

GLOVERSVILLE BOARD OF WATER COMMISSIONERS
 MEETING MINUTES – SEPTEMBER 19, 2023

The Regular meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 S Main St., Gloversville, NY on September 19, 2023, at 6:00 PM with President Antonucci presiding.

Roll Call

Commissioners-----

Antonucci	PRESENT
Capano	PRESENT
Isabella	PRESENT
White	PRESENT
Chittenden	ABSENT

Others in Attendance: Water Superintendent, Anthony Mendetta; Clerk of the Board, Christine Linart, Andrew White, Chief Water Treatment Plant Operator; Wayne Peters -Councilman at Large; Dan Mason from 29 E 11th Ave.

At this time in the meeting Dan Mason wanted to address the Board concerning his water bills at 29 E. 11th Avenue. Dan explained to the Board that he purchased the property in May of 2020. Prior to May 2020 the meter broke and stopped reading. Ever since then the Water bills have been estimated. The Estimated bills have been at a consumption of 9,000 + cubic feet based on prior usage. The estimated bills continued until he finally got his new meter. Dan told the Board that he feels that he overpaid his bills for a very long time. He then asked the Board to adjust his bills to a reasonable amount for the property. The new meter was installed in March 2023. Christine informed the Board that the old meter was in and estimated for the last 6 billing cycles while it was in his name. Went over how many people are in the household currently. Christine told the Board that she went onto Neptune 360 today and found that 3,446 cubic feet was used from March to September of 2023. Christine also told the Board that his prior bills were estimated at 9,888 cubic feet with "estimate" noted on all of the bills. Anthony also asked if he had received a letter from us to change out his dead meter as we customarily sent these from time to time in the past. Mr. Mason stated that he did not recall receiving a letter and it may have gone to the prior owner. Dan also passed around a bill showing the spike in usage under the prior owner's last 2 billing cycles. Dan also pointed out that the estimates were based on the usage where the prior owner's consumption had spiked. Commissioner Antonucci explained that they would discuss this further and Anthony will contact him with their decision.

Christine then 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.

Audit #22820 in the amount of \$170.86 payable to Gloversville True Value needed to be voted on with Commissioner Capano having to abstain from voting to approve.

Commissioner White made a motion to approve Audit #22820 in the amount of \$170.86 payable to Gloversville True Value. The motion was seconded by Commissioner Antonucci.

<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	

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Christine then 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 Antonucci.

Audit # 22775 in the amount of \$75.00 payable to Gary Antonucci DBA Wood & Lock needed to be voted on with Commissioner Antonucci having to abstain from voting to approve.

Commissioner Capano made a motion to approve Audit# 22775 for the total amount of \$75.00 payable to Gary Antonucci DBA Wood & Lock. The motion was seconded by Commissioner Isabella.

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

The remaining audited bills were presented and reviewed:

Fidelis Care	-557.71
United States Postal Service	-330.00
JH Consulting Group Inc	-4,464.00
Bobcat of Gloversville-Johnstown LLC	-90.84
CDPHP	-21,862.50
Century Linen Service, Inc	-45.50
Christopher R Jablonski	-30.00
Commissioner of Finance	-1,957.75
Core & Main	-2,753.75
Cranesville Block Company Inc	-63.25
Data West Corporation Inc	-720.00
Emmons Metro LLC	-1,470.00
Empire BlueCross Retiree Solutions	-7,055.52
Ferguson Enterprises LLC	-1,550.62
Frontier Communications Corporation	-131.94
Gorman Bros Inc	-634.25
H & M Equipment Co Inc	-61.59
Hummel's OP Inc	-145.89
Kinsley Equipment Company Inc	-684.77
Master Meter Systems	-316.68
National Grid	-2,173.53
NBT Insurance Agency	-482.00
Pleasant Square Volunteer Fire Department	-50.00
Robert C Cooper	-4,665.00
Runnings Supply Inc	-129.64
Ti-Sales Inc	-286.10
WB Mason Co Inc	-562.17

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Hach Company Inc	-508.00
Aflac	-3,680.91
Petty Cash	-137.28
Allegiance Trucks	-782.71
Amrex Chemical Co Inc	-3,847.50
Century Linen Service, Inc	-45.50
Christopher R Jablonski	-827.50
Daily Gazette	-345.80
Frontier Communications Corporation	-789.76
HL Gage Sales Inc	-599.12
Mayfield Central School	-49,349.89
Metropolitan Industries Inc	-90.00
National Grid	-34.36
S & J Enterprises Inc	-201.72
Slack Chemical Company Inc	-7,430.04
Spectrum	-107.98
Ti-Sales Inc	-1,564.58
WB Mason Co Inc	-235.67
Twin Bridges Waste & Recycling LLC	-137.50
Ashleigh Studier	-472.20
Diaz Rodriguez & Ramona Del Carmen	-278.32
Fidelis Care	-557.71
United States Postal Service	-1,147.90
United States Postal Service	-330.00
Bobcat of Gloversville-Johnstown LLC	-2,095.10
Century Linen Service, Inc	-45.50
Christopher R Jablonski	-30.00
Commissioner of Finance	-2,081.84
Daily Gazette	-37.44
Data West Corporation Inc	-720.00
Frontier Communications Corporation	-131.94
Fulton County Dept of Waste	-17.16
Holland Company Inc	-10,277.60
Howell Benefit Serv, WEBSURANCE TRUST	-612.11
Jeffrey F Lehner dba JFL Inc of Fulton Co	-314.39
JH Consulting Group Inc	-2,476.00
Kingsboro Lumber Co Inc	-138.69
Lowe's	-331.55
National Grid	-1,939.18
NBT Credit Services	-594.25
Runnings Supply Inc	-674.07
Santander Bank N.A.	-30,531.50
Sherwin-Williams Co	-873.50
Telecon Wireless	-486.16
Ti-Sales Inc	-1,199.00

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Treasurer Gloversville School District	-121,576.96
VWR International LLC	-355.09
WB Mason Co Inc	-242.20
Payroll Account NBT Bank	-23,437.99
Payroll Account NBT Bank	-1,724.65
Payroll Account NBT Bank	-22,453.13
Payroll Account NBT Bank	-1,649.39
Payroll Account NBT Bank	-21,801.27
Payroll Account NBT Bank	-1,599.44
Payroll Account NBT Bank	-20,328.65
Payroll Account NBT Bank	-1,484.39
Payroll Account NBT Bank	-19,774.90
Payroll Account NBT Bank	-1,442.02
Payroll Account NBT Bank	-19,676.58
Payroll Account NBT Bank	-1,434.48
Payroll Account NBT Bank	-23,012.46
Payroll Account NBT Bank	-1,692.16
	-466,069.69

CAPITAL PROJECT AUDIT:

C.T. Male Associates	15,352.50
Core & Main	5,206.50
Cranesville Block Co Inc	466.49
Cushing Stone Company Inc	1,425.10
Env Design Partnership, LLP	3,781.25
Gorman Bros Inc.	1,371.25
Grant Street Construction	28,956.00
Runnings	63.57
Ti-Sales Inc.	12,623.60

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

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

Christine explained that the Board missed approval of the Capital Project Audits for February 28, 2023. They were as follows:

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CAPITAL PROJECT AUDIT: February 28, 2023

Board of Water Commissioners – Lead Line Reim Labor -	\$13,841.00
Board of Water Commissioners- Lead Line Reim Clerk Labor -	\$ 924.96
Board of Water Commissioners – Lead Line Reim Equip-	\$ 8,639.36
Board of Water Commissioners- Lead Line Reim Labor-	\$ 2,861.68
Board of Water Commissioners- Lead Line Reim Equip-	\$ 453.78

A Motion was made by Commissioner Capano that the audited bills for February 28, 2023, as listed above, are ordered paid. The motion was seconded by Commissioner Antonucci.

<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	

A motion was made by Commissioner Isabella to approve the Minutes of the July 11, 2023, meeting. The motion was seconded by Commissioner Antonucci.

<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	

Superintendent's Report

Superintendent Mendetta discussed the following Project Updates with the Board:

1. Meter Project

Final notices were sent out to District #2 residents to be received by 9/15/23 due to non-compliance with 7 days to respond. These properties will be shut off after 9/25/23, per the City Charter if they do not comply with getting their new meter installed. In-house shut offs for non-compliance have been completed in District #3. District#1 currently has approximately 30 meters installed per day. There are about 500 meters left to complete this project. Due to the shut off notices and Facebook posts, more people are calling Hydro for appointments. The meter project should be completed in a month or two.

2. Jackson Spillway Project

The Jackson Spillway Project has wrapped up. The Superintendent attended the Council Meeting last Tuesday to thank the Council on behalf of the Water Board for their assistance with the CDBG grant. Anthony also went over the significance of the project and upgrade since this is the biggest and best raw water source for the city. There were some revisions that needed to be made to Payment Application #3 which were sent back to Keller. Because of some

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quantities and unit prices that have been trending lower, we added a change order for the rehab of the concrete apron at the Spillway which shouldn't change the final contracted project price. There will be one final Payment Application to wrap things up for this project.

3 WQIP Grant

The DEC WQIP Grant Application for our Jackson Summit Reservoir Gate House and Low-Level Drains Restoration/Replacement Project has been submitted by C.T. Male. There should be an award announcement for this Grant by late Fall.

4 Filtration Plant Project

We have a meeting next week with Jade Stone who is going to be our MWBE electrical engineer, contracted through CT Male, to go over Phase#1 Design of the Plant Rehabilitation Project. Phase#1 includes installation of solar panels, rehab of our wash waste valves, coating of pipes in our pipe gallery, and hardware in the basement. A walk-through was done so that we could be thorough with the plans and specifications as to all that we expect to be included in the contract.

The Board would like money to be set aside in a reserve fund for future removal costs of the solar panels when they become obsolete. The anticipated life span of solar panels is twenty years. The Superintendent will investigate this and get back to the Board.

The brush pile in the solar field will be taken care of by the Pleasant Square Fire Department under a controlled burn on Saturday, 9/30/23. The solar contractor will be responsible to clear out any stumps left behind.

Per EFC, we are ok to move forward with design portion of our engineering contract with C.T. Male. We are waiting for required documentation from the Commissioner of Finance to officially start the work. The grant needs to be in place with the EFC and SRF financing needs to be secured before any funds can be disbursed. SRF financing through the State is at a 40% share, with zero interest on a 1/3 of the costs and 2/3 based on a subsidized reduced interest rate which is based on population and poverty rate for our City.

5 Lead Line Service Contractor Project

For our In-house Lead Line replacements, we have five Lead Line replacements left to complete off of the original Lead Line Replacement request list. The independent contractors completing their lead line services have two left to finish on Third St. This would be a total of twenty-two replaced by the contractor for \$110,000. The City will now be able to pave Third Street and we won't have to dig up the street again. The cost included labor and a small amount of restoration for sidewalks.

6 Global Industries

The Superintendent received a call to buy our used water meters. The offer is \$2.25 for the 3,185 5/8" meters; \$2.50 for 201 3/4" meters; and \$4.50 for 57 of the 1" meters. This would be a total of \$7,914 for the used meters. The other options would be to hold a contractor bid or scrap them ourselves. If we scrap them, we will have to take them apart and that would be labor intensive and not cost effective. The company would come, inventory the meters, and cut a check on the spot.

A motion to sell the meters at the above stated prices was made by Commissioner Capano and the motion was seconded by Commissioner Antonucci.

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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	

7. Tree Removal

Only one tree service responded to our request for quotes on tree removal at the caretaker's house on Norboro Rd. The quote from Unlimited Heights included removal of two large oak trees and trimming of the Oak tree with branches hanging over the Garage. The price will be \$2,500 with no clean up. Andrew stated that he would do the clean-up and re-purpose the wood. The price would be \$4,600 with clean up. Bentley Tree Service came in at \$1000 for tree trimming only. No other tree service companies responded to the many attempts to get quotes.

A motion to accept the quote for tree removal without clean- up at a cost of \$2,500.00 to be completed by Unlimited Heights at the caretaker's house on Norboro Road was made by Commissioner Antonucci. 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			
Capano	X			
White	X			
Chittenden			X	

8. Dump Truck

The plow truck was sold, and the dump truck was moved to the Watershed. The dump truck needs a push plate and wiring for the controller. A quote from Bobcat came in at \$2,612. We are re-using the plow from the truck we sold.

A motion to accept the quote from Bobcat to make repairs to the Dump Truck in the amount of \$2,612.00 was made by Commissioner Isabella and 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 Superintendent made the Board aware that Kolin would also like to get a quote for sander repairs and will be bringing this to the Budget Meeting next month.

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9. Negotiations

Due to contract negotiations coming up, the Superintendent reminded the Board that in January asked for a Negotiations Committee of two Board Members. Commissioners Capano and White agreed to be on the committee that will meet on 10/10/23. We also need a Budget Committee. Commissioners Antonucci and Isabella agreed to be on the Budget Committee that will have its first meeting on 10/17/23. Our Broker CDL Insurance said that Health Insurance rates for the first quarter don't usually come out until sixty days prior to 1/1/24.

10. Log Sale

They will be marking for a log sale before the end of the year. They will be marking an area of pine trees at the Rice Watershed.

Clerk of the Board's Report

The Clerk of the Board has requested adjustments to the following bills:

1. **141 E Fulton St** - adjustment per Sewer Board for piping failure, \$108.92 Credit to Sewer.
2. **109 Prospect Ave-** adjustment due to estimate being too high. Water credit \$12.71, Sewer credit \$7.72, and Infrastructure credit \$2.48.
3. **88 Second Ave** - adjustment due to estimate being too high. Water credit \$221.20, Sewer credit \$132.33, and Infrastructure credit \$42.49.
4. **14 Yale St** -adjustment due to estimate being too high. Water credit \$6.43, Sewer credit \$3.90, and Infrastructure credit \$1.26.
5. **18 Littauer Place-** adjustment due to minimum billed in error. Water credit \$125.43 and Sewer credit \$41.10.
6. **237 Kingsboro Ave-** adjustment due to gallons meter. Water credit \$60.08, Sewer credit \$208.68, and Infrastructure credit \$73.26.
7. **23 Fay St** -adjustment due to estimate being too high. No water credit. Sewer credit \$67.82, and Infrastructure credit \$21.81.
8. **280 E Fulton St-** adjustment due to estimate being too high. Water credit \$69.78 and Water Infrastructure credit \$1.83.
9. **84 E State St** - adjustment per Sewer Board for piping failure. Sewer credit only \$5,969.15.
10. **21 Fifth Ave** - adjustment per Sewer Board. Sewer credit only \$595.06.
11. **4 Oakland Ave** - adjustment due to meter read error. Water credit \$163.97, Sewer credit \$98.67, and Infrastructure credit \$31.69.

A motion to approve the above noted adjustments was made by Commissioner Antonucci and 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			
Capano	X			
White	X			
Chittenden			X	

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Old Business - 29 E 11th Ave – The Board discussed the request for relief made by Mr. Mason at the beginning of the meeting.

The last six bills were estimated, based on the prior owner’s usage. The new owner acknowledged that he saw that his bills were being estimated. The Board discussed whether a time limit should be put on disputing bills. The Sewer Department gives 30 days to dispute their charges and other municipalities give between 60 and 90 days to dispute bills. The Board agreed there needs to be a set formal policy for disputed bills. The Superintendent suggested that we adjust only the last bill because we have no idea what past usage was at the property. We know actual usage since March because that is when his new meter was installed. The owner thought that the high bill could have been due to a tenant that was being evicted even though he stated he did see that it was an estimated bill. In reality we have no way of knowing if they were using more than was estimated. Christine also pointed out that the customer admitted to seeing that the bills were being estimated, he just assumed that his tenant was running the water as he was trying to evict them.

The EPA standards of water use is 2 gallons of water per person, per day. We can only verify usage for the past six months. If the new owner had provided access to the meter earlier, we could have changed it out. The owner had a responsibility to contact us about the bill since we must base it on past usage, which was a previous owner’s usage. We cannot verify how much usage there was or when the leak the prior owner had was fixed. The meter is not changed out simply because there is a new owner. We only change the owner stated on the deed when there is a transfer or ownership. A policy for disputing bills will be drawn up for the next Board meeting.

A motion to deny an adjustment to prior Water Bills issued for 29 E. Eleventh Avenue was made by Commissioner Antonucci and the motion was seconded by Commissioner Isabella.

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

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

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

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