

GLOVERSVILLE BOARD OF WATER COMMISSIONERS
MEETING MINUTES – JANUARY 17, 2023

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 17, 2023, at 6:00 PM with President Isabella presiding.

Roll Call

| <u>Commissioners-----</u> | |
|----------------------------------|---------|
| Antonucci | PRESENT |
| Isabella | PRESENT |
| Mauro | ABSENT |
| Capano | PRESENT |
| White | PRESENT |

Others in Attendance: Water Superintendent Anthony Mendetta; Clerk of the Board Christine Linart; Chief Plant Operator Andrew White; Jim Chittenden.

Christine then 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 #22363 in the amount of \$282.28 payable to Gloversville True Value needed to be voted on with Commissioner Capano having to abstain from voting to approve.

Commissioner White made a motion to approve Audit# 22363 in the amount of \$282.28 payable to Gloversville True Value. 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 | X | | | |
| Mauro | | | X | |
| Capano | | | | X |
| White | X | | | |

The remaining audited bills were presented and reviewed:

| | |
|---|-----------|
| Pleasant Square Volunteer Fire Department | -500.00 |
| Donald J Stock | -791.23 |
| VOID CHECK | 0.00 |
| Bobcat of Gloversville-Johnstown LLC | -407.00 |
| Century Linen Service, Inc | -45.50 |
| Christopher R Jablonski | -30.00 |
| Core & Main | -2,287.10 |
| Fulton County Dept of Waste | -45.03 |
| Hummel's OP Inc | -145.86 |
| Jeffrey F Lehner dba JFL Inc of Fulton Co | -175.98 |
| Kingsbrook Lumber Co Inc | -45.87 |
| National Grid | -2,580.86 |
| Runnings Supply Inc | -348.67 |

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| | |
|---|------------|
| WB Mason Co Inc | -174.80 |
| Howell Benefit Services, WEBSURANCE TRUST | -115.58 |
| Daily Gazette | -197.60 |
| Frontier Communications Corporation | -129.68 |
| G A Bove & Sons Inc | -3,107.58 |
| IDEXX | -8,684.13 |
| National Grid | -44.63 |
| Spectrum | -97.98 |
| United States Postal Service | -727.67 |
| Alvin Hichens | -250.00 |
| Brennon Lewis | -250.00 |
| Chad Edwards | -250.00 |
| Chris Ashbey | -200.00 |
| Derick Romeyn | -250.00 |
| Eric Lentini | -250.00 |
| Gary Henry Jr | -250.00 |
| Jamie Mulhall | -200.00 |
| Jesse Dutcher | -250.00 |
| Kolin S Hallenbeck | -250.00 |
| Matthew Conca | -200.00 |
| Zach Palmer | -250.00 |
| Fidelis Care | -467.71 |
| Concordia Singing Society | -225.00 |
| United States Postal Service | -360.00 |
| James Gottung | -103.40 |
| Christine Linart | -826.27 |
| Home Outlet | -6,006.48 |
| Amrex Chemical Co Inc | -31,280.00 |
| CDPHP | -23,488.00 |
| Century Linen Service, Inc | -91.00 |
| Chris Rizzo Trucking Inc | -387.75 |
| Christopher R Jablonski | -675.00 |
| Core & Main | -1,503.95 |
| Cranesville Block Company Inc | -53.03 |
| Daily Gazette | -3.79 |
| Data West Corporation Inc | -540.00 |
| Empire BlueCross Retiree Solutions | -7,630.82 |
| Frontier Communications Corporation | -793.76 |
| Fulton County Dept of Waste | -100.31 |
| Howell Benefit Services, WEBSURANCE TRUST | -656.68 |
| Jeffrey F Lehner dba JFL Inc of Fulton Co | -11.48 |
| JH Consulting Group Inc | -2,590.00 |
| Morrisville State College | -975.00 |
| National Grid | -1,654.81 |
| NBT Credit Services | -298.29 |
| Philip Beckett CPA PC | -5,700.00 |
| Runnings Supply Inc | -188.35 |

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| | |
|-------------------------------------|----------------------------------|
| Security Supply Corp | -45.49 |
| Telecon Wireless | -404.40 |
| Ti-Sales Inc | -38,406.34 |
| Tolls by Mail Processing Center | -3.65 |
| Tri-County Fire Extinguishers LLC | -50.00 |
| UDig NY Inc | -14.00 |
| WB Mason Co Inc | -476.99 |
| Payroll Account NBT Bank | -20,104.89 |
| Payroll Account NBT Bank | -1,460.44 |
| Frontier Communications Corporation | -622.02 |
| Morgan White Administrators | -571.96 |
| Morgan White Administrators | -682.12 |
| Payroll Account NBT Bank | -22,327.48 |
| Payroll Account NBT Bank | -1,629.92 |
| Payroll Account NBT Bank | -27,737.94 |
| Payroll Account NBT Bank | -1,450.00 |
| Payroll Account NBT Bank | -2,047.84 |
| Payroll Account NBT Bank | -110.92 |
| Payroll Account NBT Bank | -18,945.90 |
| Payroll Account NBT Bank | -1,371.87 |
| Payroll Account NBT Bank | -5,360.00 |
| Payroll Account NBT Bank | -410.04 |
| Payroll Account NBT Bank | -22,805.76 |
| Payroll Account NBT Bank | -1,666.56 |
| | <u><u>-278,850.16</u></u> |

CAPITAL PROJECT AUDIT:

| | |
|------------------------|--------------|
| C.T. Male Associates - | \$ 4,950.00 |
| Cushing Stone Co. - | \$ 477.80 |
| Runnings - | \$ 84.56 |
| Ti-Sales Inc. | \$ 63.00 |
| C.T. Male Associates - | \$ 2,079.50 |
| Ti-Sales Inc. | \$ 2,499.90 |
| Ti Sales Inc. - | \$ 35,150.00 |
| Ti Sales Inc - | \$ 28,780.25 |

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

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

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

| <u>Commissioner</u> | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|---------------------|------------|-----------|---------------|----------------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Elect President for the Current Year

Commissioner Capano nominated Commissioner Antonucci as President for 2023. The motion was seconded by Commissioner Isabella.

| <u>Commissioner</u> | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|---------------------|------------|-----------|---------------|----------------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Elect Vice President for Current Year

Commissioner Isabella nominated Commissioner Capano as Vice President for 2023. 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 | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Appoint Clerk for the Current Year

Commissioner Antonucci made a motion, seconded by Commissioner Isabella to appoint Christine Linart for the 2023 calendar year, as the Clerk of the Water Board.

| <u>Commissioner</u> | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|---------------------|------------|-----------|---------------|----------------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

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Appoint Water Superintendent for the Current Year

Commissioner Isabella made a motion, seconded by Commissioner Antonucci to appoint Anthony Mendetta for the 2023 calendar year, as the Water Superintendent of the Water Department.

| <u>Commissioner</u> | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|---------------------|------------|-----------|---------------|----------------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

2023 Appointments: By President Antonucci

Audit Committee Chairman – Matt Capano

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

Commissioner White made a motion, seconded by Commissioner Capano, 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. with the exception of the months of February, March, and April.

| <u>Commissioner</u> | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|---------------------|------------|-----------|---------------|----------------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

The Clerk of the Water Board 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 Groversville during the year 2023. NBT Bank, JP Morgan Chase, Citizens, and Key Bank. Funds to be distributed as determined by the Clerk of the Water Board upon approval by the Board of Water Commissioners.

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

| <u>Commissioner</u> | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|---------------------|------------|-----------|---------------|----------------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Commissioner White 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.

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| <u>Commissioner</u> | <u>Yes</u> | <u>No</u> | <u>Absent</u> | <u>Abstain</u> |
|---------------------|------------|-----------|---------------|----------------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Commissioner Antonucci made a motion, seconded by Commissioner White 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 | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Clerk of the Water Board 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
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;

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C. December 31st, but not less than four (4) hours;

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

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

1) GIGP Meter Project - Anthony informed the Board that all the Commercial and Industrial Meter Installations are now complete. The remainder of the meters have been delivered. The Install company was on site last week and we completed 5 Meter Installs along with them for an initial training. We had one issue with an install during the training. The install company broke the iron service off in the wall at one of the locations. We had run a new service for the homeowner which will be at the expense of the install company. Mailers are going out this week to residents in District#1 to set up appointments we should see appointments being scheduled by the end of the month. Anthony explained that there was an issue with the mailers as they were delayed, however they expect to get them in this week and get them out to the residents. The install company will be starting with (3) Technicians and each technician will be working alone. The install company will be setting up time slots for appointments from 7am to 3pm. As the project advances, they will move up to (6) techs and open up some more time slots on Saturdays and increased time slots in the evenings up to 7pm if needed. Anthony told the Board that we will be getting some of the warrantied meters back from Master Meter. We have approximately 1,200 meters on the shelf now and have several that will be coming back with the installation of the new Ti-Sales meters. These meters are fairly new. Anthony wanted to keep the Board informed so that we can start talking about what we want to do with the Master Meter meters that we will be getting back. Anthony has been reaching out to other municipalities to see if there is any interest to purchase these meters, but has had no solid interest. We could also scrap them. Anthony explained that we are technically owed approximately 1,000 more Meters back from Master Meter when we remove the dead meters that are still left out in our system. Therefore, we will be getting an additional 1,000 new meters back. After discussion, the Board suggested that Anthony contact Master Meter and see if they would be willing to buy these meters back.

2) Water Treatment Plant Rehab Project- Anthony informed the Board that we have a meeting with EFC tomorrow to go over the remaining required documentation needed for us to proceed with the finalization of the WIIA Grant Agreement. Anthony then reminded the board that the logging has been completed behind the plant. Anthony would like to rent a stump grinder this Summer to clean up the area to prepare it for a possible Solar Field installation in the future. The Board then further discussed the proposed solar panel installation. Andrew addressed the concern that was brought up at a prior meeting about Solar Panels possibly emitting radioactive waste. He explained that if Solar panels did emit radioactive waste, the Cohoes Water Treatment Plant would not be allowed to float them on their reservoirs. In the Engineering Report for the Project is a portion of the project set aside for green infrastructure which would cover Solar Panel installation. With solar power, we could possibly in the future eliminate our propane boiler and convert the plant to electric baseboard heat which in turn could save us \$50,000 to \$60,000 per year. Anthony reminded the Board that we will have to start thinking about an engineering firm to handle the design of the project soon. Our main objective with this project will be to first get going with the design of Phase 1 which will absolutely need to include the replacement of the valves at the plant. We also discussed adding solar panels to the roof in the future if necessary. Andrew stated that the proposal we received called for covering 110 % of our power.

3) Chemical Containers @ Plant. – Andrew wanted to talk to the Board about prices increasing for our PAC182 to \$3.45 per gallon. Andrew told the Board that we currently purchase approximately 7 loads per year at 2,800 gallons per load. If we were to purchase more in bulk the

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price goes down. If we could put in extra holding tanks, we can store more chemical. The additional Tanks will allow us to purchase more chemical at a lower cost. We would re-coup our costs for the purchase of the additional tanks in approximately 2 years. Andrew went on to explain the process of the additional storage tanks and how we would store and feed the additional tanks. Our up-front costs will be re-couped in 2 years with a potential savings of approximately \$3,000 per year.

4) Fluoride Equip Update: Andrew updated the Board that the Fluoride Machine is feeding great at this time. We are currently feeding fluoride at the level that is required by the Dept. of Health. Andrew and Anthony discussed with the Board the increases in price for Fluoride and its effect on our budget. Commissioner Antonucci stated that he recently lost his cat to Cancer. Gary checked into this and found that Fluoride can cause Cancer in Animals. This was concerning to him. Commissioner Isabella wanted to know if we had any correspondence about Johnstown wanting to purchase water from us in the future. Commissioner Isabella would like us to see what Johnstown would be willing to purchase if there was not fluoride in the water. Anthony stated that Johnstown cannot buy Fluoridated water only in an emergency situation. Anthony then went on to remind the Board that when the Town Water District Extension was proposed, the discussion was that we could fund the installation of an inter-connection to Johnstown by selling water to Johnstown. When this inter-connection could not proceed due to the Fluoride in our water and issues within the Johnstown Water Department at the time, it was decided that we would split the cost with the Johnstown Water Board to upgrade the water main to a 10 " water line to support a future inter-connection. We did this to prevent us from having to do the work all over if we ever decide to use the inter-connection down the road. At that time, we estimated that we would need to sell 250,000 gallons of water per day to Johnstown to re-coup the cost of the inter- connection.

5) Filtration Plant Project – SRF Financing : Anthony informed the Board that we submitted 2 re-finance applications to EFC for the Tank Project on Eagle Street and the Meter Project. We have since found out that if we already have a Bond in place for a project, you can not re-finance with SRF Financing from the State. Therefore, when we are looking at SRF Financing in the future, we need to take-out short-term BANS and before we Bond look at SRF Financing first. For our Filtration Plant Project, we should qualify for SRF Financing. EFC, therefore, would like to know if we are still interested in SRF financing for this project. For the SRF financing we may qualify for potentially lower interest rates. Anthony went on to explain that in order to apply for financing or grants, your project must first be listed on the State's Intended Use Plan (IUP). The Dept of Health and EFC then score the project. If we were to qualify for hardship status based on our score we could potentially finance the project at zero interest or at the very least a lower interest rate than that of the current market. Initially, we did not qualify for hardship status. However, we can re-list this project again for the upcoming year and receive a different score, which may qualify us for this year. Anthony also mentioned that he was not very happy that C.T. Male did not research and know that we could not apply for re-financing if the project was bonded. This would have saved us money that we paid them to submit these applications that were ultimately rejected. Anthony will discuss this issue further with C.T. Male.

6) Blue Triton: Anthony informed the Board that there is nothing new to report at this time. Blue Triton is still doing testing for the Dept. of Health and DEC at our Dickson Site with hopes of evaluating the site as a future source of spring water. Anthony discussed 2 scenarios if Blue Triton were allowed to develop the area and buy spring water from us. They would either put a roadway up to the site and pump water into their water tankers from there or they would re-install/upgrade the 2nd raw water line that comes to the Filtration Plant and install a standpipe at our plant to pump water into their tankers. Anthony would rather see the raw water line from the 1800's replaced. This could be a huge benefit for our department.

7) Caretaker House @ Jackson Summit: Anthony informed the Board that there was quite a bit more work that needs to be done at the caretaker house at Jackson Summit. Bernie Smith recently retired and moved out and we are now trying to get the house back in shape for Eric Lentini who will be taking over the house upon Bernie leaving. Anthony explained that he had reached out to the Board members prior to the meeting to ask about purchasing some materials needed for the bathroom such as flooring etc. Furthermore, the kitchen is in pretty bad shape. Eric received an estimate for an additional \$6,000 worth of work that included repairing/replacing floors, new carpeting, new bathtub, walk in shower, vanity etc. Anthony received a quote from Josh Cameron to carpet the entire upstairs of the house including the stairs for \$1,200.00 not including the carpet that we purchased ourselves that was included in the prior \$6,000.00. Anthony told the Board that the tub shower unit that we originally purchased for the downstairs bathroom was not built well so we returned it and Eric went and purchased with his own money, a new bathtub with a 3-piece surround from Home Depot for approximately \$700.00. So far we have spent

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approximately \$6,500.00 not including the \$1,200.00 for the carpet installation. We budgeted \$15,000 for these repairs in this years budget. Anthony reminded the board that the \$15,000 was not only budgeted for the caretaker house at Jackson, but was to include money for any repairs that may be needed for the other caretaker house at the Plant. Because it is only January, Anthony was not sure how much more the Board wanted to spend on the Jackson house. We then discussed the issues with the Kitchen floor, where the crawl space under the house needs major repairs to be fixed and leveled. After discussion it was decided to leave the floor as it is for now and try to make it look the best we can and to level the new kitchen cabinets as best we can. For a new kitchen including new cabinets, countertops, sink it will run another \$5,000 for us to complete in house. Commissioner Capano would like us to set a new policy that we go and inspect both caretaker houses annually so that we can make needed repairs on a regular basis to keep these houses in good condition.

Commissioner Antonucci made a motion to allow the Superintendent to purchase materials to make needed repairs to the kitchen at the caretaker's house at Jackson Summit at an additional cost of approximately \$5,000.00. 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 | |
| Capano | X | | | |
| White | X | | | |

Commissioner Isabella made a motion to allow the Superintendent to have Josh Cameron install new carpet at the Jackson Summit house at a cost of \$1,200.00. 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 | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Clerks Report:

1) *Christine had the following requests for billing adjustments:*

1) *Request for Adjustment for 84 West Street*

Adjustment : Credit Water \$38.30; Credit Sewer \$14.00. Due to minimum bill charged in error.

2) *Request for Adjustment for 109 S. Main Street*

Adjustment: Credit Sewer \$150.25. Due to adjustment made per Sewer Board.

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

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| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

2) **New Credit/Debit Online Servicer:** Christine presented the Board with (2) Proposals for a new billing solution for our Credit Card Online payments. Upon deciding to implement Water Smart for our new Neptune 360 System under our New Meter Project, it was Suggested that we update our system for our Credit Card/online payments. Water Smart representatives suggested 2 companies Paymentus and Invoice Cloud as the top 2 companies that they integrate with. These 2 companies offer a direct payment implementation option that can be imbedded within the Water Smart Platform. This would allow customers to have a direct payment link through the Water Smart App to pay their bill. Christine presented the Board with proposals from Paymentus and Invoice Cloud to become our new Credit Card and Online Payment servicer. Christine and Anthony both had an online presentation from Paymentus and Invoice Cloud concerning the services they offer. Christine explained that both Paymentus and Invoice Cloud have a banking direct feature where they will take any online payments from a clearinghouse, and they will intercept them and deposit them directly into our account before a paper check is cut and mailed. This will save us time and money as currently we have to process all of these check payments in the office. There is a \$2,500 set up fee for this Service through Paymentus and a .21 cent fee per transaction. With Invoice Cloud there is no set up fee and Christine got them to agree to the same transaction fee of .21 cents per transaction. Anthony pointed out that this would be like having a part-time person processing these payments for us without the additional cost. Christine and Anthony both felt that Invoice Cloud had a much stronger platform and better features for reaching customers, encouraging paperless billing and automatic payments. Invoice Cloud also had better tools for our Administration to help customers right away with billing questions through e-mail and text. Christine explained that if someone calls in and needs a copy of their bill, we could now through Invoice Cloud e-mail or text a copy of the bill immediately. Currently we would have to print out a bill copy, scan it into our computer, then e-mail it. Invoice Cloud also made it easier for customers to pay their bill without having to sign in or registering while being able to see billing info even if not registered as well. With the Invoice Cloud System if a customer paid their bill once through their system, they could still sign up for e-billing paperless billing etc. without having to register in the system. Some of these features Paymentus did not offer. After discussion, the Board agreed that Invoice Cloud would be a better fit. Anthony explained that when we get the new Neptune Meters in and the collectors installed, we will be getting consumption information every 15 minutes. Customers will be able to access their readings and consumption information through Water Smart. This will allow customers to track usage and set up leak alerts. Now with Invoice cloud customers will also be able to pay their bill within Water Smart as well.

Commissioner Antonucci made a motion to allow the Superintendent to sign an agreement with Invoice Cloud to take over as our new Credit/Debit Card, Phone and Online Payment Service Provider to replace Jet Pay. The motion was seconded by Commissioner Isabella.

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

3) **Mail Sorter/Folder Machine:** Christine gave the Board an update on the Mail Sorter. Folder Machine from Pitney Bowes. We received a new replacement machine delivered in place of the malfunctioning machine that has not worked correctly since we purchased it. When we went to run our latest billing, we noticed that they slowed the speed of the machine down drastically. Deb timed the new replacement machine which processed only 598 pieces in 1 hour and 45 minutes. Deb started using the old Neopost machine along with the Pitney Bowes machine to run some of these through as we had to get them done to go out in the mail. Deb also timed the old Neopost machine which processed 875 in 45 minutes. The new machine is rated for 3,000 pieces per hour. As we were running both machines simultaneously, the new machine

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stopped in the middle of a run and gave an error code "accumulator error" and would not continue. Deb texted the technician who we usually call to service the machine, explained the issue, and asked for help. The technician told her to turn the machine off and back on. Deb did this, the machine processed 10 more pieces then stopped again with an accumulator error. The technician told us that he would contact us after January 1st. but we have not heard anything since. At this point we gave up and ran the rest of our bills through the old Neopost machine. After further discussion, the Board wants to return this machine and get a refund. The Board wants Christine to have the City Attorney write a letter to Pitney Bowes to demand them take the new machine back and issue us a refund.

4) **Meco Sewer District – Sewer Billing Fee:** Christine explained to the Board that we recently agreed to process the O&M and Reserve Sewer billing for the New Hales Mills Sewer district at a cost of \$25.00 per service address per billing cycle. We currently also process the O&M and Reserve Sewer billing for the Meco Sewer District at a cost of \$15.00 per service address per billing cycle. Christine suggested that we may want to make this consistent and raise the fee for the Meco Sewer District to \$25 per billing cycle.

Commissioner White made a motion to increase the O&M and Reserve Sewer billing fee for the Meco Sewer District to \$25.00 per service address per billing cycle. The motion was seconded by Commissioner Antonucci.

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Commissioner Isabella made a motion to go into executive session to contracts & personnel. The motion was seconded by Commissioner Capano.

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

Commissioner Antonucci made a motion to leave executive session. The motion was seconded by Commissioner White.

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

At this time in the meeting Andrew addressed the Board concerning him going to get his Pesticide License. Anthony suggested that we have one more employee with their license to cover in case the Water Shed Foreman is not available. Andrew explained that in the Union contract the Water Shed Foreman with pesticide license is paid \$1.30 more to hold the pesticide license. Andrew is not in the Union; however, he is asking for an increase as he will be a back-up. After discussion, the Board decided to add \$1.00 per hour to Whitey's salary pending certification, passing of exam and issuance of his pesticide license.

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Commissioner Antonucci made a motion to increase Andrew White's Salary \$1.00 per hour pending Certification, Passing of Exam, and Issuance of his Pesticide License to be a certified Pesticide applicator. The Motion was seconded by Commissioner Capano.

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | | | | X |

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

| Commissioner | Yes | No | Absent | Abstain |
|--------------|-----|----|--------|---------|
| Antonucci | X | | | |
| Isabella | X | | | |
| Mauro | | | X | |
| Capano | X | | | |
| White | X | | | |

The next meeting will be held on Tuesday March 7, 2023 at 6:00 PM.