

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – AUGUST 9, 2022

The Regular meeting of the Board of Water Commissioners was held and brought to order at their offices located at 67-73 South Main Street, Gloversville, NY on August 9, 2022, at 6:00PM with President Isabella presiding.

Roll Call

Commissioners-----

Isabella	PRESENT
Mauro	PRESENT
Antonucci	PRESENT
Robinson	PRESENT
Capano	PRESENT

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

Christine explained to the Board that she had Audits that she had to pull out of our regular audit list. These items must be voted on separately due to a conflict with Commissioner Capano. The Audits were as follows Capital Project Audit #1423 in the amount of \$148.99, Capital Project Audit #1426 in the amount of \$69.99 and Regular Audit# 22067 in the amount of \$131.36 payable to Gloversville True Value needed to be voted on with Commissioner Capano having to abstain from voting to approve.

Commissioner Isabella made a motion to approve Audit #'s 1423, 1426, and 22067 payable to Gloversville True Value. The motion was seconded by Commissioner Mauro.

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

The remaining audited bills were presented and reviewed.

United States Postal Service	-480.00
VOID	0.00
Econo Lodge	-919.92
Hartford Steam Boiler Inc	-105.00
Matthew Conca	-700.00
Commissioner of Finance	-3,050.99
Core & Main	-142.80
Cranesville Block Company Inc	-212.33
Frontier Communications Corporation	-578.65
H & M Equipment Co Inc	-137.54
Empire BlueCross Retiree Solutions	-6,751.68
NYS OTDA- LIHWAP Bureau	-956.06
NYS OTDA- LIHWAP Bureau	-130.00
Town of Johnstown	-66,700.00
Empire BlueCross Retiree Solutions	-6,751.68
Florida Blue	-449.20

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Frontier Communications Corporation	-112.20
National Grid	-1,986.22
NYS OTDA- LIHWAP Bureau	-4.18
Buanno's Custom Body Shop	-220.00
CDPHP	-20,552.00
Century Linen Service, Inc	-76.51
Christopher R Jablonski	-30.00
Core & Main	-731.91
Daily Gazette	-41.73
Data West Corporation Inc	-90.00
Ferguson Enterprises LLC	-482.42
Florida Blue	-359.20
Frontier Communications Corporation	-605.73
Fulton County Dept of Waste	-5.00
General Hydraulics Inc	-172.36
H & M Equipment Co Inc	-85.33
Holland Company Inc	-6,440.00
Jeffrey F Lehner dba JFL Inc of Fulton Co	-45.97
JH Consulting Group Inc	-868.00
JM Berry Enterprises Inc	-125.00
John's Auto	-94.65
Monroe Tractor & Imp Co Inc	-636.52
National Grid	-867.45
NBT Credit Services	-241.01
Nethaway Motorcar Co LLC	-74.34
Post Mark Ship Print Inc	-22.58
Runnings Supply Inc	-78.98
Slack Chemical Company Inc	-3,465.50
Spectrum	-97.98
Stephen Miller General Contractor Inc	-72.00
Telecon Wireless	-404.86
WB Mason Co Inc	-252.12
West & Company CPAs PC	-150.00
Holiday Inn Johnstown-Gloversville	-200.00
Payroll Account NBT Bank	-21,709.47
Payroll Account NBT Bank	-1,591.89
Payroll Account NBT Bank	-23,011.05
Payroll Account NBT Bank	-1,691.54
Payroll Account NBT Bank	-23,106.14
Payroll Account NBT Bank	-1,698.76
Payroll Account NBT Bank	-22,034.30
Payroll Account NBT Bank	-1,616.80
Morgan White Administrators	-634.09
Frontier Communications Corporation	-311.01
	<u><u>-224,962.65</u></u>

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CAPITAL PROJECT AUDIT:

C. T. Male Associates -	\$ 2,023.25
Runnings-	\$ 414.76
WL Const Supply-	\$ 425.16
Cranesville Block-	\$ 43.09
Core & Main-	\$ 2,010.00
Gorman Bros.-	\$ 1,437.25
Ti-Sales-	\$26,469.26

A motion was made by Commissioner Isabella that the remaining audited bills are ordered paid. The motion was seconded by Commissioner Robinson.

Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

The minutes of the last meeting were presented and the Minutes from a Special Meeting Held on July 19, 2022. A motion was made to accept the minutes by Commissioner Mauro. The motion was seconded by Commissioner Robinson.

Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

- 1) GIGP Meter Project :** Anthony informed the Board that we finally heard back from EFC and have received the approval letter to be able to execute the Contract with Ti-Sales for the Meter Project. C.T. Male is now working to finalize the contracts so that we can execute them electronically some time at the end of this week or next. Once the Contract is executed, we can then issue a purchase order and begin ordering new meters. Anthony spoke to Ti-Sales, and they expect us to be able to start the project by early winter depending on the amount of meters we can get. Anthony spoke to the salesperson for Ti-Sales who stated that the issue in getting meters is not a supply chain issue but a delivery issue. When we get the meters, we will be storing them in a trailer in back of our building. Anthony assured us that they will not freeze.
- 2) Jackson Spillway Project-** Anthony informed the Board that we have a pre-construction meeting next Monday at Jackson Summit. The contracts are currently being signed and finalized. Under the Scope of the project the contractor will be doing some of the work this year to include, installation of the Wier Boxes, excavation work including removal of all of the stumps along the edge of the Spillway, replacement of the pit valve with new butterfly valve, and some drainage work. The remaining construction work will commence in May of 2023 with a completion date in August of 2023.

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- 3) **Fluoride Equipment @ Plant-** Anthony had Andrew give the Board an update on the Fluoride Equipment at the plant. Andrew informed the Board that the Fluoride machine is running fine at this time. Jamie Herman from NYS Rural water visited the plant and had to write up a report for the Department of Health in regard to our Fluoridation system and equipment to include verification that our machine was now running well and that our fluoride residuals were up to state standards. We are currently running fluoride at between a .5-.7. Anthony pointed out that we have only received 17 surveys from the public on whether or not they want fluoride in the water. We would like to send out these surveys in everyone's next billing instead of our newsletter, so that we may get more of a response to see how the public feels about fluoridation of the water. Anthony did also reach out the Board of Elections to see if we could add this survey on as a proposition for the next election, but it is too late for this year.
- 4) **Nestle Water- Spring Water Study:** Anthony received a call from Kent who is a consultant for Blue Triton (formerly Nestle Water) who would like to re-visit our Dickson site as a potential spring water source. According to Kent, Blue Triton just purchased Saratoga Water bottling and are looking to expand their spring water sources in the area. Blue Triton actually still own the rights to the studies already completed at the Dickson site for another 4 years. At this point, Blue Triton would like to get back in there and complete some further testing to see if this would be a viable spring water source. Anthony thinks it may be a good idea to at least look at what they may have to offer for future potential revenue. Blue Triton will also resume paying us a fee of \$5,000 per year for access to the Dickson Site to complete their studies.

A motion was made by Commissioner Isabella to allow Blue Triton access to our Dickson Reservoir Site to continue a study to confirm the Dickson area as a potential Spring Water Supply for future development. The Motion was seconded by Commissioner Antonucci.

Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

- 5) **Lead Line Service Replacements:** Anthony had a discussion in regard to our Lead Line Service Replacement Project and future developments in regard to removal of lead services per new upcoming State and Federal regulations:
- a) NYS has new funding via the Bi-partisan Infrastructure Bill for Lead Line Service replacement throughout NYS and around the country. This new program will be completely separate from the current grant we are working under through the Dept. of Health. Moving forward future funding for Lead Line Service replacements will go through the Bi-partisan Bill. We now have a very extensive Lead Service inventory that is going to be required to be completed by 2024 and will have to be submitted to the Dept of Health and the EPA. We will be required to provide an extensive amount of information on every water service we have in the city. We will also be required to perform more stringent testing for lead services.
 - b) Currently we have approximately \$400,000 left of the Grant Award we are using for our current Lead Line Service Replacement Program. We have replaced 131 Lead services to date. We project we can complete another 150 services with the funds we have remaining. This Grant expires in 2024.
 - c) Moving forward the new Bi-partisan funding will be awarded through the current WIIA Grant program, similar to the WIIA Grant we received for the Tank Project and the Grant we are receiving for the Plant Infrastructure Upgrade Project. Therefore, we need to meet all the guidelines for EFC to receive a future WIIA Grant for Lead Service Replacements. The guidelines include the completion of an Engineering Report. We are also not sure what the Water Department's Local Match will be or if there will be a local match at all. Our previous WIIA Grants required a 40% local match from the municipality.
 - d) C.T. Male gave us a proposal to provide an engineering report to submit as part of our WIIA Grant application to apply for funding to complete our Lead Line Service Replacements throughout the City. This Engineering report would be a much less

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extensive report than what has been required for our other projects and would have to be turned in with our WIIA Grant application which is due by August 31, 2022. The cost of this report and to submit the Application would be \$4,600.00.

- e) C.T. Male gave us an estimate for us to complete all of our remaining lead services. However, Anthony reminded the Board that we are currently only replacing lead services from the shut off to the main. The new program will require us to replace any galvanized service that is downstream from a lead service in its entirety from the main into the house. Therefore, we may want to consider hiring an outside contractor to complete the services where the entire lead line needs replacing. During our upcoming Meter Replacement Project, we will be having the installers document what type of service the customer has which will help us to determine what lead services may have to be replaced in their entirety and may require an outside contractor to replace.
- f) Anthony reminded the Board that, when we find out what the local match will be, we will then estimate how many lead service replacements we can afford. We will try to complete replacements for any copper services in house first then, see how many complete replacements we can afford. There is currently \$115 Million dollars to be divided up for NYS. With our local match, we would have to apply for NYS Revolving Fund Loans. Commissioner Mauro was upset with this as we are continuing to add increased debt to the NYS Budgets with these programs.
- g) With the new mandates concerning the Lead Inventory's and new testing requirements for lead, if we start getting any samples that are over the threshold for levels of lead, we may have issues. According to Anthony and Andrew the State has already lowered the thresholds for lead and requiring more water to be analyzed for each sample. The Engineering Report will not only help us with our Inventory but will set us up for potential future funding. Anthony also reminded the Board that we would not have to complete all our Lead Service Replacements all at once. We have approximately 1,411 lead services left in the city. Anthony also stated that C.T. Male estimated for Johnstown Water that it would cost \$4, 750.00 per service for a contractor to replace a lead service all the way from the main into the house. With our 1,411 lead services that we have left, if we were to contract out the entire project it would cost us approximately \$6.7 Million dollars. Anthony feels that because we already have a lead line replacement program in place, it would not hurt us to see if we could get this new funding, what our share would be, and what we could afford to try and capitalize on this funding and evaluate Lead Replacements moving forward.
- h) Anthony explained that the new testing for the State it is quite different than what they have been doing for years. Andrew explained that in the past we were given a 1- liter bottle and in the morning when the homeowner would wake up, they would fill the 1- liter bottle with their water for testing. Now the State is making the homeowner fill 1 bottle first thing in the morning, then they need to fill 3 more bottles set them aside, and then take a 5th bottle and fill that. Commissioner Mauro also pointed out that a new faucet that he just purchased, had a warning that it could contain lead and or other cancer-causing materials. So, this in itself could cause a bad water sample. Andrew then explained that we can test our water off a Hydrant all day long and get no lead residuals, but we have no idea what a homeowner has in their home as many people used to use lead solder on their piping in their homes. Anthony also explained that if we test a service and it even comes close to the lead threshold, we remove the service and replace it with copper right away. Andrew also explained that we used to have to sample 15 lead services and 15 copper services. Now because of the Tier system from the State which requires us to have certain information for our copper services to include what year the house was built and presence of Lead Solder which we can't obtain unless we get access to the home, we just go and get 30 Lead Service Samples. Currently we are on "reduced monitoring" which requires sampling every 3 years. If we receive a high Lead sample, we would have to sample 60 services every 6 months, which will cost a lot of money.
- i) Anthony explained that the Engineering Report will outline, System Background, Project Description to complete a lead service inventory, Inventory Budget, Project Description for Lead Replacements, Budget for replacements. Maximum Funding for a WIIA Grant for the Lead Line Replacement most likely will be \$3 Million. Anthony estimates that we can complete a lead replacement in house for approximately \$1,763. If we split up the services and we complete the services that already have copper inside the house and contract out the rest, we will save and may be able to reduce our project cost

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from \$6.7 Million down to \$4 or \$3.5 Million. Anthony does not want us to have the liability of going into owner's homes and knocking out holes in their foundation walls. For the Lead Services we have already completed, Anthony has to go back through and any service where we used an iron fitting, we may have to go back and finish replacing the rest of their iron line to copper.

- j) Andrew also pointed out that our next round of sampling is due to be completed in 2023 before the new Lead sampling regulations. So, we do have some time before the next round of sampling which will be due in 2026.

Water Board President James Isabella presented the following resolution and moved for its adoption:

RESOLUTION NO. 2022-16

RESOLUTION OF THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS WITH AN ADDRESS OF 67-73 S. MAIN STREET, GLOVERSVILLE NEW YORK 12078 AUTHORIZING THE SUPERINTENDANT TO ACCEPT A PROPOSAL FOR ENGINEERING SERVICES TO INCLUDE PREPARATION OF A PRELIMINARY ENGINEERING REPORT FOR A NEW LEAD SERVICE LINE REPLACEMENT PROJECT.

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

WHEREAS, the City of Gloversville Water Works wishes to approve a proposal from C.T. Male Associates to provide Engineering Services for the Gloversville Water Works Lead Service Line Replacement Project.

WHEREAS: the Board of Water Commissioners having reviewed the annexed proposal and approve the same in form.

NOW, THEREFORE, be it hereby

RESOLVED, that the acting Water Superintendent is hereby authorized to move forward with the above referenced proposal from C.T. Male to provide a preliminary Engineering Report for the Gloversville Water Department's Lead Service Line Replacement Project at a cost of \$4,600.00, a copy of which is attached to this resolution. With said Engineering Report being a required document needed to list the project with NYS to be eligible for funding through the Bipartisan Infrastructure Law (BIL).

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

Votes Taken:

	Yes	No
Commissioner Antonucci	X	
Commissioner Isabella	X	
Commissioner Mauro	X	
Commissioner Robinson	X	
Commissioner Capano	X	

Adopted : August 9, 2022

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C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

10 North Perry Street – Suite 100, Johnstown, NY 12095-2310
518.848.3533 FAX 518.848.3534 ctmale@ctmale.com



August 5, 2022

Mr. Anthony Mendetta, Superintendent
Gloversville Water Works
67-73 S. Main Street
Gloversville, NY 12078

Re: *Preliminary Engineering Report*
BIL Lead Service Line Replacement Program
Gloversville Water Works
City of Gloversville, NY

Dear Anthony:

It is our understanding that the Gloversville Water Works (GWW) is requesting a proposal for professional engineering services with C.T. Male Associates Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C. (C.T. Male) for preparation of a preliminary engineering report (PER) for a lead service line replacement project. The engineering report is a required document needed to list the project with New York State to be eligible for funding through the Bipartisan Infrastructure Law (BIL).

The GWW desires to receive a written report which follows the NYS Department of Health (DOH) Engineering Report Outline listed on the attached submission guideline taken from the NYSDOH website. C.T. Male will prepare a report which includes all required items on the attached guideline plus the Smart Growth Assessment form, Environmental Justice Area Mapping, and an engineering certification form.

C.T. Male will work directly with the GWW to develop a project tailored to fit within the desired budget for lead service line replacements. Upon completion of the report, C.T. Male will complete the NYSDOH project listing form and submit the report and the listing form to the NYSDOH for future consideration for BIL funding. The report and listing form will be submitted before the deadline on August 31, 2022.

Compensation

We propose to perform the above services for a Lump Sum Fee of \$4,600.00. Thank you for the opportunity to submit this proposal. Should you have any questions, or need additional information, please don't hesitate to call me at 518.848.3533.

Respectfully submitted,

C.T. MALE ASSOCIATES
Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

Jacob R. Gordon, P.E.
Regional Office Manager

Bipartisan Infrastructure Law (BIL)

Lead Service Line Project Submission Guidance

There are two lead service line (LSL) project types. The first is LSL inventory, which are projects that create an inventory of LSL locations. The second is LSL replacement, which are projects that physically replace known LSLs. If a municipality has both project types, separate inventory and replacement projects should be submitted. LSL replacement projects should only be submitted where there is a known number and location of LSLs, otherwise an LSL inventory project should be submitted; LSL replacement projects can be submitted in a subsequent year.

This document is intended to highlight which application type to submit and the items/documents that should accompany the application. Intended Use Plan (IUP) project listing forms can be found on the Department's website:

<https://health.ny.gov/environmental/water/drinking/water.htm>

LSL Inventory

Municipalities with an **unknown** number of LSLs in **unknown** locations should submit an IUP project listing form for the creation of an LSL inventory. An engineering report shall be submitted with the IUP listing form. The engineering report should include the following information:

1. System Background
 - Describe the water system – age, population served, number of service connections, etc.
 - Existing service line inventory (if applicable) – do municipal records exist? What format are they in? How often are they updated?
 - Service line identification history (if applicable) – are service line materials identified during routine water system operation and maintenance?
 - Service line ownership/responsible party – 100% municipal, shared between municipality and property owner, or 100% property owner.
 - Lead history (if applicable) – does the municipality have a documented history of lead action level exceedances? If so, provide relevant documentation.
 - Any other pertinent information about the water system and its service connections.
2. Project Description – Describe the steps that will be taken to create an LSL inventory. Some examples of items to consider include:
 - Review of existing service line archives. How will the results be compiled and presented?
 - Community involvement/outreach. How can the public assist in the creation of the inventory? How will the public be made aware of the inventory project (brochures, direct mailing, digital mailings, web postings, etc.)?

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- Will property owners check their own water service line and submit those findings to the municipality via e-mail or a municipal LSL project website?
 - Will service line excavations be performed?
3. LSL Inventory Team – Describe the individuals/teams involved in the creation of the inventory. These teams may include municipal forces, outside contractor, or some combination of both. For each individual/team, describe their anticipated role in the inventory creation process.
4. Project Budget – Provide as much detail as possible for each proposed budget category. Possible categories include:
- Salary and fees (Municipal staff, consultants, legal)
 - Community outreach and education
 - Equipment purchases or rental
 - Software purchases or rental
5. Project schedule – EPA’s Lead and Copper Rule Revisions require all water systems to complete an LSL inventory by October 16, 2024.

LSL Replacement

Municipalities should only submit an IUP project listing form for an LSL replacement project where there is a **known** number of lead service lines in **known** locations. An engineering report shall be submitted with the IUP listing form. The engineering report should include the following information:

1. System Background
 - Describe the water system – age, population served, number of service connections, etc.
 - Lead service line inventory – how many known LSLs are located in the system?
 - Service line ownership/responsible party – 100% municipal, shared between municipality and property owner, or 100% property owner.
 - Lead history (if applicable) – does the municipality have a documented history of lead action level exceedances? If so, provide relevant documentation.
 - Any other pertinent information about the water system and its service connections.
2. Project Description – Describe the steps that will be taken to replace known LSLs. Some examples of items to consider include:
 - How many LSLs will be replaced with the funding requested? **NOTE: LSL replacement project applications do not need to propose 100% LSL replacement to be eligible for funding.**
 - Who will perform the work (municipal forces, contractor, both)? If contractors will be used, describe how bids will be prepared and solicited.
 - Identify the administrative structure (program contact and administration, construction oversight, financial contact, legal contact, etc.).

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- Community involvement/outreach. How will the public be informed about the LSL replacement project? How will the public request to participate in the project? How will individual property owners be notified when their LSL is being replaced?
 - Coordination/scheduling of individual LSL replacement. Will individual scopes of work be created? Will a temporary easement and consent to access private property be required? How will water shut-off be coordinated? How long will LSL replacements take? What post replacement restoration will be included?
 - What post replacement flushing guidance will be provided to property owners?
3. Project Budget – Provide as much detail as possible for each proposed budget category. Possible categories include:
- Salary and fees (Municipal staff, consultants, legal)
 - Community outreach and education
 - Equipment purchases or rental
 - Software purchases or rental
4. Project schedule – provide anticipated project start and completion dates.

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6) **Water Treatment Plant Infrastructure Rehab Project:** Anthony informed the Board that he reached out to EFC, and they are close to be able to provide us with the documentation for the official requisition of the Grant funding. This will allow us to proceed with the design phase of the project and eventually the construction phase. Andrew and Anthony met with Jake Gordon from C.T. Male to go over the scope of the project. They also discussed completing the project in phases to eliminate the issues we have had in the past where we take out a large BAN/Bond for the entire project and then the project does not begin construction until sometimes a year after the design phase is complete. This is troublesome, because we are paying interest on bond money for a project that has not begun. Anthony outlined the project as follows:

A) Phase 1 : \$1.5 Million Dollars

- 1) New Valves
- 2) Painting of Bolts on Valves in Basement /Sealcoating
- 3) Clearwell Baffle Wall Rehab
- 4) Monitoring Control (SCADA) System
- 5) Hydro Turbine/Solar Panels (Energy Efficiency)
- 6) Pilot Study-West Tech System – Conditioner/ Settling Basins – Pilot Study – bring trailer unit on site
Draw raw water from our system in Winter & Summer months analyze to recommend which system we need.
Preliminary estimate we may do best with a Tube settler system. Estimate for Study \$75,000.

B) Phase 2:

- 1) Replacement of Conditioner & Settling Basins

Andrew pointed out that we could potentially replace the Conditioner and repair the Settling Basins with the same system we have now. However, the West Tech system will improve the water quality and mitigate a lot of manpower and physical labor as we now have with the current system whereby the employees have to get down into the basins and climb down 30 feet with fire hoses to clean them out once a year. We have to shut the plant down and can not make water while we are doing so. With the West Tech system, they have pumps where the settling solids are pumped directly to solar drying beds every day. With this system you never have to shut down and or clean them by hand. There is a treatment plant in Glens Falls that has a West Tech system. Andrew and Anthony want to go to Glens Falls to see how the system works. Andrew's only concern is with longevity. Commissioner Mauro also pointed out that we have had issues in the past with purchasing equipment or completing projects with new infrastructure and it not lasting. The West Tech System if chosen, will be set up for treatment of 10 million gallons per day. We would also have the capacity to expand. Each unit is rated for 2 million gallons per day, and we will have 4 of these units. We will rotate these units for routine maintenance every 3 to 6 months.

Anthony informed the Board that we are looking into SRF Financing to apply for funding through the State Revolving Fund where we may be able to get no interest or low interest loans through New York State for this project. C. T. Male is working on submitting an application for SRF Financing for this project. Once we get an answer on financing, we can then decide how to proceed. If Phase (1) comes in at \$1.5 Million our share would be \$600,000.

7) **Water Infrastructure Charge –** Christine handed out a spreadsheet showing potential funds to be generated based on different potential water infrastructure fee amounts. The spreadsheet outlined several different proposed infrastructure rates from .20 cents per 100 Cubic feet to .65 cents per 100 Cubic feet. The Board has been discussing charging a separate water infrastructure fee to be set up similar to the current sewer infrastructure fee that the City charges customers for an infrastructure fund to cover the cost of sewer infrastructure. The separate water infrastructure fee would be set aside to cover water main breaks and infrastructure maintenance. Christine also gave the Board a spreadsheet based on last year's consumption, how each fee rate would effect our highest industrial water users. The Board discussed the concern for Industrial users, not wanting them to leave the area if the fees become too high. It also was suggested that we canvas other municipalities and see what they charge. Anthony also pointed out all of our current projects that we have coming up and the need for a separate reserve fund for infrastructure. Commissioner Mauro then talked about our net income as opposed to our expenses. Christine pointed out that we had a net profit of \$11,000 which included the Water Main Break on Kingsboro Avenue with accounts receivable at the end of the year of approximately \$200,000 of uncollected past due water bills. Christine and Anthony pointed out that with the new Federal LIHWAP program the State is now paying resident's water bill based on

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certain income limits. Christine noted a household of 1 person income limit for the LIHWAP program is \$2,729.00 per month. Therefore, a lot of our residents should qualify to get their water bills paid in full by the State up to \$5,000 per year. This will definitely help our department to lower our Receivables. After discussion, the Board decided to table this for the moment. Andrew volunteered to call some other local water departments and see if they have an infrastructure charge and how much they are charging.

8) Quotes for Kitchen- Caretaker House: We received (2) quotes for the Caretakers (Andrew's House). Andrew got (2) kitchen designs and quotes one from Kathy @ Kingsboro Lumber and one from Ruby Hupkes. Andrew preferred Ruby's design which did come in cheaper. The Quote from Kathy was \$7,600 for cabinets and \$4,900 for granite countertops not including installation. The quote from Ruby was \$7,300 for cabinets and \$3,849 for granite countertops including templating, fabrication, undermount sink and installation. We had \$10,000 budgeted for this. Andrew offered to cover the costs over the \$10,000 in lieu of the Board suspending charging him rent until he is reimbursed for his cost.

A motion was made by Commissioner Isabella to allow the Superintendent to move forward and contract with Ruby Hupkes for upgrades to the kitchen of the Caretaker's house to include Cabinets at a cost of \$7,300 and new granite countertops at a cost of \$3,849.00 with Andrew White to cover the excess cost for a contractor to finish the kitchen of approximately \$7,000 and with the Board agreeing to suspend the rental charges of \$300.00 per month until Andrew has been fully reimbursed for his cost. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

9) Re-evaluate Buyout of Cell Tower Lease: Christine went over the options again that had been proposed by the Cell Tower Company to buyout our Cell Tower Lease. It was discussed what would happen if we were to sell the Ayres Hill property to the City for development. We assume that if we sell the Cell Tower Site back to the Cell Tower Company, the City would be able to purchase the rest of the property without the area that the Cell Tower is located. Christine will check with the Cell Tower Company and find out what would happen if we sold to the city. We will re-visit this at the next meeting.

Clerks Report:

1) **Rescind Resolution # 2022-8 -** In April, the Mayor requested that we pass a resolution to remove the tax lien amounts and penalties from the property located at 52 Church Street in Gloversville to facilitate the development of an apartment complex at the location by Parkview Development LLC. Since that time, the tax liens and penalties have all been paid at the closing by the attorney. Christine asked the Board to therefore rescind the Resolution passed on April 13, 2022.

A motion was made by Commissioner Isabella rescinding the Resolution #2022-8 that was adopted on April 13, 2022. With this Resolution to be null and void. Therefore, rescinding the removal of Penalties and the 2021 and 2022 Tax liens assessed to the property located at 52 Church Street , Gloversville, NY. The motion was seconded by Commissioner Mauro.

Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

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2) **Billing Adjustments** – Christine had some billing adjustments for the Board to approve as follows:

Christine had some billing adjustments for the Board to approve as follows:

Commissioner Isabella presented the following motion: THAT, the Board of Water Commissioners authorizes the Clerk of the Board to adjust Water Bills located in District #1, District#2 & District#3 for the following:

District #1- Credit Water \$1,815.21 Minimum Charge Error – Set up as a 3" meter instead of ¾" . To adjust bill for property located at 111 N Main Street.

District #2 - Credit Water \$46.11; Credit Sewer \$42.81; Credit Infra \$13.75; Estimated bill too High getting hardly any water from tap from Nov of 2021 until July of 2022 when meter replaced. To adjust bill for property located at 30 Fifth Avenue.

District#3 – Credit Water \$44.43; Credit Sewer \$14.48; Credit Infra \$.15; Minimum bill in error set meter for testing only never removed no sewer could not use any water. To adjust bill for property located at 12 Addison Street.

District# 3 – Credit Water \$116.05; Estimated bill too high estimated read at 72100 when actually removed meter read was 70786. To adjust bill for property located at 2404 St. Hwy 29. Johnstown.

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

Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

3) **Possible Adjustment – 23 Highland Terrace-** Christine explained that the owner of 23 Highland Terrace wanted the Board to consider an adjustment on his water bill. The gentleman was supposed to attend the meeting to plead his case. Christine explained to the Board that when the meter was changed out for this property in 2021 it was dead. Christine then took the read from the new meter showing what he had used for the period of the 8 days the meter was in the house. By doing so Christine calculated that he was using 48.75 cubic feet per day. His bill was over \$600.00 because Christine estimated the usage for the dead meter based on the 48.75 cu feet per day it was showing he used on the new meter. Since that time, he waited a few billing cycles, and he has been using approximately the same amount which would equate to approximately 30 cu feet per day. The gentleman wanted the Board to re-adjust that bill based on what he is using now. After discussion the Board, assumed that he must have had a leak that was fixed. Because the gentleman did not come to the meeting, we have no explanation.

A motion was made by Commissioner Capano to deny the request for an adjustment to the Water Bill for the property at 23 Highland Terrace as the Owner of the property did not come before the Board to present evidence to support the adjustment. The Motion was seconded by Commissioner Mauro.

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Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

- 4) **Mail Folder Inserter Machine:** Christine informed the Board that our Mail Folder Inserter machine that we purchased from Pitney Bowes a couple of years ago is working terrible. We have had several problems with the machine since we purchased it. Christine sent an e-mail today to them and stated that the machine is still now working properly. The technician came a month ago to run our billing through the machine and things went fine. The following week Deb tries to run late notices and the machine jams up so bad we had to call in for the technician to come and remove the jam. The main issue with the machine is that when we have a jam, there is no way for us to get inside the machine to get it out, we have to call in a service call every time and wait for the technician to come and fix the issue. We have been actually using our old mail inserter machine more than this one to complete our billings. Christine is not sure if we can go after Pitney Bowes for this. Christine also reached out to the salesperson from Quadient who offers a machine similar to the old machine we are using as a back up most of the time now. Christine received a quote for a new machine from Quadient. Christine would like the Board to consider the Quadient machine for our next budget. Christine is going to look into the warranty for the Pitney Bowes machine and let them know at the next meeting.

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

Commissioner	Yes	No	Absent	Abstain
Isabella	X			
Mauro	X			
Antonucci	X			
Robinson	X			
Capano	X			

The next meeting will be held on Tuesday September 13, 2022, at 6:00pm at our office.