

## GLOVERSVILLE BOARD OF WATER COMMISSIONERS

### MEETING MINUTES – NOVEMBER 18, 2025

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 November 18, 2025, at 6:00 PM with President White presiding.

#### **Roll Call:**

##### **Commissioner:**

White	Present
Hartman	Absent (joined meeting at 6:20 p.m.)
Antonucci	Present
Capano	Absent
Holly	Present

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**Others in Attendance:** Water Superintendent, Eric Lentini; Andrew White, Chief Water Treatment Plant Officer, Cindy Albertine, Clerk of the Board, James Mitchell and Steve Cirillo.

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Superintendent Lentini opened the meeting to anyone wishing to address the Board:

#### **Public Session:**

Kian White and Katherine Pineda Chajon, owners of property located at 304 S. Main Street, addressed the Board regarding their water bill for the period covering April 24, 2025 through October 22, 2025. Mr. White stated that the \$785.60 bill seemed high for a three-person household. They checked for leaks and found none. He felt there may be an issue with the meter and was requesting relief on his bill.

The Board was provided with reports showing the usage for one year as well as the previous two bills for the property. Mr. White was previously provided with copies of the same information. The Board was advised that our Transmission and Distribution team was sent to the location on November 6<sup>th</sup> and did not find any leaks at the meter. Superintendent Lentini pointed out that since April 2025 water usage has nearly doubled and started to decline in November.

Superintendent informed the homeowners that once the Board had the opportunity to review the information and he was able to meet with the T&D foreman regarding the November 6<sup>th</sup> appointment he would notify them of the Boards decision on the bill.

There being no further public comments, public session closed at 6:07 p.m.

Commissioner Hartman reviewed the General Fund audits for the period covering October 11, 2025 through November 14, 2025 prior to the meeting.

Audits #24394 and #24426 in the amounts of \$40.41 and \$26.99, respectively, were pulled from the list of audits due to a conflict with Commissioner Capano.

A motion was made by Commissioner Antonucci, seconded by Commissioner Holly to approve said audits, with Commissioner Capano absent from the vote for approval.

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman			X	
Antonucci	X			
Capano			X	
Holly	X			

A motion was made by Commissioner Antonucci, seconded by Commissioner White to approve the remaining General Fund audits totaling \$330,456.84 and Capital Project Fund audits totaling \$14,185.00.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman			X	
Antonucci	X			
Capano			X	
Holly	X			

A copy of the Audits are attached to these minutes.

**Minutes:**

Minutes for the September 17, 2025 meeting were emailed prior to the meeting for review. There being no questions or concerns, a motion was made by Commissioner Antonucci, seconded by Commissioner Holly, to approve the minutes.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman			X	
Antonucci	X			
Capano			X	
Holly	X			

The October 15, 2025 minutes were not finalized prior to the meeting.

**Resolutions:**

**RESOLUTION NO. 2025-14**

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND CASH ACCOUNT TO THE EMPLOYEE BENEFITS RESERVE ACCOUNT AT THE VALUE OF SICK BANK ACCOUNTS FOR ACTIVE EMPLOYEES FOR THE YEAR ENDING DECEMBER 31, 2023. TO COMMIT A PORTION OF THE GLOVERSVILLE WATER DEPARTMENT'S UNRESERVED FUND BALANCE TO BE SET ASIDE AS A RESERVE FUND FOR FUTURE EMPLOYEE BENEFIT PAYMENTS MADE FROM EMPLOYEE SICK TIME BANK PURSUANT TO CURRENT CSEA BARGAINING AGREEMENT AND BOARD POLICY AS SET TO INCLUDE NON-UNION STAFF. PAYMENTS TO BE MADE AT EMPLOYEES RETIREMENT AND WITH SAID RESOLUTION TO FURTHER AUTHORIZE THE CLERK OF**

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**THE WATER BOARD TO TRANSFER FUNDS FROM THE GENERAL FUND CASH ACCOUNT TO SAID RESERVE FUND FOR EMPLOYEE BENEFITS.**

**WHEREAS**, the Board of Water Commissioners of the City of Gloversville have made an agreement with the CSEA Local 1000 AFSCME AFL-CIO and with Non-Union Employees to allow them to accrue all unused sick time hours above 40 hours per year. With the monetary value of said accrued hours at the respective year's hourly rate to be set aside in a sick bank account. With Sick Bank accounts to be either used to offset the employee's share of Health Insurance premiums after retirement or with Sick Bank accounts to be paid in full to employees at retirement with their understanding that if buyout is selected, they will not be entitled to Health Coverage from the Gloversville Water Works after such payment has been issued.

**WHEREAS**, the Board of Water Commissioners has hereby established a separate Employee Benefit Reserve Fund per prior Resolution # 2023-8 to set aside funds for future Employee Benefit payments from Sick Bank Accounts pursuant to current CSEA Bargaining Agreement and Board policy as set to include Non-Union Employees; and

**WHEREAS**, the Board of Water Commissioners desires to have the Clerk of the Board to transfer funds from the General Fund Cash Account in the amount of \$13,970.17 as the value of Sick Bank Accounts for Active Employees for the year ending December 31, 2023 to the Employee Benefit Reserve Fund.

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

**BE IT RESOLVED**, that there was hereby established an Employee Benefit Reserve Account per Resolution# 2023-8 effective December 31, 2022 as a portion of the Unreserved Fund Balance which will be set aside to pay future Employee Benefit Payments for Sick Bank accounts upon retirement.

**BE IT FURTHER RESOLVED**, that the Board of Water Commissioners have approved to allow Clerk of the Water Board to transfer \$13,970.17 from the General Fund Cash Account to the Employee Benefit Reserve Account, with said transfer to commit additional Sick Bank values up to the year ending December 31, 2023 as a portion of the Unreserved Fund Balance which will be set aside to pay future Employee Benefit Payments for Sick Bank Accounts upon retirement.

**BE IT FURTHER RESOLVED**, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

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

Votes Taken:	Yes	No	Absent	Abstain
Commissioner White	X			
Commissioner Hartman			X	
Commissioner Antonucci	X			
Commissioner Capano			X	
Commissioner Holly	X			

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**RESOLUTION NO. 2025-15**

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE EMPLOYEE BENEFITS RESERVE ACCOUNT TO THE GENERAL FUND CASH ACCOUNT TO PAY SICK BALANCE HELD FOR ANTHONY MENDETTA.**

**WHEREAS**, the Board of Water Commissioners of the City of Gloversville have made an agreement with the CSEA Local 1000 AFSCME AFL-CIO and with Non-Union Employees to allow them to accrue all unused sick time hours above 40 hours per year. With the monetary value of said accrued hours at the respective year's hourly rate to be set aside in a sick bank account. With Sick Bank accounts to be either used to offset the employee's share of Health Insurance premiums after retirement or with Sick Bank accounts to be paid in full to employees at retirement with their understanding that if buyout is selected, they will not be entitled to Health Coverage from the Gloversville Water Works after such payment has been issued.

**WHEREAS**, the Board of Water Commissioners, has hereby established a separate Employee Benefit Reserve Fund per prior Resolution #2023-8 to set aside funds for future Employee Benefit payments from Sick Bank Accounts pursuant to current CSEA Bargaining Agreement and Board policy as set to include Non-Union Employees; and

**WHEREAS**, the Board of Water Commissioners desires to have the Clerk of the Board to transfer funds from the Employees Sick Bank Reserve account in the amount of \$6,184.32 as the value of Sick Bank Accounts for Anthony Mendetta..

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

**BE IT RESOLVED**, that there was hereby established an Employee Benefit Reserve Account per Resolution# 2023-8 effective December 31, 2022 as a portion of the Unreserved Fund Balance which will be set aside to pay future Employee Benefit Payments for Sick Bank accounts upon retirement.

**BE IT FURTHER RESOLVED**, that the Board of Water Commissioners have approved to allow Clerk of the Water Board to transfer the sick bank balance in the amount of \$6,184.32 from the Employee Benefit Reserve Account to the General Fund Cash Account.

**BE IT FURTHER RESOLVED**, that the Board of Water Commissioners have approved the payment of \$6,184.32 to Anthony Mendetta for the balance of his Sick Bank accrual.

**BE IT FURTHER RESOLVED**, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

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

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Votes Taken:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Commissioner White	X			
Commissioner Hartman	X			
Commissioner Antonucci	X			
Commissioner Capano				X
Commissioner Holly	X			

Adopted : November 17, 2025

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At 6:20 p.m. Commissioner Hartman joined the meeting.

**Budget Transfer Request:**

Andrew White, Filtration Plant Supervisor, requested a budget transfer to pay an invoice to Avanti Control Systems for the purchase of an online chlorine analyzer.

From: F8330.226 – EXP – Plant/Equipment Incubator  
To: F8330.423 – EXP – Chlorinator Maintenance  
Sum: \$5,100.00

Motion was made by Commissioner Holly, seconded by Commissioner White to approve the budget transfer.

Commissioner	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Antonucci	X			
Capano				X
Holly	X			

**Billing Adjustment:**

The Clerk advised that Board that received a complaint from the owners at 2404 State Highway 29 for a large bill. We researched the bill and found that the meter was changed out but the meter head remained. When the change out was entered into the system, the consumption was entered incorrectly, resulting in some usage to be calculated twice. Therefore, the following adjustment to bill is necessary:

Credit Water - \$1,569.86  
Credit Water Infrastructure: \$38.79

Motion was made by Commissioner Antonucci, seconded by Commissioner Holly to credit the account for the above amounts.

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Commissioner	Yes	No	Absent	Abstain
White	X			
Hartman	X			
Antonucci	X			
Capano			X	
Holly	X			

**Superintendent's Report:**

**Election Results:**

As a result of the general election held November 3, 2025, there will be several changes to the Water Board as of January 1, 2026. Gary Antonucci won his bid for Gloversville Mayor and will be vacating his term as of December 31, 2025. Current Board members, Tim White and Ronald Holly Jr., were re-elected to four-year terms. Two new Board members were elected – Steve Cirillo for a four-year term and James Mitchell for a two-year term. Matt Capano and Paul Hartman were not on the ballot and their terms will end December 31, 2025. Commissioner Hartman expressed his interest in remaining on the Board and requested to fill the vacancy that will be created with the resignation of Commissioner Antonucci effective December 31, 2025.

**Vehicle Updates:**

Eric presented the Board with details and estimates from local dealers for the purchase of the new plow truck for the watershed as discussed during previous meetings. The trucks presented would need to be ordered and have the salt box and plow added after-market by another vendor. The plow and salt box would be purchased with the proceeds from the sale of the 2022 Dodge Ram sold in September. After discussion of each option, Commissioner Antonucci asked Eric to research other dealers in New York state for one that may be available as opposed to one that would need to be ordered. Eric agreed to reach out to additional dealers.

**Budget:**

Board members were provided with a tentative budget for 2026 per the budget workshop held with the Board members earlier in the month. The budget as presented showed a deficit of \$93,575.00. Eric advised the Board that he researched purchasing the new truck for the watershed on an installment purchase contract over a four-year period to reduce the budgeted amount for the truck. The budget presented accounted for the purchase of the new truck.

Andrew presented a request to increase the Plant's Lab Equipment/Supplies budgetary line item an additional \$5,000.00 for the purchase of a new Stenner chemical metering pumps in 2026, increasing the tentative budget deficit to \$98,575.00.

After discussion, motion was made by Commissioner Holly, seconded by Commissioner Antonucci to increase the Plant's Lab Equipment/Supplies budget line item from \$1,000 to \$6,000 for 2026.

Commissioner	Yes	No	Absent	Abstain
White	X			
Hartman	X			
Antonucci	X			
Capano			X	
Holly	X			

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Eric informed the Board that we have received an invoice from Glenn-Davis Valve Solutions Inc. in connection with a six-inch stop installed for the City of Gloversville's Harrison Street bridge project. The \$2,850.00 invoice dated September 26, 2024 has been sent to the City for payment several times. Eric expressed concern that the outstanding invoice may prevent us from being able to order parts if needed. He is requesting approval to pay the delinquent invoice. We would continue to try and receive payment from the City.

Motion was made by Commissioner White, seconded by Commissioner Holly to approve payment to Glenn-Davis Valve Solutions in the amount of \$2,850.00.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Antonucci	X			
Capano			X	
Holly	X			

**Contract Negotiations:**

Several Board members met with the department's union representative, Zach Palmer, and each department head regarding negotiations for a one-year contract. Eric has drafted the agreed upon changes to the existing CSEA contract. The draft will be sent to the LRS and have the new contract written. Once that has been done, the new contract will be sent to Brian Goldberger for final review and approval.

**Chemical Bid Opening:**

Sealed bids received in accordance with the bid packets that were mailed in September were presented and opened. The results of the bid openings were as follows:

	<u>Soda Ash</u>	<u>Sodium Fluro Silicate</u>	<u>Chlorine Gas 100%</u>	<u>Sodium Hexametaphosphate</u>
Amrex	\$18.50/Bag	\$122.00/Bag	\$359.25/100 lb cylinder	\$134.50
Slack Chemical	\$20.14/Bag	No Bid	\$479.32/100 lb cylinder	No Bid
Shannon Chemical	No Bid	No Bid	No Bid	\$191.19
Surpass	No Bid	No Bid	No Bid	No Bid

Eric requested to enter Executive Session at 7:08 p.m. to discuss a personnel matter.

Motion was made by Commissioner White, seconded by Commissioner Holly.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Antonucci	X			
Capano			X	
Holly	X			

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Motion was made by Commissioner Antonucci, seconded by Commissioner Holly to come out of Executive Session at 7:16 p.m.

After discussion, the Board approved vacating two labor positions at the filtration plant due to the impending automation with the capital project in progress. Should the need to fill these vacancies become necessary in the next four years, the employee currently in the position would be offered first refusal of re-hire. A motion made by Commissioner White, seconded by Commissioner Holly to vacate the two laborer position as of December 31, 2025.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
White	X			
Hartman	X			
Antonucci	X			
Capano			X	
Holly	X			

Eric informed the Board that he received notification from the NYS Department of Health that the second phase of lead line grant approval will be announced. This approval will allow us to begin the process of bid requests for the project.

There being no further business, a motion was made by Commissioner Antonucci, seconded by Commissioner Holly to adjourn the meeting at 7: p.m.

The next Regular meeting is scheduled to be held on December 16, 2025 at 6:00 p.m.