

GLOVERSVILLE BOARD OF WATER COMMISSIONERS
MEETING MINUTES – APRIL 11, 2023

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 April 11, 2023, at 6:00 PM with President Antonucci presiding.

Roll Call

<u>Commissioners</u>	
Antonucci	PRESENT
Capano	PRESENT
Isabella	PRESENT
White	ABSENT
Chittenden	PRESENT

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

Christine then explained to the Board that she had Audits that she had to pull out of our Audit List.

These Items must be voted on separately due to a conflict with Commissioner Capano.

The Audit #22517 in the amount of \$532.66; Capital Project Audit# 1482 in the amount of \$14.58; and Capital Project Audit# 1487 in the amount of \$73.25 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# 22517 for \$532.06; Audit# 1482 for \$14.58; and Audit# 1487 for \$73.25 payable to Gloversville True Value. The motion was seconded by Commissioner Isabella.

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

The remaining audited bills were presented and reviewed:

Amrex Chemical Co Inc	-3,847.50
Century Linen Service, Inc	-45.50
Christopher R Jablonski	-1,121.25
Commissioner of Finance	-1,377.68
Daily Gazette	-345.80
Frontier Communications Corporation	-131.94
JM Berry Enterprises Inc	-310.99
Mary Wynne	-255.00
National Grid	-1,440.17
Quadient Inc	-800.00
Ti-Sales Inc	-1,855.64
United States Postal Service	-315.00

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Deborah Clukey	-54.94
Christopher Satterlee	-150.00
Zach Palmer	-1,000.00
Christopher R Jablonski	-100.00
VOID	0.00
Advanced Cleaning & Restoration Services	-275.00
CDPHP	-26,235.00
Empire BlueCross Retiree Solutions	-7,055.52
FedEx	-1,289.35
Florida Blue	-350.60
Goldberger & Kremer	-5,409.60
Hummel's OP Inc	-208.96
Monroe Tractor & Imp Co Inc	-7,445.71
National Grid	-969.10
NBT Credit Services	-121.60
Security Supply Corp	-25.74
Spectrum	-107.98
Ti-Sales Inc	-448.75
VWR International LLC	-83.56
WB Mason Co Inc	-458.54
Florida Blue	-462.60
Century Linen Service, Inc	-91.00
Christopher R Jablonski	-387.50
Cushing Stone Company Inc	-75.50
Frontier Communications Corporation	-1,145.00
Fulton County Dept of Waste	-26.78
General Hydraulics Inc	-368.92
Gloversville True Value	SEP VOTE
Goldberger & Kremer	-5,422.40
H & M Equipment Co Inc	-345.00
Jeffrey F Lehner dba JFL Inc of Fulton Co	-56.50
National Grid	-1,049.08
Runnings Supply Inc	-279.34
Telecon Wireless	-585.67
Ti-Sales Inc	-942.97
Twin Bridges Waste & Recycling LLC	-237.50
UDig NY Inc	-8.00
WB Mason Co Inc	-292.97
Payroll Account NBT Bank	-20,027.49
Payroll Account NBT Bank	-1,450.42
Payroll Account NBT Bank	-19,692.99
Payroll Account NBT Bank	-1,424.84
Morgan White Administrators	-843.56

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Frontier Communications Corporation	-311.01
Payroll Account NBT Bank	-21,499.30
Payroll Account NBT Bank	-1,571.64
Payroll Account NBT Bank	-21,435.82
Payroll Account NBT Bank	-1,566.76
Payroll Account NBT Bank	-20,392.64
Payroll Account NBT Bank	-1,478.35
	-187,107.97

CAPITAL PROJECT AUDIT:

Gloversville True Value -	\$ Sep Vote
Runnings	- \$ 1,467.36
Outdoor Motor Sports	- \$ 5,910.00
Board of Water Comm	\$ 419.22
Runnings	- \$ 15.48
Gloversville True Value -	\$ Sep Vote
C.T. Male Associates	\$ 193.75
Ti-Sales Inc.	\$ 695.70
Ti-Sales Inc.	\$ 827.30
Ti-Sales Inc.	\$ 4,375.00
Ti-Sales Inc.	\$ 140,867.90

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

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

The minutes of the last meeting and a Special Meeting held on March 28, 2023, were presented, and a motion was made to accept the minutes by Commissioner Isabella . The *motion* was seconded by Commissioner Antonucci. .

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

New Business:

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Tim Frasier from 59 Easterly Street was present due to receiving a high-water bill based on previous estimates and some bills that had normal (actual) reads. During the Six (6) Cycles since 2020, his bills were estimated at an average of \$175, the highest being \$198 and the lowest at \$165. On February 28, 2023, Tim received a bill for \$1,071 and he reached out to the Superintendent. Tim was not trying to not pay the Water bill, but he's concerned about his estimates. Tim was going away and agreed to get the old meter changed out when he returned due to the estimates, which he did. Tim's bills prior to the meter changeout were estimated at 2,000 cu ft. Once a new reader box was installed on the outside of his house, the reading was high, the meter was actually read, and the actual reading was verified. The reading apparently was estimated at a much lower rate than he was actually using. Tim feels that he should not be back billed for the additional usage that he was not previously billed for. Commissioner Capano brought up the case of another customer having the same issue with estimates however Christine told Mr. Capano that the situation was different as she had proof that we had sent the customer notices concerning his estimated bills. The Board will review Mr. Frasier's request.

Estimates per the City Charter states, "if a meter fails to read water passing through, the property owner will be charged a rate of consumption in the corresponding six months of the prior year." Any bills that are estimated state it's an Estimated Read on the bill. With the new meter project, bills will no longer need to be estimated. Christine also told the Board that she believes if a property is estimated more than (2) times we can shut their water off until they agree to let us into the property.

A motion was made by Commissioner Capano to adjust the bill for 59 Easterly Street to the regular normal read at 2,000 cu ft. The motion was seconded by Commissioner Isabella.

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

Superintendent's Report

Superintendent Mendetta discussed the following Project Updates with the Board:

1. Meter Project

The System is currently up and running. One gateway is up at Kingsboro Towers and the other will be going up at Eagle St tomorrow. Off the Kingsboro Towers Gateway there are 715 meters being read with 21 not being received. There are 180 cellular meters going through a cellular network.

As of last week, 1,670 meters were completed with 160 appointments made up to 4/19/23. Hydro sent out 1,984 District #2 letters. There are 424 meters left to do in District #1 and 581 remaining in District #3. District #1 is getting their final notice and District #3 is getting their second notice. District #2 received their first notice. This excludes the 900 ARB's and Commercial/Industrial meters that were done in-house. The project should be completed in four to five months. Our staff will be trained on the Neptune 360 program to monitor water usage. Anthony explained with the new system and dashboard we will be able to sign on to the program every day and see all reads received via AMI and all the reads that have not been received. We can also see reports on accounts that have Critical Consumption, Warning Consumption, Intermittent Consumption, and Normal Consumption. Anyone who has critical consumption has water running continuously. Through this dashboard we will all be able to monitor all accounts with Critical consumption and send them notices immediately that they may have a leak.

2. Jackson Summit Rehab Project

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Keller Company will be mobilizing on May 1. Valves inside the gatehouse are from the early 1900's, which are down about 30ft and need addressing. Keller would like to dive before quoting to see how to cap the pipes off. A quote came in from Seaway Diving at \$3,808. Seaway will take video due to a discrepancy in drawings of the cage around the inlet pipes. Since it is muddy, it must dry out first before getting the change order price from Keller when the diving is done. There is money set aside for emergencies that would be used for this and funds from the logging sale could be used for this change order.

A motion was made by Commissioner Isabella to allow the Superintendent to contract with Seaway Diving at a cost of approximately \$3,808.00 for them to provide diving services to video inside our Gatehouse at the Jackson Summit Reservoir. The motion was seconded by Commissioner Chittenden.

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

Anthony went on remind the Board that CT Male sized the pipe wrong for the vault at Jackson Summit. This replaces the valve that controls the water to the creek with a vault. CT Male called for a smaller pipe and valve than was specified by Anthony in the project plans. We will still purchase and use the 18" valve in the Filtration Plant Project. Details in costs for the error are being worked out as Keller has charged for a day that was wasted installing the wrong size pipe. The Water Department did have 20" supplies to put it back together while Pleasant Square Fire Department was pumping for six hours to feed the creek so that we did not suck the intake down and hopefully get money back.

3. Filtration Plant Project

- a. There was a conference call with EFC and we were advised that the holdup on their approval is due to SRF financing. There is a letter to redo the SEQRA coordinated review for the Project. The new SEQRA coordinated review process must be completed again and we must reach out to other potentially involved agencies to see if they would like to be a lead agency on this project. Letters will be sent out to other agencies to see if they want to take the lead and they must respond within thirty days. These agencies will include the Town, DOH, DEC, EFC, City of Gloversville, Parks & Recreation etc.

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

RESOLUTION NO. 2023-4

RESOLUTION DECLARING THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS AS THE LEAD AGENCY FOR THE PURPOSES OF CONDUCTING A COORDINATED REVIEW WITH RESEPECT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) AND STATE ENVIRONMENTAL REVIEW PROCESS (SERP) OVERSEEN BY THE NYS ENVIRONMENTAL FACILITIES CORPORATION (EFC) FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT USING GRANT AND LOAN FINANCING PROVIDED THROUGH THE EFC.

WHEREAS, grant and loan financing is available through the New York State Environmental Facilities Corporation (EFC) under the Water Infrastructure Improvements Act of 2017 (WIIA) and the Drinking Water State

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Revolving Fund (DWSRF) to support local public water infrastructure improvement activities which are undertaken by eligible municipalities; and

WHEREAS, the Gloversville Board of Water Commissioners (also known as the Gloversville Water Works) has been awarded such grant and loan financing from the EFC for the Water Treatment Plant Improvements Project ("Project"), which includes construction of a new pressure boosting pump station on South Eagle Street as well as multiple mechanical and treatment equipment upgrades and process and control improvements to the existing Gloversville Water Treatment Plant located in the Town of Johnstown; and

WHEREAS, the Gloversville Water Works is required by state regulations to undertake an environmental review of all publicly funded infrastructure activities, including under SEQRA, prior to undertaking any physical construction or site-altering activities, and for this Project, a coordinated review under SEQRA as an Unlisted or Type 1 Action.

NOW, THEREFORE,

BE IT RESOLVED, the Gloversville Water Works is declaring itself as Lead Agency under SEQRA and has completed both of the attached Part 1 sections of the Full Environmental Assessment Form (EAF) for the Water Treatment Plant Improvements Project with respect to the two separate project locations where the proposed water treatment facility, process, treatment, and pump station and distribution improvements will occur; and now therefore

BE IT FURTHER RESOLVED, the Board of Water Commissioners hereby authorizes the Water Superintendent to prepare and sign all documents pertinent to SEQRA and the SERP with respect to the required environmental review process for this Project.

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

Votes Taken:

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

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- b. We are currently in the process of reviewing and responding to the engineering report comments from the DOH and a couple of the changes made to the report are to include the solar panel installation and the traditional style conditioner.

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- c. The Superintendent and Chief Plant Operator met with Jake and did a walk through at the Filtration Plant and discussed everything that needs to be included in Phase 1, which is everything in the basement to include the Valves and the Turbidity Equipment. A proposal should be ready by the next meeting.

4. Lead Line Service Replacement Report

- a. There are approximately 50 lead line services left to do in-house, including service leaks on lead services. The current grant money is going to run out by 2/28/24. The Superintendent and Clerk have revised the budget to make equipment purchases of a used blacktop roller and a trailer through the grant. There will be about \$110,000 left of the Grant Funding to put it out for a contractor bid. There are two proposal packets for handling the engineering and scope of work for bidding out the contractor bids for our Lead Service Replacement Project Engineering Design Partnership and CT Male have submitted proposals. CT Male proposal is \$21,750 and EDP is \$12,000. Due to the difficulty in getting three quotes, the purchasing policy needs to be changed. Item 3a in the Purchasing Policy, the policy needs to be changed to getting two quotes or RFP's.

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

RESOLUTION NO. 2023-5

RESOLUTION TO AMEND THE SECTION OF THE GLOVERSVILLE WATER DEPARTMENT'S PURCHASING POLICY ENTITLED "PROCUREMENT POLICY FOR GOODS AND SERVICES NOT REQUIRED TO BE PUBLICLY BID"

WHEREAS, the Gloversville Board of Water Commissioners has determined that a true and very real need exists to amend a section of the current Purchasing Policy.

NOW THEREFORE, be it hereby

RESOLVED, that the Board of Water Commissioners has approved and hereby directed the Clerk of the Water Board to amend the Purchasing Policy of the Gloversville Water Department section entitled "Procurement Policy for Goods and Services not required to be publicly bid" Item #3a. With Item 3a "Estimated amount of Purchase/Service Contract", to be amended for purchases from \$10,000 to \$20,000/\$35,000 to require 2 written/fax Quotations or written RFP's.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon passage.

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

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Capano	X	
Commissioner Isabella	X	
Commissioner White	ABSENT	
Commissioner Chittenden	X	

Adopted: April 11, 2023

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

RESOLUTION NO. 2023-6

A RESOLUTION OF THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS WITH AN ADDRESS OF 67-73 S. MAIN STREET, GLOVERSVILLE NEW YORK 12078 AUTHORIZING THE ACCEPTANCE OF A REQUEST FOR PROPOSAL FROM ENVIRONMENTAL DESIGN PARTNERSHIP FOR ENGINEERING SERVICES FOR THE GLOVERSVILLE WATER WORKS LEAD SERVICE LINE REPLACEMENT PROGRAM/PROJECT

WHEREAS, the Gloversville Board of Water Commissioners proposes to undertake the continuance of the Gloversville Lead Service Line Replacement Project (the "project") which will include the replacement of Lead Services throughout the City.

WHEREAS, the Gloversville Water Works has approximately \$100,000 to \$110,000 remaining in grant funding from the Department of Health to complete as many Lead Services as possible before funding ends Effective 2/28/2024.

WHEREAS, the Gloversville Water Board asked for the submittal of a Request for Proposals (RFP's) from C. T. Male Associates and Environmental Design Partnership to provide engineering services to the Gloversville Water Works to include preparation of specifications, contracts and municipal bid support for the Gloversville Lead Service Line Replacement Project.

NOW, THEREFORE, be it

RESOLVED, by the Gloversville Water Works Board of Water Commissioners authorizes the acceptance of the Proposal from Environmental Design Partnership at a cost of approximately \$12,000.00.

BE IT FURTHER RESOLVED, by the Gloversville Board of Water Commissioners that the Board approves the Proposal from Environmental Design Partnership for them to provide Engineering Services to the Gloversville Water Works for our Lead Service Line Replacement project. With Engineering services to include support in developing typical details, construction specifications, municipal bid and other related services.

BE IF FURTHER RESOLVED, that this resolution shall take effect immediately upon passage.

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

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Capano	X	
Commissioner Isabella	X	
Commissioner White	ABSENT	
Commissioner Chittenden	X	

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- b. The Clerk and Superintendent took an online seminar regarding The Lead Line Service Grant coming up. There was clarification regarding funding. It is not 100% funded. It is a 70% grant with a possible 30% share, but 49% of the capitalization grant and principal needed to be forgiven in some way. It may depend on what municipality you're from and what poverty rating they have. It may be worth looking into to see what funding we might receive and determine if it can be done without taking on more debt.

5. Miscellaneous Items

- a. CT Male will be listing all projects on the annual IUP Listing including the Meter Project for grant funding.
- b. We got a quote for CPR training which has run out in March. Cardiac Life quoted \$1700 to do another training at the office with the employees. It's good for 3 years and two classes would need to be done for the number of employees we have. Superintendent Mendetta will investigate other companies for a quote.
- c. The cellular communication at the Landfill Tank was put in today. It's working and was a Capital Project that was approved prior. We previously had radio communication and with the antenna it wasn't communicating due to vegetation overgrowth which allow water to run without detection. This has now been resolved. Now the Pump Watch system will alert us if a pump is left on, and we will receive a call.

6. Union Contracts

Bryan Goldberger has updated the Union Contracts. The Union is reviewing them and then President Antonucci can sign the 2018-2021 and 2021-2023 contracts.

Clerk of the Board's Report

Christine had the following requests for billing adjustments:

- 1) Request for adjustment for 9 N Water St., due to piping failure with a bill of \$513.51 which was sent to the Sewer Board.
Adjustment : Credit Sewer \$513.51. Credit due to adjustment by the Sewer Board.
- 2) Request for adjustment at 84 Oakland Ave.
Adjustment: Credit Water \$331.81; Credit Sewer \$222.03; and Infra \$71.29. A new meter and box were put in, but the reading wasn't provided with all the zeros and was over billed.
- 3) Request for adjustment at 87 S Main St.
Adjustment: Credit Water \$2632.33; Credit Sewer \$1623.22; and Infra \$552.08. This credit is due to finding a gallon's meter installed.
- 4) Request for adjustment at 133 North St.
Adjustment: Credit Water \$161.62; Credit Sewer \$112.05; and Infra \$35.98. This adjustment was due to a dead meter head that was estimated too high.
- 5) Request for adjustment at 166 East Blvd.
Adjustment: Credit Water \$50.08; Credit Sewer \$30.41; and Infra \$9.76. This credit was due to being estimated too high while she was in the hospital from September to November.

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6) Request for adjustment at 122C Balzano Drive.

Adjustment: Credit Water \$1,1100.19; Credit Sewer \$773.03; and Infra \$278.59. This credit was due to finding a gallon's meter installed.

A motion was made by Commissioner Isabella to approve the above noted billing adjustments. The motion was seconded by Commissioner Chittenden.

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

The Clerk stated that Pitney Bowes refunded the department \$11,959.17 for the mail sorter that was defective.

A motion was made by Commissioner Antonucci to go into Executive Session to discuss a Personnel matter with the Superintendent and Clerk being present. The motion was seconded by Commissioner Capano.

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

A motion was made by Commissioner Antonucci to leave Executive Session. The motion was seconded by Commissioner Capano.

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

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

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

The next meeting will be held on May 10, 2023.