

**GLOVERSVILLE BOARD OF WATER COMMISSIONERS**  
**MEETING MINUTES – MAY 10, 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 May 10, 2023, at 6:00 PM with President Antonucci presiding.

**Roll Call**

**Commissioners** .....

Antonucci	PRESENT
Isabella	PRESENT
Capano	PRESENT
White	PRESENT
Chittenden	ABSENT

**Others in Attendance:** Water Superintendent Anthony Mendetta; Chief Plant Operator Andrew White

The following audited bills were presented and reviewed:

Empire BlueCross Retiree Solutions	-6,761.54
Howell Benefit Services, WEBSURANCE TRUST	-541.10
Fidells Care	-557.71
David Waldvogel	-250.00
Aflac	-1,690.20
Eye Med	0.00
Randall Implements Co Inc	-9,847.72
Eye Med	-8.04
CDPHP	-17,490.00
Century Linen Service, Inc	-45.50
Christopher R Jablonski	-330.00
Commissioner of Finance	-1,541.77
Core & Main	-7,800.00
Daily Gazette	-518.70
Data West Corporation Inc	-900.00
Florida Blue	-175.30
G A Bove & Sons Inc	-3,819.04
Holland Company Inc	-10,470.75
Howell Benefit Services, WEBSURANCE TRUST	-541.10
Hummel's OP Inc	-135.95
National Grid	-2,658.99
Robert C Cooper	-4,395.00
Sacandaga Enterprises LLC	-200.00
Security Supply Corp	-225.77
Spectrum	-107.98
Vincent C Perrella	-195.95
WB Mason Co Inc	-1,179.87
Aflac	-1,624.44
Zelker Elevator Co Inc	-107.75
EOS Technologies	-480.00
Matthew Gatto	-250.00

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VOID	0.00
Chad Edwards	-1,000.00
VOID	0.00
Chad Edwards	-300.00
United States Postal Service	-359.05
Century Linen Service, Inc	-45.50
Cranesville Block Company Inc	-30.30
Empire BlueCross Retiree Solutions	-7,055.52
Frontier Communications Corporation	-886.38
Gary Antonucci DBA Wood & Lock	-83.70
Gloversville True Value	-223.12
Goldberger & Kremer	-219.70
Holland Company Inc	-10,391.40
Howell Benefit Services, WEBSURANCE TRUST	-580.49
Jeffrey F Lehner dba JFL Inc of Fulton Co	-901.66
Master Meter Systems	-475.02
National Grid	-812.95
NBT Credit Services	-1,735.06
Runnings Supply Inc	-398.38
Seaway Diving & Salvage Co Inc	-4,148.00
Security Supply Corp	-1,635.63
Telecon Wireless	-485.28
Twin Bridges Waste & Recycling LLC	-137.50
WB Mason Co Inc	-297.98
Payroll Account NBT Bank	-19,345.39
Payroll Account NBT Bank	-1,406.80
Payroll Account NBT Bank	-23,173.12
Payroll Account NBT Bank	-1,691.58
Payroll Account NBT Bank	-20,256.26
Payroll Account NBT Bank	-1,477.14
Payroll Account NBT Bank	-20,837.94
	-196,756.90

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

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

Matt Capano has a conflict for Audit #22569 for \$223.12 and has abstained from approving the audit.  
 Gary Antonucci has a conflict for Audit #22568 for \$83.70 and has abstained from approving the audit.

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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 Capano.

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

**Superintendent's Report:**

Superintendent Mendetta discussed the following issues with the Board:

1. **Lead Line Service Replacement** – 1,523 lead services remaining to be replaced in Gloversville. EDP was hired to perform contractor bids at the last meeting and has been working to put together the contractor bid packet for the Lead Line Service Replacement Project. Anthony reviewed it, made changes, and sent it back and the project should be out for bid by the next Board meeting. In-house Lead Line Service Replacements have begun with roughly 50 left to do and paving restorations have begun starting on Fridays with the new roller. A test run with 4 holes was done. The fifty lead line services to be replaced in the city by the contractor that have been mapped out are on streets the City of Gloversville will be paving in the Fall so that we can save money and get them done without the road being dug up again. The streets that will be done are Seventh Ave, Third St, part of E State St., and part of Spring St.

2. **Meter Project:**

As of 5/4/23 there are only 1600 meters left to be replaced throughout the city. We are working through data errors and corrections. We have asked for a spreadsheet from Hydro of boxes mounted inside so we can relocate them outside. There are roughly 150 R900R boxes that are on the spreadsheet that Hydro Utilities will be re-installing on the outside of each house. Christine has uploaded all of the accounts with meters replaced so far in N360, which means we are live on the gateways with the meters that have been done and are now getting consumption data. We found one of our first major leaks inside a vacant building on W 9<sup>th</sup> Avenue that used about 1.1 million gallons of water. This account popped up on our top ten consumers in N360. We drove by and found water going out the door. The meter was put in last September but just came live on our system. The monitoring system will help in the future to pinpoint leaks all throughout the City. Also, we're working through issues with any meters not reading on the gateways of which there are about 50 of them. The issues with reading these meters could be due to scotch locks, boxes being on the inside of the house, or a meter head is bad. These are being taken care of on a case-by-case basis. Ti-Sales has assured us that some reading issues are normal for a large meter replacement project. We will sort through which installs we have completed, and which installs have been done by Hydro installers. We will take care of the installs we've done, and Hydro will go back to the installs they have done.

Anthony was in contact with Master Meter about sending back dead interpreters. The Vice-President of Master Meter said that since we signed an agreement from March 16, 2020, they will not replace the remaining 782 dead Master Meters that still remain in our system. Prior to going for the grant with Neptune, Anthony signed an agreement to get meters due to having an issue getting meters shipped to us. That agreement stated we had up to December 31, 2021, to complete getting the old meter heads out. We do have roughly 5200 meters inventoried that are either new or have been taken out after just a few years and are boxed up by sizes. There are 1000 new meters and the rest have come out through the meter replacement project with some usage on them. The Vice President of Master Meter said that due to the agreement and the 10-year warranty being up, since we started installing in 2010, that they will not replace the remaining meters. We have gotten about 90% of the meters back that we were

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promised. We have been in contact with some lawyers working with other municipalities that are involved in lawsuits against Master Meter. All agree that Master Meter is in breach of contract. It may be worthwhile to get in on a class action lawsuit if it arises in the future.

Prior to the agreement (3/16/20) we had been waiting upwards of a year for meters rather than the six to eight weeks promised for shipments. This was a major reason for not staying with Master Meter and going after the Meter Replacement Grant. Also, Neptune doesn't program meters which allows us to get raw readings. Master Meter programs meter heads and it will read based on the programming of the meter and if it's programmed wrong, we need to do corrections when it comes to billing.

By early Fall all the meters should all be installed, and any corrections should be made. We are working on sending out third notices to District #1 and going over the process with Hydro that will be carried out since any non-responses to the final notices will result in water being shut off. We currently have 390 non-responses after the second notice in District #1. The third notice will state that they have 10 days to respond, or their water will be shut off and according to Charter language, will inform customers of a \$5 fee to turn water back on. We will be sending out fifty notices at a time and expect 70% compliance. Anthony and the Board then discussed that we should consider some changes to the Charter regarding fees, such as minimums for multiple units, no show appointments, shut-off fees for non-payment and the turn on fee for not allowing access to the meter. Proposed changes need to be made to the Charter Review Committee.

3. **Jackson Summit Dam Replacement Project** - Keller Company mobilized equipment and the cofferdam was installed this week. They are working on installing the downstream control valve. Once the cofferdam is complete, the spillway tear down will take place and water will be diverted to the auxiliary spillway. Divers were onsite at the end of April to video the capping off inlet pipes to the gatehouse structure. Divers went out about 30 feet while videoing. The proposal for a change order for the repair of the valves will be ready by the next Board meeting. Keller is looking at the valves and how they will be lowered down for the proposal. Since the Gatehouse has a cracked back brick wall, CT Male will give their recommendations. The Jackson Gatehouse needs a new roof. The original plan was to lower the valves while the roof was off using a crane. But with the cracked wall, taking the roof off isn't workable with Keller Co. We are looking at a permanent eye beam being installed, and the valves being lowered down. It would be two 20" valves and one 8" valve. They need to go down 30-40 feet and valves would have extension stems with a wheel to operate them from above. We hope to be able to use the \$50,000 contingency fund and excess Timber Sales if necessary.
4. **Plant Project**
  - a. CT Male is working on Design Phase 1 which will include a turbidity monitoring system, all valve replacements, new plumbing, pumps, and the solar project. We have sent out letters for responses to the SEQRA Coordinated Review to see which agencies if any in the area such as DOH and EFC among others would be interested in being the lead agency in the SEQRA Review process. All agencies we sent letters to would need to respond within thirty days, or they will not be involved in the process. Once the thirty days is up with no response from any other agencies, we can then move forward with the grant agreement with EFC. We are waiting for a template agreement from EFC to be made with the City of Gloversville since SRF Financing and bond resolutions for the Water Treatment Plant Project are facilitated through city government as are all of our Water Improvement Projects as we go through the City for all of our Bonding as our Bonding agent.
  - b. In preparation for the solar project includes logging behind the Filtration Plant, stumps, fence, and oil tank removal. We would like to rent a stump grinder from Puthaven at \$1800 a week for 1 to 2 weeks. If we also get a bucket attachment, we could clean out the lagoons at the same time. Alvin could do this with the equipment for us. Puthaven was the only place in the area that we could find a stump grinder to rent. Anthony estimates the cost of this at approximately \$3,000 to \$3,200.

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A motion was made by Commissioner Capano allow the Superintendent to rent the stump grinder with the bucket attachment to clear area at the Plant for the Proposed Solar Panel Installation and to Clean out the Lagoons at the Plant at an approximate cost of \$3,000 to 3,200. 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			
Capano	X			
White	X			
Chittenden			X	

- c. DEC did dam inspections, two high hazard and a single B-rated dam (Rice Reservoir) in April. Preliminary plan is to remove stumps from the earthen dam embankment to prevent a breach from water traveling through the roots on the embankment. It would mean removing stumps, root basins, and packing with certain material as specified by DEC on the earthen embankment.

Anthony suggested that we should consider setting up Reserve Accounts for future maintenance of each dam. It is also encouraged to exercise valves at the dams yearly. This will be done as part of our yearly maintenance reports. We should also watch for any future grants through the DEC.

**5. Timber Sales**

Logs are all marked, and the bid will be out soon and awarded at the June Board meeting. The timber is mostly pine that was marked for bid. We have an option to split payment, 50% now and the balance at the completion of the sale. We should look into the deadline for completion before deciding whether to split the timber sale payment.

**6. Union Contracts**

Union contracts have been updated for 2018, 2021, and 2021-2023. All Memorandums of Agreement have been combined into one contract, making it easier to interpret. Alvin has signed it, and President Antonucci needs to sign it as all resolutions in it have been passed and collectively bargained.

**Chief Water Treatment Plant Operator's Report:**

Stump Removal being done by the electric gate could allow people to drive around the gate and get in. A chain link fence was suggested with two quotes, the first coming in at \$10,320 which is for 150 linear feet of a 6' x 8' galvanized chain link fence, with two double swing gates, one 10' wide to access propane tanks and one 12' gate that was bent from a tree falling. The second quote was \$16,910 for 286 linear feet. A split-rail fence quote was also requested from Sienna and Anvil companies. Going with the split-rail fence could be done in-house and would look better aesthetically. We would need to rent a post digger. Split-rail comes in 10 ft lengths. We would need sixteen 6" x 8' posts which would be \$400. We could use high-tense cable to run through the posts. In the meantime, Jersey barriers can be put in place to prevent anyone from getting past the fence when the stumps are removed.

A motion was made by Commissioner Antonucci to approve the installation of the split-rail fencing at the Plant by the Gate. The motion was seconded by Commissioner Capano.

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

It was also suggested that we should also look into getting quotes to move the lower electric gate/fence from Anvil Fence to make the Filtration Plant more secure.

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

**RESOLUTION NO. 2023-7**

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A RESERVE FUND FOR DEBT IN THE GENERAL FUND TO COMMIT A PORTION OF THE GLOVERSVILLE WATER DEPARTMENT'S UNRESERVED FUND BALANCE TO BE SET ASIDE AS A RESERVE FUND FOR FUTURE DEBT PAYMENTS TO BE MADE FOR OUR GIGP METER REPLACEMENT PROJECT. WITH SAID RESOLUTION FURTHER TO AUTHORIZE THE CLERK OF THE WATER BOARD TO TRANSFER FUNDS FROM THE GENERAL FUND CASH ACCOUNT TO SAID RESERVE FUND FOR DEBT.**

**WHEREAS**, the Board of Water Commissioners of the City of Gloversville have proceeded with the following public project ; the Gloversville Water Meter System Replacement Project (the "Project") which will include the replacement of all active 3G, AMR Meters and Meter Heads (approximately 5,664 meters) with new meters and heads with 5G, AMI Technology.

**WHEREAS**, the Board of Water Commissioners, desires to establish a separate debt reserve account in order to plan for future Bond Payments for said project; and

**WHEREAS**, the Board of Water Commissioners has approved an AMI Meter Fee, that will be charged to all residents and industrial accounts for each billing period. With fee amount to be set by the Board of Water Commissioners and approved by resolution.

**WHEREAS**, the Board of Water Commissioners, desires to have the Clerk of the Water Board transfer funds from the General Fund Cash Account in the amount of \$686.00 as the AMI Fees collected through December 31, 2022, to a new Debt Reserve Account. With said transfer to establish a new Reserve Fund account to commit moneys to set aside to pay for future Bond Payments for our GIGP Meter Replacement Project.

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

**BE IT RESOLVED**, that there is hereby established a new Debt Reserve account effective December 31, 2022, with a beginning balance of \$686.00 in order to commit AMI Fees collected from customers through December 31, 2022, as a portion of the Unreserved Fund Balance which will be set aside to pay our share of expenditures for future Bond Payments for our GIGP Meter Replacement Project.

**BE IT FURTHER RESOLVED**, that the Board of Water Commissioners have approved to allow the Clerk of the Water Board to transfer \$686.00 from the General Fund Cash Account to a new Debt Reserve Account effective December 31, 2022. With said transfer to establish a new Debt Reserve Account to commit AMI Fees collected through December 31, 2022, to be set aside to pay for future Bond Payments for our GIGP Meter Replacement Project.

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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 Isabella seconded by Commissioner that Antonucci the above resolution be adopted.

Votes Taken:

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

Adopted : May 10, 2023

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

### RESOLUTION NO. 2023-8

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A RESERVE FUND FOR EMPLOYEE BENEFITS IN THE GENERAL FUND 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 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 employee's 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, desires to establish a separate Employee Benefit Reserve 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 Water Board transfer funds from the General Fund Cash Account in the amount of \$12,592.34 as the value of Sick Bank Accounts for Active Employees for the year ending December 31, 2021, to a new Employee Benefit Reserve Account. With said transfer to establish a new Reserve Fund account to commit moneys to set aside to pay for future Employee Benefit Payments for Sick Bank accounts upon retirement.

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

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**BE IT RESOLVED**, that there is hereby established a new Debt Reserve account effective December 31, 2022, with a beginning balance of \$12,592.34 in order to commit Employee's Sick Bank values up to the year ending December 31, 2021 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 the Clerk of the Water Board to transfer \$12,592.34 from the General Fund Cash Account to a new Employee Benefit Reserve Account effective December 31, 2022. With said transfer to establish a new Employee Benefit Reserve account to commit funds to 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 Isabella seconded by Commissioner Antonucci that the above resolution be adopted.

Votes Taken:

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

Adopted : May 10, 2023

A Motion was made by Commissioner Isabella to go into Executive Session to discuss personnel. The Motion was seconded by Commissioner Antonucci.

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 Isabella.

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



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A Motion was made by Commissioner Capano to Adjourn the meeting. The Motion was seconded by Commissioner White.

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

The next meeting will be held on June 13, 2023