopher R Jablonski	-30.00

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

Core & Main	-8,192.39
Cranesville Block Company	-823.88
Daily Gazette	-123.63
Ferguson Enterprises LLC	-17.76
FW Webb	0.00
General Hydraulics Inc	-131.00
H & M Equipment Co Inc	-74.59
Jeffrey F Lehner dba NAPA	-278.55
JH Consulting Group Inc	-2,752.00
<b>John Antonucci</b>	<b>-139.99</b>
Metropolitan Industries Inc	-90.00
Modern Electrical Contr	-361.93
National Grid	-1,825.55
NBT Credit Services	-371.88
Nethaway Motorcar	-250.00
Runnings Supply Inc	-433.42
Security Supply Corp	-1,577.10
Spectrum	-303.99
Telecon Wireless	-395.11
Temp Force LP	-947.10
Ti-Sales Inc	-2,862.00
USABlueBook	-131.84
WB Mason Co Inc	-743.44
West & Company	-2,900.00
WL Construction Supply	-521.32
FW Webb	-6,508.21
H & M Equipment Co Inc	-10.37
United States Postal Ser	-365.00
Christine Linart	-1,413.31
Commissioner of Finance	-2,028.07
Core & Main	-3,250.75
Fidelis Care	-240.00
<b>Gloversville True Value</b>	<b>-137.04</b>
Howell Benefit Services	-270.55
National Grid	-154.48
Temp Force LP	-541.20

## GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

Twin Bridges Waste	-137.50
WB Mason Co Inc	-399.80
Christine Linart	0.00
VOID	0.00
VOID	0.00
VOID	0.00
VOID	0.00
VOID	0.00
VOID	0.00
VOID	0.00
VOID	0.00
VOID	0.00
VOID	0.00
Morgan White	-410.56
CDPHP	-1540.06
Morgan White	-605.28
NBT Payroll	-25636.63
NBT Payroll	-1921.06
NBT Payroll	-26876.95
NBT Payroll	-1996.54
NBT Payroll	-28291.77
NBT Payroll	-2104.82
NBT Payroll	-30929.34
NBT Payroll	-2313.30
NBT Payroll	-25434.60
NBT Payroll	-1892.96

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

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Chittenden			X	
Satterlee			X	

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

## MEETING MINUTES – AUGUST 13, 2024

### CAPITAL PROJECT AUDIT:

The Capital Project Audit was presented by email and reviewed.

C.T. Male Associates                      \$3,500.00

A motion was made by Commissioner Capano that the Capital Project audited bill listed above is ordered paid. The motion was seconded by Commissioner White.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Chittenden			X	
Satterlee			X	

The minutes for April 30, 2024 Special Meeting, Regular Meeting held June 11, 2024, Regular Meeting held July 9, 2024 and the July 16, 2024 Special Meeting were emailed for review. There being no changes or corrections required, a motion was made to accept the minutes by Commissioner Capano. The motion was seconded by Commissioner White.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Chittenden			X	
Satterlee			X	

### Superintendent's Report:

#### 1. Filtration Plant Project

Superintendent advised that we have heard back from New York State Department of Health has approved our emergency project for Filter #6 replacing one 14" and one 18" butterfly gate valve, which is Phase 1A of the project. We are now set to move forward with the project. C.T. Male has submitted an invitation to bid and will be accepting bids on September 13, 2024, with a pre-bid meeting to be held Wednesday, August 28, 2024, at the Filtration Plant. C.T. Male has set an expected start date for the contractor on or about Monday, October 7, 2024, and an estimated substantial completion date of no later than November 15, 2024.

Superintendent reminded the Board of the long lead times for receiving the actuating valves as discussed at the July 9, 2024 meeting. He has reached out to the manufacturer, and we will be receiving manual gear operated valves needed to get the filter back in service. We will be adding Phase 1B to the project, which will be the bigger overall phase of the project. Part of Phase 1B will be to have a contractor who is certified by the manufacturer, R.M. Hadlee, install the electric actuator valves to ensure the valves are installed properly. They have two certified companies that we currently have a working relationship with, Emmons Pump and Controls and Avanti Controls. We will be writing into the contract that one of these two companies are to install the valves. Purchasing of the gear operated valves also will be written into Phase 1B of the project which will allow us to get the gears in and the filters up and running without the lead time on the electric actuator valves and allowing us to move forward with the project.

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

Commissioner Capano asked how long it would take to get the manual valves. The Superintendent stated that the valves with the manual gears would be installed at the manufacturer's location and delivered to us this week. The two electric valves needed for the emergency Phase 1A will not be available until next year. The remaining 20 valves for Phase 1B of the project will take approximately 20 weeks. He further stated that in the event an electric valve should go down in the future we would have the manual gear valves on hand as an operational valve.

Since we do have have not yet received the clearance from the Department of Health we are not able to go out to bid on the bigger Phase 1B scope of the project. This is the part of the project that was discussed during the walk through at the plant on April 30, 2024. Once we have received the clearance, we can go out to bid at that time and the contractor would then have to order the valves. It would be approximately 20 weeks after the order is placed.

Commissioner Capano asked if there were any other manufacturers of the valves. The Superintendent advised that there is no other manufacturer. The valves are currently manufactured in the Alabama area and the valves are outsourced from overseas.

After discussion a motion was made by Commissioner Capano to approve the Invitation to Bid, seconded by White.

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

## **2. Jackson Summit Residence:**

Superintendent advised the Board that the caretaker living the Jackson Summit house informed him that there is a serious infestation of bats at the residence and a strong odor coming from the feces. The caretaker provided several quotes for removing the bats from the residence. Two estimates from Parkhurst Rodent and Pest Solutions were submitted. The first quote includes removal of feces, adulterated insulation, sanitizing attic area and installation of 14" cellulose insulation, with a 10-year warranty at a cost of \$6,250.00. The second quote in the amount of \$2,025.00 was for bat removal and sealing all entry points, with a 1 year warranty. The third quote was received from Meerkat Pest Control in the amount of \$4,200 for inspection of the attic for entry points and any possible secondary entry points, sealing and installing Meerkats eviction device at the main entry point.

The Superintendent made the Board aware that the budget for the Jackson Summit house only had approximately \$1,500 remaining due to the new furnace being installed earlier this year. Any additional funds for the removal of the bats would have to come from the Contingency Fund.

The Board discussed the fact that the second quote from Parkhurst Rodent and Pest Solutions and Meerkat Pest Control quote did not allow for any remediation. After discussion, it was the decision of the Board to go forward with the Parkhurst Rodent and Pest Solutions quote for \$6,250.00- and 10-year warranty. The Board asked the Superintendent to contact our insurance company to see if a claim can be submitted for the remediation. If a claim could not be submitted, they approved transferring the balance due from the Contingency Fund.

Motion was made by Commissioner White to reach out to the insurance carrier to inquire about filing a claim for bat remediation. If the remediation is not covered under our insurance policy, the Board approved engaging Parkhurst Rodent and Pest Solutions for the bat removal and remediation in the amount of \$6,250.00. Seconded by Commissioner Capano.

## GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Chittenden			X	
Satterlee			X	

### 3. County Sewer Line

The Board was informed that the County is installing a new sewer line running from Gloversville to Northville. Scott Henze, Planning Director for Fulton County, approached the Water Department about connecting a resident to city water to resolve an issue of separation of water and the new sewer line. The DEC requires a 10-foot separation between water and sewer lines. The Superintendent researched the water line in that area and there is currently a 2" galvanized line running from the City line on East State Street across Route 30A and dead-ends just before the house to be hooked up. The County had several options, including hooking the residence up to City water. However, the galvanized pipe is severely corroded, and we have had issues with that line in the past. The Superintendent suggested to the County eliminating the exiting line and asked the County to pay for new line on the opposite side of the road, eliminating the corroded line. Mr. Henze suggested replacing the existing 2" line with a 6" line for possible expansion in that area in the future. The Superintendent offered to prepare quotes for the County to have contractors replace the existing line and the Water Department would perform some of the work to be done, such as tapping services and placing a fire hydrant at the end of the line.

Two material bids were prepared for the County to replace the existing sewer line. The first bid was from Core and Main using 500 feet of 6" HDPE Pipe and all the necessary fittings, connections and services supplies, and the fire hydrant to cap off the end at a cost of \$15,795.73. The second quote was from F.W. Webb in the amount of \$16,700, which included all the same materials as the Core and Main bid.

The County Planning Director also asked for separate bids for the contractor to dig the highway, fuse the pipe together, pressurize, chlorinate and disinfect the line and the Water Department to do the water services. Three estimates were received for that scope of work. The first was from Dan's Excavation in the amount of \$72,000, BP Excavation quoted \$69,300, and Keller quoted \$89,500. Using the \$15,795.73 quote from Core & Main for the materials, the total for the parts and labor from the contractors are as follows: Dan's Excavation \$87,795.73; BP Excavation \$85,095.73; Keller \$105,295.73. These bids were presented to the County.

After being supplied with the quotes from the contractors, the County asked the Superintendent to present the Board with the possibility of the Water Department purchasing the materials and the County would pay the contractor to perform the work. If we were to go with the lowest bid from Core and Main, the cost to the Water Department would be \$15,795.73.

Commissioner White asked what our return would be on agreeing to the request. The Superintendent advised that we would be replacing a corroded 2" galvanized line, we would be upgrading from a 2" pipe to a 6" pipe for possible future expansion and development in a town water district, and we are not having this pipe cross a state highway any longer. Instead of taping this from a City line, we would tap a line that goes down the Rail Trail past the old Hussmann building on East State Street Extension, then runs North parallel to Route 30A and dead-ends at the old Universal building on Route 30A. This line could potentially allow for expansion to Mayfield. The Superintendent further stated that should this existing line break in the future, the City would be solely responsible for fixing the line and we would not be able to do so without contracting that out, which would be costly to the Water Department.

## GLOVERSVILLE BOARD OF WATER COMMISSIONERS

### MEETING MINUTES – AUGUST 13, 2024

Commissioner Antonucci asked where the funds for this project would come from. He was reminded that we currently have an infrastructure fund. This improvement would improve the water quality as there is currently no way to flush the existing line. This upgrade would also provide fire protection services to residence in the area by installing a fire hydrant at the end of that line.

The Superintendent felt that this project would be beneficial to the Water Department and would offset potential future costs.

Commissioner Antonucci expressed his concern that the 6" pipeline might not be sufficient for the potential future expansion and asked what it would cost to run an 8" line. The Superintendent stated he did not receive a quote for an 8" line but did not feel that the cost would be much higher.

Motion was made by Commissioner Capano to proceed with the cost of the materials for the potential upgrade to water service to an 8" line on County Highway 349, Town of Johnstown, not to exceed \$25,000.00. Seconded by Commissioner White.

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

#### **4. Filtration Plant Project**

Supervisor informed the Board that we have received a Technical Services Change Order request from C.T. Male Associates for the Scope of Services for Contract Agreement dated July 24, 2023 for the Water System Improvements Project. This Change Order covers the additional items requested during the walk through at the Filtration Plant. The Technical Services Change Order includes the addition of the Phase 2 scope of work outlined in the August 8, 2023 proposal of \$153,500. It also included \$14,300 for the addition of the preparation of a Phase 1A emergency project scope including bidding documents and construction administration, as well as \$9,030 for the addition of the design of grating (catwalk) to be bid as an add alternate, two additional valve selections at settling tank, a sweep pump replacement, and environmental testing in the basement to the Phase 1 Scope of work as defined in the August 8, 2023 proposal. The Superintendent and Andrew White, Filtration Plant Supervisor, met with Jake Gordon of CT Male to review Phase 1B of the project to ensure items were being addressed. This change order addresses all items not covered under the original contract price.

The net change in the contract price due to this change order is \$176,830. Bringing the original contract price of \$224,500 up to a new contract price including this change order of \$401,330.00.

As Phase 1B of the project is complete and awaiting review, CT Male is prepared to start the design portion of Phase 2 in an effort to keep the project moving forward if the Board would like to do so now that the grant funds have been released.

After discussion, a motion was made by Commissioner Antonucci to approve the CT Male Technical Service Change Order request in the amount of \$176,830.00, seconded by Commissioner Capano.

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



# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

## MEETING MINUTES – AUGUST 13, 2024

### 5. WQIP Grant

Superintendent Mendetta informed the Board that CT Male agreed to submit the WQIP grant application for the low-level drainage at the Jackson Summit Reservoir on behalf of the Water Department at no cost. This application has been completed and submitted. He reminded the Board that this was the Water Department's second attempt at submitting this grant. He will keep the Board updated on the status as information is received.

### 6. Capital Project Updates:

Filtration Plant: We are currently going out to bid on the Phase 1A portion of the project, the emergency scope of the project. Jake Gordon from CT Male is still working information to submit to the Department of Health for Phase 1B portion of the project, which is the bigger part of the project, for review.

Jackson Summit Reservoir: There were bare spots in the grass on top of the dam that we have asked Keller to come back and reseed. We are still waiting on them to do so. Once we see that there is significant grass growth we will be able to release the retainage and close out the project.

New Meter Project: We have great success in receiving responses from homeowners in being able to get into their home to change out the old ARB meters. We will work on changing out any remaining ARB meters over the winter.

Lead Line Project: We have been able to get inventory for the lead line project, allowing us to get in to houses and change out the old lead lines. There are not many residences left to change out.

Lead Line Grant: The proposal prepared by CT Male as part of the \$7.7 million Bi-Partisan Infrastructure Bill grant money awarded was submitted to the Department of Health and EFC. Additional paperwork was requested for the grant. CT Male is working on preparing that information and will submit that once it is received.

Commissioner Capano noted that he spoke with a homeowner who commended the workers who were on site to change out their meter for the timeliness in showing up for the appointment as well as their being courteous and professional.

Superintendent Mendetta advised the Board that he has received a letter of resignation from Commissioner James Chittenden. Mr. Chittenden stated in his letter that he was resigning from the Board due to the fact that he was moving out the Gloversville area and would be unable to fulfill his duties as a Water Board Commissioner.

Motion was made by Commissioner Capano to accept the resignation of James Chittenden from the Gloversville Water Board, seconded by Commissioner White.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Chittenden			X	
Satterlee			X	

## **GLOVERSVILLE BOARD OF WATER COMMISSIONERS**

MEETING MINUTES – AUGUST 13, 2024

### **7. Timber Sales**

Prentiss and Carlisle are currently scaling the logs from the last sale at the Filtration Plant in June. Their plan is to cut the logs during the Winter. Our budget was predicated on two timber sales this year. Superintendent Mendetta advised that he will be reaching out to our local forester to come in to survey the remaining timber in order to be able to have another sale before the end of the year.

### **8. Union Contract**

We have received a draft of the union contract. Superintendent advised that he has reviewed the draft and marked up changes he felt were necessary. He recommended that the Water Department's attorney, Brian Goldberger, review the contract. The Board agreed to have Mr. Goldberger review the contract.

#### **Account Clerk's Report:**

##### **Resolution:**

The Clerk presented Resolution 2024-18. This Resolution was offered in order to correct Resolution 2024-16 which was presented and approved by the Board at the July 16, 2024 meeting. Resolution 2024-16 authorized the transfer of \$530,050 from the Capital Reserve Account to the Unreserved Fund balance to correct a prior transfer approval. The correct amount of the transfer should have been \$530,000.00. All other specifics of Resolution 2024-16 remain unchanged.

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

#### **RESOLUTION NO. 2024-18**

**RESOLUTION AUTHORIZING THE TRANSFER FROM THE CAPITAL RESERVE ACCOUNT IN THE GENRAL FUND TO THE UNRESERVED FUND BALANCE ACCOUNT WITH SAID RESOLUTION TO REPLACE PRIOR RESOLUTION 2024-16 ADOPTED ON JULY 16, 2024.**

**WHEREAS**, the Board of Water Commissioners, desires to transfer \$530,000.00 from the Capital Reserve Account in the General Fund to Unreserved Fund Balance to correct prior transfer approval from Unreserved Fund Balance without subsequent transfer made to Capital Reserve Cash Account.

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

**BE IT RESOLVED**, that the Clerk of the Water Board is authorized to transfer \$530,000.00 from the Capital Reserve Account in the General Fund to Unreserved Fund Balance.

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

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

Votes Taken:

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Chittenden			X	
Satterlee			X	

Adopted: August 13, 2024

\*Revision to July 16, 2024 Resolution #2024-16

The Water Superintendent presented the Following Resolution and Moved for it's adoption

## RESOLUTION NO. 2024-19

**WHEREAS**, the Gloversville Board of Water Commissioners 2024 Budget Requires Modification.

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

Account Number	Account Description	Appropriation Increase	Appropriation Decrease
F1990	Contingency Account		\$ 34,896.78
F8330.322	Capital/Fire Alarm System	\$ 34,896.78	
		\$ 34,896.78	\$ 34,896.78

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

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

Votes Taken:	Yes	No	Absent
Commissioner Capano	X		
Commissioner White	X		
Commissioner Antonucci	X		
Commissioner Chittenden			X
Commissioner Sitterlee			X

**Adopted :**        **August 13, 2024**

**GLOVERSVILLE BOARD OF WATER COMMISSIONERS**  
MEETING MINUTES – AUGUST 13, 2024

**Billing Adjustments:**

The Clerk advised the Board that the City of Gloversville has requested adjustments to late fees incurred on two City-owned properties. The City stated that they did not receive the original invoice statement for the following properties: 63 Washington Street and 65 Division Street.

President Capano sponsored the following motion and moved for its adoption:

NOW, THEREFORE, BE IT RESOLVED,

THAT, the Board of Water Commissioners authorized the Clerk of the Board to adjust District #3 billing for the following amounts:

Credit: Water	\$57.65
Credit: Sewer	\$17.47
Credit: Sewer Infrastructure	\$ 1.31

To adjust bill for late fees incurred on City of Gloversville owned property at 63 Washington Street, with the Sewer and Sewer Infrastructure amounts to be reimbursed by the City of Gloversville upon payment from the Gloversville-Johnstown Joint Waste Water.

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

Votes Taken:

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

President Capano sponsored the following motion and moved for its adoption:

NOW, THEREFORE, BE IT RESOLVED,

THAT, the Board of Water Commissioners authorized the Clerk of the Board to adjust District #3 billing for the following amounts:

Credit: Water	\$17.92
Credit: Sewer	\$ 5.00
Credit: Sewer Infrastructure	\$ 0.02

To adjust bill for late fees incurred on City of Gloversville owned demolition property at 65 Division Street, with the Sewer and Sewer Infrastructure amounts to be reimbursed by the City of Gloversville upon payment from the Gloversville-Johnstown Joint Waste Water.

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

## GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

Votes Taken:

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

### **Shared Services:**

The Board discussed the shared services agreement with the Gloversville-Johnstown Joint Sewer Board in connection with the billing and collection of sewer rents and fees. Superintendent Mendetta informed the Board that it has been many years since the agreement was last revised. He agreed to review the agreement and provide the information to the Board prior to the September meeting to discuss to possibility of any changes or updates to the agreement.

### **Billing Statements**

The Clerk advised the Board that we were able to update the existing billing statements to reflect the fact that the charges represent water and sewer usage fees.

### **Installment Loan Contracts:**

The Clerk provided the Board members by email a draft copy of an installment contract. The new contract defines the terms for enrolling in our installment program and requires a minimum payment at the time the owner or tenant signs the agreement. The Agreement requires that all payments are due by the 15<sup>th</sup> of each month and any outstanding balance must be paid in full prior to their next billing or water will be shut off. They are no longer able to carry unpaid balances from one bill to another, and should they default on the installments they would not be able to request another installment program for one year of default.

After discussion, a motion was made by Commissioner Capano, seconded by Commissioner Antonnuci to approve the new Installment Contract and to begin using the agreement.

A motion was made by Commissioner Capano to go into executive session at the request of the Superintendent, seconded by Commissioner White.

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

A motion was made by Commissioner Capano to come out of executive session. The motion was seconded by Commissioner Antonucci.

## GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 13, 2024

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

A motion was made by Commissioner Capano to adjourn. The motion was seconded by Commissioner Antonucci.

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

The next meeting will be held on Tuesday, September 17, 2024, at 6:00 PM.