

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 11, 2021

The Regular meeting of the Board of Water Commissioners was held and brought to order at their Office located at 67-73 South Main Street, Gloversville NY on May 11, 2021, at 6:00 PM with President Antonucci presiding.

## Roll Call

### Commissioners-----

Antonucci	PRESENT
Isabella	ABSENT
Mauro	PRESENT
Robinson	PRESENT – ( Late Arrival)
Capano	PRESENT

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

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The audited bills were presented and reviewed.

Parvathi Kesari	-110.11
United States Postal Service	-977.96
Advanced Cleaning & Restoration Services	-846.00
Century Linen Service, Inc	-35.00
Christopher R Jablonski	-1,123.75
Core & Main	-1,130.92
Cranesville Block Company Inc	-192.54
Emerich Sales and Service Inc	-32.81
Empire BlueCross Retiree Solutions	-7,463.82
Ferguson Enterprises LLC	-3,118.43
Florida Blue	-177.30
Frontier Communications Corporation	-91.87
H & M Equipment Co Inc	-151.99
Hummel's OP Inc	-37.25
JM Berry Enterprises Inc	-35.00
Master Meter Systems	-1,750.00
Morgan White Administrators	-610.39
MVP Health Care Inc	-24,575.92
National Grid	-1,960.12
Sacandaga Enterprises LLC	-149.84
Security Supply Corp	-334.68
Spectrum	-73.06
Ti-Sales Inc	-380.08
WB Mason Co Inc	-198.66
WW Grainger Inc	-13.39
Zelker Elevator Co Inc	-1,131.18
United States Postal Service	-330.00
Century Linen Service, Inc	-35.00
Commissioner of Finance	-934.88
Cranesville Block Company Inc	-273.61
Frontier Communications Corporation	-734.75
Fulton County Dept of Waste	-16.27
Fulton County Soil & Water Conservation	-59.37

**GLOVERSVILLE BOARD OF WATER COMMISSIONERS**  
MEETING MINUTES – MAY 11, 2021

Home Depot	-149.00
Payroll Account NBT Bank	-17,732.38
Payroll Account NBT Bank	-1,294.58
Payroll Account NBT Bank	-16,947.85
Payroll Account NBT Bank	-1,234.49
Frontier Communications Corporation	-311.01
Morgan White Administrators	-552.75
Frontier Communications Corporation	-311.01
Payroll Account NBT Bank	-16,392.77
Payroll Account NBT Bank	-1,192.07
	<b>-105,203.86</b>

**Capital Project Audit:**

C. T. Male Associates -	\$910.00
Core & Main-	\$144.00

A motion was made by Commissioner Antonucci that the audited bills are ordered paid. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella			X	
Mauro	X			
Robinson			X (Late Arrival)	
Capano	X			

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

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella			X	
Mauro	X			
Robinson			X (Late Arrival)	
Capano	X			

**Superintendent's Report:**

Superintendent Mendetta discussed the following issues with the Board:

- 1) **Electrical Project @ Plant:** Anthony informed the Board that the contractor will be here Thursday to complete the Generator start-up and the Dismantling of the old Generator. They will also be working on replacing the conduit that was not replaced during the original contract work. The work was disputed by the contractor but was found to be included in the plans after looking deeper in the contract language. There are still a few items and equipment that have not arrived yet for the other change order work for the soft start for the wash pumps. The panel box for the Chlorine House has arrived so the contractor will also be installing it while they are here.

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 11, 2021

**2) Eagle Street Tank Project:** Anthony informed the Board that the contractor did come and hydro seed the site, we are still withholding the remaining \$5,000 still due on the contract until the grass has grown to our specifications.

**3) Lagoon Project:** The pre-construction meeting for the Lagoon project will be held this Thursday at 10:00AM with CFI to go over all the logistics of the project. CFI will begin work in a week or so.

**4) Discussion of List of Upcoming Capital Projects:** Anthony explained to the Board that he decided to hold our last meeting at the Filtration Plant so that all the Board Members could see the current condition of the Pipe Gallery and of some of our valves and see how they have deteriorated over the years. Anthony has been working on a preliminary basis with C.T. Male to get a cost estimate on rehabbing some of this old infrastructure at the plant so that we could possibly add some of these projects to our current Conditioner Project. Anthony would like the Board's input and or approval to add an Infrastructure Rehabilitation project to our current Conditioner Project to address our valves, updating them all to electric and to replacing the bolts and the repainting of our pipe gallery. Anthony would like to add the Rehab project to the current Engineering Report that C.T. Male is preparing for us for the Conditioner. To go along with this, when we had our Clearwell cleaned last fall there is a wooden baffle wall inside of it that is deteriorating as well. The Baffle repair/replacement could also be all tied in together under this Engineering Report so that we will be ready when the time comes to tackle these upcoming projects. Anthony informed the Board that in order to apply for more EFC Funding for these projects we need to get them onto EFC's Intended Use Plan so that they can be eligible for potential funding in the future. These projects would need to be built into the Engineering Report all together so that these projects can be added to the Intended Use Plan. The maximum funding from EFC for a project is 3 million dollars. Anthony feels that with putting all these projects into one, we would be close to 4 million dollars for the cost of this project. There also may be more funding available through Biden's current Infrastructure bill that the Federal Government is proposing. Anthony just wants to make sure that when and if funding becomes available, that we are ready with a complete Engineering Report. We would have to Bond for any remaining costs that EFC would not cover. Christine told the Board that the current BAN we have outstanding is at \$1.2 million which was taken out for the Eagle Street Tank Project. Christine also mentioned that Anthony had found that we could be eligible through EFC for Low interest loans and or no interest loans, but we have to get listed on their Intended Use Plan. If we go through EFC for financing, it may also increase our chances of getting other grant funding through EFC. Commissioner Mauro was concerned about acquiring more debt as our consumption and Industrial water sales keep decreasing. Anthony just stressed that not all of these projects have to be done, but that some are mandated such as the Conditioner and the possible Grandview Drive Pump Station. The Conditioner, specifically, we have been written up for by the Dept. of Health. With adding the valves and the clear well baffle wall, the original quote for the updated Engineering Report was \$2,160.00. However, Anthony wants to hold off for now as Jake is coming up on Thursday and he wants to make sure that we are covering everything that we would like to see accomplished for this Infrastructure Rehab at the Plant and that we are not going back because we missed something. Anthony estimates us to be looking at the \$3,000 range to update the current Engineering Report and to add these items. These projects need to be updated on the Intended Use Plan by July 11<sup>th</sup>, so Anthony will have an updated Quote from C.T. Male for the next meeting.

**5) Proposed Grandview Drive Pump Station:** Anthony told the Board that Sarah from the Dept. of Health will be here tomorrow to interview 2 of our employees to pass them through to obtain their Grade "D" Water operator licenses. Sarah will as well be going over our Emergency Action Plan we submitted last January. While Sarah is here, Anthony would like to talk to her about the fact that, as referenced in our preliminary engineering report, there is really not a very big area surrounding Grandview Drive where the water pressure is below the standards set by DOH. Anthony estimates that there are less than 40 residences that are affected in the area with substandard water pressure issues. Because the cost of a new pump station could cost up to \$750,000, Anthony thinks that this would be crazy with our budgetary issues to take on that amount of increased debt to service 40 houses. Anthony would like to propose the idea to Sarah and or DOH that we provide individual household pumps to service the residents that are having pressure issues. With installing household pumps, we would be looking at spending a fraction of the money that a new Pump Station will cost. Anthony outlined the actual area that is being affected with pressure issues. The Board and Anthony further discussed the issues with pressure in the area and use of water from the Eagle Street Water Tank. Anthony brought up the fact that water usage from the Tank may improve if Hoffman's Car Wash and a new proposed Banquet Hall comes to the area. Anthony also thinks that the majority of the water from our Clearwell that is coming down S. Main/Harrison St. is so strong that it is overriding the pressure from the Tank and that if we isolate that flow with an altitude valve, we may be able to draw more water from the Tank. Anthony did also hear that all the properties in the Tron Park have been sold which might result in increased water use out of the Tank. Commissioner Capano stated that he heard that Taylor Made may be moving their operation to Indiana as they can't find employees to work. Commissioner Antonucci pointed out that the Hydrant by his

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 11, 2021

house near Grandview Drive only has 12 pounds of pressure. Anthony felt that this was caused when we originally installed the infrastructure there. Anthony feels we made a mistake when we kept the water line on wells street at a 4" line. For some reason they came across Gary's easement with an 8" line tied it into the 4" line and looped it back into the 8" line that comes ½ way down wells street. Anthony feels that this made no sense that this small section of 4" line was not upgraded to an 8" line. This in itself has not only cut down the volume of water to the Fire Hydrant for Fire protection, but cut down the pressure at the Hydrant. Gary asked, if a Fire Truck hooked up to the Hydrant with the current volume will they be able to pull enough water to fight a fire. Anthony pointed out that fire trucks normally have a pump on them which are mostly 1500 gallon per minute pumps plus they also have a tanker full of water. The question would be if they were pumping water out at a certain PSI would that Hydrant be able to refill the tank before it became empty. This would have to be studied and documented to know for sure. However, if that line were originally updated to an 8" line, then there would be no question as to if the volume were there to sufficiently provide for adequate water for a fire. Commissioner Mauro asked what it would cost to replace that small section of water line. Anthony stated that we could probably do this in house. Anthony also brought up Clyde Street which also has a 4" line while having 2 dual 12" Water mains running down Kingsboro Ave along with another 8" line that runs down Woodward Ave that Clyde Street ties into. Anthony is looking to start to target some of these small infrastructure issues in the future.

**6) DEC High Hazard Dam Grant:** Anthony stated that DEC has come out with funding for High Hazard Dam Projects whereby the Dam is classified as unsound. At this time Port Reservoir Dam is classified as unsound. Last year we had a subsurface investigation done at Port due to us being unsure of a core wall being present at the earth embankment when we filed our Emergency Action Plan in 2010. We just sent the report of the subsurface investigation to DEC upon recommendation by C.T. Male that we hold off as DEC would then want us to update our Emergency Action Assessment which would cost a substantial amount. This year we just had our inspection done by DEC last week and it was mentioned by the inspector that this was still unsound and that it was against Federal Law not to address this issue. Anthony sent over a report with the inspector's comments and now we have to update the Emergency Action Assessment ("EA"). Now we will be able to possibly get funding from the DEC High Hazard Dam Grant to pay a portion of the cost to update the EA. We are currently working with the County to get the Port Reservoir Dam listed on their Hazard Mitigation Plan which is a requirement for the DEC grant funding. We received a proposal from C.T. Male to update the EA for the Port Reservoir Dam at a cost of \$15,750.00. Anthony did tell the Board that Port was classified as unsound because they were not sure if there was a core wall there. Upon the subsurface investigation being done where they installed test wells, they found that the test wells had a very small amount of water in them. C.T. Male feels that because of this, from an engineering standpoint, there probably is a core wall there. The unsound designation may no longer apply after the EA is updated by C.T. Male. Next year we will have to budget for and update the EA for Jackson Summit after the spillway rehab project is complete.

**7) Filter Down @ Filtration Plant:** When Dan's Excavation was changing out the waste valve, we observed some of the paint had chipped away and the concrete was cracked in one of the troughs in Filter 3. While Dan's excavation was there changing out the waste valve, we asked them to give us a quote to repair Filter 3. We also asked CFI to give us a quote. CFI has not given us a quote yet as they are having an issue getting pricing from the painters and for some of the material that will need to be replaced into the filter. Dan's Excavation did give us a quote to repair Filter 3 at a price of \$8,608.00. Anthony would like a motion from the Board to go ahead with the repair and award the work to the contractor who submits the lower of the 2 Quotes.

A motion was made by Commissioner Mauro allowing the Superintendent contract with either CFI and/or Dan's Excavation for the Repair of Filter #3 at the Filtration Plant. With the Superintendent to award the contract to the lower of the 2 Quotations from CFI and Dan's Excavation. The motion was seconded by Commissioner Antonucci.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella			X	
Mauro	X			
Robinson			X (Late Arrival)	
Capano	X			

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 11, 2021

Commissioner Antonucci was concerned if Dan's was going to have the same issue as CFI getting materials. Anthony felt that this would not fall back on us as Dan's did quote the job for them to mobilize the pump and any other equipment to complete the work to include cleaning of the area, performing an epoxy injection to repair leak and re-painting. Anthony also provided Dan's with the information from the past when we had that filter replaced with the specifications for the paint.

**8) Valves at Plant:** We have 4 new valves that have been put in over the last several years, but the wiring for the electric actuators to operate them has not been completed. This wiring was not included in the Electrical Project as the plans were done in 2017. Commissioner Mauro suggested that we may want to establish a project committee to oversee the development of future projects and make sure that project plans encompass all the issues that need to be included. Plans should also be updated on a continual basis to limit the amount of Change Orders on projects. Commissioner Antonucci also brought up the fact that we need to make sure we have enough power and room on the electrical panel to do these upgrades. We got a quote from Fulton Co. Electrical to complete the wiring for the electric actuators on the 4 valves at the plant at a price of \$5,456.00. We reached out to Northern Electrical and Modern Electric for a quote and Commissioner Mauro also suggested we get a quote from Lou's Electric. Finally, we reached out to Burmaster Electric who thanked us for the opportunity but declined saying that he is too busy. We are currently operating these valves manually. After discussion, the Board decided to table this until the next meeting.

**9) Renovations Caretaker's Houses:** Andrew had asked Anthony to address the Board concerning doing some renovations to his house. The last few years we have budgeted approximately \$12,000 each year to do renovations to the house and we have not done anything. Commissioner Mauro also added that we have not done any renovations to Bernie's house as well. It was discussed that we may want to wait until Bernie retires in 2 years and do a major renovation before a new employee takes over the house. Andrew would like to put a half bathroom upstairs and needs major updates to the electrical and plumbing. Specifically, the half bathroom is the most important item. Commissioner Mauro stated that he feels that we own these properties, and we need to keep them up. Last year Gary replaced the electric in the garage and the steps to the basement that were in terrible shape. Anthony is going to get with Andrew and see if they can put together a plan to see what they can get done with the budgeted money for this year. Anthony will also discuss with Bernie a list of things that need to be done at his house as well.

## Clerks Report:

1) Christine gave the Board a letter from Brittney Brooks she is from the management company that takes care of the Rite Aid Store on Main Street in Gloversville. Ms. Brooks claims that she never received her original water bill for her account which came out in March of 2021. Brittney spoke to Christine about removal of the late fee because she claims she did not receive her original bill. The original bill was \$113.00 with the late fee due at this time of \$6.85. However, in the letter she is asking to push the shut off to this property off for another 2 weeks which would put her into June incurring another 1% late fee. She was asking to push the shut off out as she was mailing a check and wanted time for the payment to reach us before the shut off. Christine then explained that they can pay online or over the phone which would take care of this issue. Anthony then went on to tell the Board about a call he received from a person who recently hit one of our Fire Hydrants who wanted Anthony to remove \$271.00 from the over \$5,000 bill to replace the Hydrant that he damaged. Brittney also stated that she reached out to us to request any bills missing bills after August and requested a two-week extension to allow time for payments. The statement says she faxed the Vendor this request however the fax number she sent the request to was not ours it was the Fire Department's.

A motion was made by Commissioner Mauro to deny the request from Brittney Brooks from BLC Property Holdings Inc. to remove the late fee charged on the Water Bill for the property located at 172 N. Main Street and to deny Ms. Brook's request to extend the shut-off date for this account for another 2 weeks. The motion was seconded by Commissioner Capano.

Commissioner	Yes	No	Absent	Abstain
Antonucci	X			
Isabella			X	
Mauro	X			
Robinson			X (Late Arrival)	
Capano	X			

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 11, 2021

**2) Purchasing Policy:** Christine gave the Board a copy of the new Proposed Purchasing Policy at the last meeting. Christine then collected the comment sheets from the Board members on the proposed purchasing policy in accordance with Section 104-b of the General Municipal Law. Christine went over each comment sheet as follows:

- a) Commissioner Capano had no concerns with the proposed Purchasing Policy.
- b) Commissioner Robinson had no concerns with the proposed Purchasing Policy.
- c) Commissioner Antonucci had no concerns with the proposed Purchasing Policy.
- d) Commissioner Mauro had no concerns with the proposed Purchasing Policy.
- e) Deborah Clukey- Accounts Payable had no concerns with the proposed Purchasing Policy.
- f) Commissioner Isabella – did make a comment that the utility supply i.e., natural gas can be sourced by providers other than the Utility Company. Due to this comment Christine made a change on the Purchasing Policy under Monopolies. Christine added a section that states " Should the supply of natural gas and electricity be able to be purchased in the marketplace at competitive rates, the Superintendent and/or the Clerk of the Water Board may bid out and secure the supply of natural gas and electricity for the Water Department on the marketplace on an annual or semi-annual basis." Christine also stated that in the other section it covers any other items as well as it states that should there be a possibility of purchasing the item from 2 or more providers, sealed bids shall be required.
- g) Superintendent Mendetta – made a comment that he recommends that we add specific language about "Source well contracts under the " Best Value" section of the proposed Purchasing Policy. Due to this comment Christine added a section under the "Best Value" section of the proposed Purchasing Policy that states " Purchases can be made for materials, supplies, and equipment and the Water Department may contract for services related to the installation, maintenance, or repair of those items through the use of contracts let by "Source well". "Source well" is a government agency authorized by the State of New York as an approved cooperative procurement source for goods and services awarded on the basis of "best value" as defined in §163 of the New York State Finance Law. Anthony then asked if we could add lease purchases to the language to allow us to lease vehicles and equipment under a Source well contract.

Christine explained that the above changes are the only adjustments made to the Purchasing Policy originally given to the Board Members at the last meeting.

**3) Resolution Prior Audit Payments:** Christine gave the Board a draft of a resolution that will need to be made a part of the New Purchasing Policy. This resolution is to allow Christine to make payments for specified transactions without prior approval of the Audit Committee Chairman. At this time Jim Robinson arrived at the meeting.

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

## RESOLUTION NO. 2021-7.1

### RESOLUTION AUTHORIZING PRE-AUDIT PAYMENT BY THE CLERK OF THE WATER BOARD OF SPECIFIED TRANSACTIONS

**WHEREAS**, from time to time it is necessary for the Clerk of the Water Board to make payments without the prior review of the Audit Committee Chairman.

**WHEREAS**, all payments are subject to the review of the Audit Committee Chairman

**GLOVERSVILLE BOARD OF WATER COMMISSIONERS**  
MEETING MINUTES – MAY 11, 2021

NOW THEREFORE, be it hereby

**RESOLVED**, that the Clerk of the Water Board is authorized to make pre-audit payments for transactions on the attached list, numbered 2021-7.1 ATT and dated May 11, 2021.

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

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Robinson	X	
Commissioner Antonucci	X	
Commissioner Mauro	X	
Commissioner Capano	X	
Commissioner Isabella	ABSENT	

Adopted : May 11, 2021

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**PRE-AUDIT PAYMENT AUTHORIZATION**  
**FORM# 2021-7.1**  
**DATED: May 11, 2021**

1. **Installment Contracts – approved by the Water Board.**
2. **Utility Bills- Electric, Phone etc...**
3. **Conference and seminar registrations if appropriation is adequate.**
4. **Overpayments- Water Bills/Misc. Fees Overpaid**
5. **Insurance Premiums**
6. **School and County Tax Collection Payments**
7. **Debt Service Payments**
8. **Fulton County Clerk Fees**
9. **Investment Transfers**
10. **Petty Cash**
11. **Postmaster – Postage**
12. **Payroll**
13. **Any bills needed to be paid to prevent late fees if Board meeting is postponed or delayed or meeting will not be held in time to allow for bill to be paid on time. Payment to be approved by the Water Superintendent and/or the Clerk of the Water Board.**

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

**RESOLUTION NO. 2021-7.2**

**RESOLUTION AUTHORIZING THE ADOPTION OF A PURCHASING/PROCUREMENT PROCEDURES AND POLICY MANUAL FOR THE GLOVERSVILLE WATER DEPARTMENT**

**WHEREAS**, the Board of Water Commissioners recognize the need to adopt an Official Purchasing/Procurement Policy to be adhered to by all employees of the Groversville Water Works and by the Board of Water Commissioners.

**GLOVERSVILLE BOARD OF WATER COMMISSIONERS**  
MEETING MINUTES – MAY 11, 2021

WHEREAS, the Board of Water Commissioners having reviewed the annexed Purchasing/Procurement Procedures and Policy Manual and approving the same in form.

NOW THEREFORE, be it hereby

RESOLVED, that The Gloversville Board of Water Commissioners hereby adopt the annexed Purchasing/Procurement Procedures and Policy Manual effective June 1,2021; and it is further

RESOLVED, that The Gloversville Board of Water Commissioners hereby Instruct the Water Superintendent to Distribute annexed Purchasing/Procurement Procedures and Policy Manual to all current and future employees and to require each employee to complete an acknowledgment of their receipt and understanding of the same.

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

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Isabella	ABSENT	
Commissioner Mauro	X	
Commissioner Robinson	X	
Commissioner Capano	X	

Adopted : May 11, 2021

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**4) Increase of Water Rates Revenue:** Christine gave the Board a new chart illustrating possible revenue generated from several different percentages of water rate increases. Commissioner Mauro wanted Christine to issue a new chart illustrating the increase to the average water bill for each percentage increase if we add an additional percentage to the water rate to be put aside for infrastructure instead of assessing a fixed rate of , for example, .10 cents per 100 cubic feet to be added as a separate infrastructure fee. Christine also showed them in the chart how much more revenue we could potentially set aside if we were to set aside ½ percent +/- as an extra amount to be set aside for infrastructure repairs only. Christine gave the Board an example as follows. If we decided to set aside ½ percent towards infrastructure, at the end of the year, that would equate to 2 cents for in-city people and 4 cents per 100 cu ft for out of city customers. If our consumption were the same as it was at the end of 2020 this would equate to additional revenue per year of approximately \$11,700 to set aside for infrastructure. Christine reminded them that if consumption goes down the revenue would also. At the end of the year whatever revenue was earned per that ½ % increase would be then set aside in a reserve account for infrastructure repairs/maintenance. Christine also reminded them that we also have to set some money aside every year for maintenance for Jackson Summit. Anthony also told the Board that we are supposed to be setting aside money for maintenance for all of our dams. As the Board began to discuss a 1% infrastructure increase, Anthony then expressed that he did not feel that 1% is enough especially since we are talking about the Conditioner/Infrastructure project at the plant coming in at \$4 million dollars with us having to fund up to \$1.5 million dollars. With a 1% increase creating an estimated \$18,000 per year for infrastructure it would take us a long time to make up for the \$1.5 million dollars. Commissioner Mauro then reiterated that we have not increased our water rates enough over the past years. Commissioner Capano would also like to know how other community's rates compare to ours. Christine said that she would get those updated rates for the next meeting. Commissioner Mauro stated that he wanted to raise rates more, but he was always told no. Christine reiterated that at the time we were doing very well and had excess money due to log sales. Christine also reminded the Board that we were also getting flak from the State Auditors that our Fund Balance was too high. However, a high Fund Balance can be gone if we have one major emergency. At 3 ½ % the average water bill would go up a little over \$9.00 per year. The increase will be justified as we have several valves that need replacing and other projects that are needed



# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 11, 2021

to be completed per the Dept of Health. Also, as pointed out by Christine, our Industrial consumption has went down over 30% in the last year.

**5) Nestle Water:** Commissioner Mauro asked if we have heard anything from Nestle Water. Anthony reached out to them a couple of months ago and they said they were still in the investigative stages. However, Anthony is wondering if something is going on as they were supposed to have a full report done for the Board at the end of 2020. Christine told them that we did recently receive a \$5000 payment from them to continue to have access to the area for testing. Anthony also read an article on Fox news that they were looking to sell their North American division. Commissioner Mauro mentioned that he has been recently looking around at the creeks in the area where they have very little water in them and only show an increase during heavy rains or snow melts. Steve feels that we may have a shortage of ground water and that we need to be very careful about allowing anyone to pump out of our springs. Steve is concerned about these massive companies pumping billions of water per day. Anthony pointed out that we are very fortunate in Gloversville as we have 6 to 7 million gallons of water in storage not counting Lake Edward where we can pump for days and not put a dent in it. Steve just wants to protect us from problems with a huge company like Nestle taking advantage of us. Christine then suggested and Anthony agreed that we could protect ourselves by putting a cap on the amount of water we would allow them to draw on a daily basis. Steve then stated that when these big companies pump water they can actually pump from all directions from underground where they could pump a lake dry without us even knowing it. Anthony pointed out that the area that Nestle is interested in, our Dickson Reservoir, is a very small water source of ours that was used back in the day to supplement when the mills were consuming a lot of water. We do not even use this source now. Steve is just concerned that once they are at Dickson where will they then want to go. Anthony stated that we would just have to make sure that we incorporate contract language to isolate a specific area that they are allowed to draw water from to protect us. Anthony feels that this would be a good area to allow them in, as it would not effect our daily operations and main water supplies. Anthony also suggested that we could develop this area on our own. However, that would involve huge up-front costs that we could not afford right now. Steve also suggested that we may be able to market our water differently such as instead of 16 to 24 oz bottles to move to gallon/five-gallon bottles. We would have to probably work with a major corporation such as Pepsi or Coke to take care of the marketing and have them just use our water.

**6) Miscellaneous Business:** Commissioner Antonucci asked Christine if we were getting any revenue now from the residents who have not been paying us due to COVID. Christine told him that right now we can shut people off and we have sent out shut off notices so we think this will help us. However, as Anthony pointed out, a lot of the notices went to management companies so we can assume that they might not pay as a way of getting tenants out that are not paying their rent. Christine pointed out that there is currently a bill in the legislature that the Governor wants to sign to extend the moratorium for utility shut offs to December 31, 2021 so we are trying to get as many people as we can to pay before it is signed.

**7) Part-time Summer Help for Office:** Anthony told the Board that we have been replacing a lot of meters and our phones have been ringing off the hook. We would like the Board's permission to get someone in part-time summer help for now to answer phones and help with the workload. We did add some extra money to the summer help budget to allow for this. Christine's daughter Megan may be willing to do this for us as she is going to college part-time online. It will take the workload off Christine and Deb. Commissioner Antonucci also brought up the idea of opening the office back up. Christine stated that without another person to take up the slack and wait on customers, if we opened the office now Deb would never get anything done. We need to get someone in the office and get them trained to at least take payments. At this time, the position would be temporary. However, Christine is planning on retiring in 2 years, with that being said Deb would be willing to transition into Christine's position. That leaves us with the issue of needing to get someone in here trained to do Deb's job. Our idea is to leave the Secretary to the Superintendent's position open and create an Account Clerk Typist position which is the same title as Deb's current position. By creating the Account Clerk Typist position, that person can take over Deb's position when she moves up to take the Clerk's position. We can then hire another Account Clerk Typist or hire someone as the Secretary to the Water Superintendent. Megan is on the current Account Clerk Typist list. We do at least need someone in here part-time and if we get Christine's daughter in the office and it is going good, we can then open the office up to the public. Starting wage for summer help is at the minimum wage or \$12.50 per hour.

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MAY 11, 2021

A motion was made by Commissioner Mauro to hire Megan Linart as a part-time summer help Account Clerk Typist to help in the office at a rate of \$12.50 per hour. 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			
Robinson	X			
Capano	X			

8) **Other Business:** Commissioner Mauro asked what we were doing on 8<sup>th</sup> Ave the other day. We were shutting water off to a property that was vacant where the outside spicket was running. We started installing Lead Services today. Commissioner Antonucci asked about the water at the caretaker's house near the water shed. We could not find the water main again. We have 2 water lines going to the fountain and we are going to tap into one of those that are close to Andrew's house where already went in with copper. We put the pipe locator on that, and it is saying that the water main is 118 inches deep which is probably correct as the pipe comes out the bottom of our clear well and our clear well is 17 feet deep. We do not have the equipment to send someone into a hole that deep.

A motion was made by Commissioner Mauro to adjourn the meeting . The motion was seconded by Commissioner Robinson.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Isabella			X	
Mauro	X			
Robinson	X			
Capano	X			

The next meeting will be held on Tuesday, June 15, 2021, at 5:30 pm.