

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – OCTOBER 14, 2020

The Regular meeting of the Board of Water Commissioners was held and brought to order at their offices, at 67-83 South Main Street, Gloversville, NY on October 14, 2020 at 6:00 PM with President James Robinson presiding.

Roll Call

Commissioners-----

Robinson	PRESENT
Antonucci	PRESENT
Isabella	PRESENT
Mauro	PRESENT
Shell	ABSENT

Others in Attendance: Water Superintendent; Anthony Mendetta; Clerk of the Water Board; Christine Linart; Mayor; Vince DeSantis, Chief Plant Operator; Andrew White, Chad Kortz and Jake Gordon from C.T. Male.

The audited bills were presented and reviewed.

United States Postal Service	-628.30
Chris Ashbey	-180.00
Debra Barnes	-71.56
Century Linen Service, Inc	-35.00
Commissioner of Finance	-1,176.94
Cranesville Block Company Inc	-167.26
Emerich Sales and Service Inc	-414.39
Ferguson Enterprises LLC	-81.43
Florida Blue	-444.80
Frontier Communications Corporation	-757.08
Fulton County Dept of Waste	-50.64
Gloversville True Value	-125.67
Hach Company Inc	-813.81
Holland Company Inc	-12,586.10
JH Consulting Group Inc	-1,416.00
Mayfield Central School	-48,477.26
MVP Health Care Inc	-22,001.55
MVP Select Care Inc	-50.00
Stephen Miller General Contractor Inc	-636.21
Treasurer Gloversville School District	-121,613.91
Commissioner of Finance	-982.87
Empire BlueCross Retiree Solutions	-7,463.82
Ferguson Enterprises LLC	-2,014.94
Florida Blue	-172.50
Frontier Communications Corporation	-88.51
James Senzio DBA Fulton Co Electrical	-4,009.00
JC Smith Inc	-720.33
Kingsboro Lumber Co Inc	-130.73
NBT Insurance Agency	-18.80
National Grid	-1,770.88
Nethaway Motorcar Co LLC	-54.34
POLLARDWATER	-75.80
Runnings Supply Inc	-218.66

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Sacandaga Enterprises LLC	-39.95
Security Supply Corp	-243.09
Telecon Wireless	-735.04
Thatcher of New York	-5,376.00
USA Bluebook	-1,599.78
WB Mason Co Inc	-186.72
William B Collins Co	-52.22
Christopher Satterlee	-325.00
Gary Antonucci DBA Wood & Lock	-404.12
United States Postal Service	-550.00
Century Linen Service, Inc	-35.00
Derby Office Equipment Inc	-280.00
Ferguson Enterprises LLC	-1,510.46
Shannon Chemical Corporation	-4,751.04
Slack Chemical Company Inc	-1,952.00
Gary Antonucci DBA Wood & Lock	-95.00
Gary Henry Jr	-200.00
Daniel Batease	-200.00
Frontier Communications Corporation	-625.27
National Grid	-389.47
Runnings Supply Inc	-142.10
S & J Enterprises Inc	-168.50
NYS Unemployment Insurance	-92.19
Big State Industrial Supply	-104.30
Century Linen Service, Inc	-35.00
Christopher R Jablonski	-289.99
Dig Safely New York, Inc	-42.00
Emerich Sales and Service Inc	-45.51
Emmons Metro LLC	-1,782.00
Ferguson Enterprises LLC	-2,331.88
Frontier Communications Corporation	-131.94
Fulton County Dept of Waste	-17.21
Gloversville True Value	-93.01
Jeffrey F Lehner dba JFL Inc of Fulton Co	-41.00
JH Consulting Group Inc	-1,488.00
John's Auto	-580.82
Kingsboro Lumber Co Inc	-37.65
Liquid Engineering	-7,975.00
MVP Select Care Inc	-50.00
National Grid	-24.07
Nethaway Motorcar Co LLC	-309.75
Philip Beckett CPA PC	-4,687.50
POLLARDWATER	-11,414.50
Security Supply Corp	-900.03
Telecon Wireless	-451.35
Ti-Sales Inc	-139.00
United States Postal Service	-630.15
USA Bluebook	-1,707.85
WB Mason Co Inc	-326.68
Payroll Account NBT Bank	-22,431.39

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Payroll Account NBT Bank	-1,674.46
Payroll Account NBT Bank	-17,660.30
Payroll Account NBT Bank	-1,309.57
Payroll Account NBT Bank	-16,983.18
Payroll Account NBT Bank	-1,257.67
Payroll Account NBT Bank	-16,938.23
Payroll Account NBT Bank	-1,254.24
Morgan White Administrators	-666.11
Frontier Communications Corporation	-311.01
Morgan White Administrators	-666.11
Frontier Communications Corporation	-311.01
Payroll Account NBT Bank	-17,904.86
Payroll Account NBT Bank	-1,328.25
NBT Bank HRA ACCOUNT	-10,000.00
Payroll Account NBT Bank	-17,060.77
Payroll Account NBT Bank	-1,263.63
	<u>-414,059.02</u>

CAPITAL PROJECT AUDIT:

Gorman Bros Inc.	-706.32
Cranesville Block Co Inc.	-312.25
Board of Water Commissioners	-739.68
Board of Water Commissioners	-37.99
Puthaven Farms	-162.00
SPHS Jtown (Security Supply)	-133.19
Board of Water Commissioners	-5,840.00
Board of Water Commissioners	-4,257.96
Board of Water Commissioners	-24,590.60
C.T. Male Associates	-6,513.88
C.T. Male Associates	-2,670.00
C.T. Male Associates	-3,540.00
C.T. Male Associates	-1,500.00
RMB Mechanical Inc.	-48,584.90
DN Tanks Inc.	-118,577.62
Puthaven Farms	-648.00
Ti-Sales Inc	-1,083.36
Runnings	-54.99
Gloversville True Value	-6.99
Ferguson Waterworks #576	-1,344.92
SPHS Jtown (Security Supply)	-50.49

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

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

The minutes for the last regular meeting held on September 14, 2020 were presented, and a motion was made to accept the minutes by Commissioner Mauro. The motion was seconded by Commissioner Isabella.

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

At this time in the meeting Mayor DeSantis wanted to address the Board concerning the Water Bill for a County Demolition property located at 272 Bleecker Street. Mayor DeSantis wanted to urge the Water Board to forgive the excessive water bill due on 272 Bleecker Street. The Mayor received an e-mail again from the County Treasurer asking him to ask us to forgive this bill. At the time this bill was generated, the property at 272 Bleecker Street had been abandoned and the water left on. When the weather broke, the pipes then burst causing a \$4,700 water/sewer bill of which approximately \$2,000 is water charges. The Mayor told the Board that they now have more control over abandoned properties in the City with a new ordinance that has been adopted and hopes to be able to keep better track in the future so that this does not happen again. The Mayor also mentioned that the City now has a Neighborhood Quality Administrator (NQA) at the Fire Department who is keeping track of these properties as well. The Mayor then went on to stress that there is currently a real partnership between the City and the County to try and either rehabilitate our City properties that have been abandoned or to demolish them. The Mayor specifically outlined the following issues that the County has been partnering and cooperating with the City to address and improve upon.

- 1) The City has a non-profit organization (GHNIC), who along with the City and County are targeting the Burr Street area. The County has given this neighborhood improvement organization 10 or 12 vacant properties. GHNIC would like to eventually create a land bank, demolish these houses, and market the lots for new development.
- 2) The County also conveyed to the City 10 properties that they have went out to bid to demolish. The City will now have 10 vacant lots of which ½ are nice building lots for new construction.
- 3) The County also helped the City Demolish the old Glove Factory on 70 Division Street, which was a huge dangerous building. The County also demolished 6 other houses in the City this year at their own expense.
- 4) Mayor DeSantis then told the Board about a Pilot Program that they are trying to start with the State of New York and Home Security Renewal of NYC. The State and HSR are extremely interested to use Gloversville in their Pilot Program that is looking to expand affordable housing in upstate NY. The Mayor has been working on an idea to allow us to circumvent the County Auction process by paying the County what they are owed on these properties, demolishing ones that are too far gone and rehabing others that can be rehabilitated. Earlier this year they were approached by an English company called Etopia who specialize in building energy efficient hi-tech houses (smart houses). Etopia claims they can build a Single Family 3-bedroom, 2 bath home on a slab for less than \$120,000. The City has been in contact with them and wants Etopia to build a house in Gloversville, so that they can not only see the house and make sure it is up to standards, but also see if it can really be built for \$120,000. In talks with Etopia, the City negotiated with the County and got them to agree convey the property on 54 Forest Street to Etopia to build one of their houses. The County conveyed this property to Etopia at no cost. The Mayor feels that this

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is a giant step forward as these houses could be just what they need to move ahead with the pilot program for affordable housing.

The Mayor wanted to outline the County's recent cooperation as to make the Water Board understand why he is asking the Board for forgiveness on the Water Bill for 272 Bleecker Street. The Board then went on to explain that they most definitely want to have a good relationship and work with the County, but they also wanted him to understand that this bill was due to the County's negligence because they did not inform us that the house was vacant so that we could turn the water off and prevent this type of leak. Christine, Anthony and the Board went on to explain that with this bill in particular we turned the water off after the County took ownership and we were told by the County to turn it back on due to someone still living there. The County then never followed up with us to let us know that the tenant had left which caused the pipes to burst causing an excessive Water/Sewer bill. The Mayor admitted to lack of communication and oversight but assured the Board that they now have procedures in place through the NQA, Fire Department and the County to solve these issues. The Mayor also noted that now they have new regulations in the City Charter whereby they can step in and declare houses uninhabitable to get some of these people out of these houses while coordinating with DSS and the Housing Authority for re-placement. Anthony then stated that we just don't want to set a precedent that we are going to forgive these bills if the lack of communication continues as we do not have the resources to keep track of the County owned properties. Anthony and Christine also reminded the Mayor that we can not forgive the Sewer portion of the bill. The City would have to contact the Wastewater Treatment Plant. The Board agreed to discuss this request and get back to the Mayor with their decision.

Anthony then had a couple of items he wanted to discuss with the Mayor and the Board. Anthony addressed the Mayor and told him that we were incredibly grateful to the City for letting us go for the CDBG Grant this year for our Jackson Summit Spillway project. However, due to COVID-19 no funding was announced for this year. Anthony spoke to Nick Zabawski and was told that there will not be any funding awarded this year. Anthony just wanted to ask the Mayor if the City had any plans for major infrastructure projects in 2021 or if they may be willing to let us go for this grant again in 2021. The Mayor admitted that the Council felt last year that the Stabilization of the Dam and Spillway should have priority which made them decide to let us go for the grant. The Mayor did say that the City may be inclined to do so again, however he would need Common Council approval. The only thing that the City would like to do is to begin the systematic upgrade of their sanitary sewer system throughout the City over the next 5 to 6 years. Commissioner Mauro then wanted to let the Mayor know to notify the Water Department when this begins as we may want to partner with them to address water lines in the same areas at the same time. This may allow both departments to pool resources and upgrade our infrastructure at a lower cost to both departments. Anthony then asked for the Mayor's input regarding resolutions recently passed by the Common Council giving all City employees time off for Cancer Screenings and adopting a Sun Safety Policy for City Employees. The Mayor was very much in favor of the Water Department adopting these policies as well. Anthony then told the Board we could discuss this later in the meeting. Mr. DeSantis then thanked the Board and left the meeting.

Jake Gordon and Chad Kortz then addressed the Board with updates on our projects.

- 1) **Electrical Project** – the contractor S.C. Spencer will be at the Plant on Monday to begin work. Jake told the Board that he had to follow up on some revisions that needed to be made after our pre-construction meeting. Jade Stone provided us with the revised generator location and the specs for a New Electrical service into the side of the building. National Grid was also contacted to make sure the gas line was ok. National Grid will be replacing the pole.
- 2) **Fluoride Project** – C.T. Male and the contractor have been going back and forth the last couple of weeks regarding the change of scope of work to be done at the plant for the Fluoride Project. All the issues have been ironed out and the Contractor should be ready to go by Friday. The Contractor will have someone here soon to measure up the door and make sure it is the right thickness with a sweep on the bottom. The General Contractor RMB will have the revised hopper ready next week and hopefully begin to install it either next week or the week after. Jake stated that the Electrical work for the installation of the new valves was held up due to miss-communication between the integrator who will install the valves and the Electrician. The Electrician assumed they would be doing their work at the same time. Jake then reached out and informed them that we were out of fluoride and that we needed them here ASAP. Jake has not heard back from the electrician yet. In regards to the installation

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of the new hopper RMB will be back to move the piping and injection point to the other side of the machine, install a new valve at the injection point and install new copper piping and valve to machine at the new location. Commissioner Antonucci asked if they would be re-tapping the service on the other side. Andrew said no they would run pvc down from the service entry point then run flexible hose around the piping to the new injection point. Gary then asked if Andrew was happy with that and asked Jake why they were not going to re-tap the service. Jake stated that he felt the solution they came up with was a good one. Gary then asked if there was any downfall to this and Jake did not seem to think so. Anthony also mentioned that the tapping contractor did not want us to have another hole in the pipe that we would have to plug. Jake then also stated that the contractor mentioned not wanting to do a new tap at the new location due to the raised lettering on the pipe as is could weaken the structure. Jake asked Gary if he wanted him to pursue it further and he said no. Anthony also confirmed with Jake that if we ever had a problem with the hose kinking, we could go back to the contractor and have it addressed. Gary's main concern was someone hitting the flexible hose because it sticks out. Andrew assured him that it wont stick out that far once the other new equipment is installed. Jake then stated that the contractor was there measuring up the room for paint and gave the Board some color swatches to decide on.

- 3) **Tank Project-** Jablonski has substantially completed his work and Jake has recommended that they submit their final payment application. DN Tanks has not fully completed site restoration they have 50% grass growth on site They want to try to rectify this before bad weather hits.

At this time in the meeting Jake and Chad needed to discuss with the Board again the lack of water use at the Eagle Street Tank Site and some possible solutions for this issue. Jake discussed some ways that they had tried to troubleshoot why the water was not being used out of the tank:

- 1) Chad and Jake came up with a game plan to troubleshoot some areas and come up with some different scenarios to mimic installation of automated valves in the system.
- 2) We had found some pressure reducing valves on Eagle Street and Hill Street that we tried to bypass to see if that would make a difference in tank water usage, but it did not help.
- 3) Jake requested that we shut the valve at the inlet of the tank at night to see what water we could force out of the Tank. Jake wanted to do this to mimic a scenario where a check valve would be installed to prevent water from going out the inlet side of the tank. Jake feels that what might be happening because of the pressure in our system is that the Altitude valve is remaining open instead of closing and letting water come through the inlet valve of the tank. This water is not being metered. Also, this water would be fresh water which could be leading to increased residual issues. Furthermore, when we get a reading of using 30,000 gallons, we could be using 90,000. Anthony suggested that we shut the inlet valve off for a week and calculate how much water was used out of the tank and then average it to get our daily use.
- 4) Jake was very confused that after running a 16-hour test where they shut the inlet valve off overnight, in the morning the clear well was down but the tank was still full. Andrew then said they tried running the clear well at a lower level and nothing changed. Andrew was also concerned that when we recently had a huge water main break the clear well went down to 5 ft and the tank did not go down at all.
- 5) C.T. Male then did another 24-hour test with the butterfly valves at the intersection of Eagle Street and S. Kingsboro Ave completely open and for some reason the clear well dropped and the tank again did not.
- 6) It was discussed again that we could try closing the main transmission lines to the clear well and see if the tank will take over. However, there is concern about trying to operate these valves that have not been operated in years.
- 7) Andrew mentioned the possibility of cutting water supply off to the 5th Ave Tank and possibly the Tryon Tank in order for more water to be used out of the Eagle Street Tank. Anthony said he spoke to Sarah at DOH and she was not thrilled with the idea but may be open to it if need be. Chad then came up with some issues with shutting down these tanks. First of all, even though

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Tryon does not need the tank to service them for regular water use. Putting the tank off-line would not allow the area public fire protection because there would not be enough pressure without the tank. Chad definitely would take a look at the plans for the Fifth Ave tank however we may not be able to get rid of it because he thinks it might have been put there to solve pressure issues in that area. Chad thinks that if this is the case, we might have the same issue with the lack of enough pressure without the tank for fire protection. Also, getting rid of the Fifth Ave tank may not help because this tank is a small 250,000-gallon tank.

- 8) Anthony asked if there was a way C.T. Male could determine the actual usage zone for the Tank. Chad said not without a very sophisticated study that would be overly expensive. He also mentioned what is called a tracer model where you would put a harmless dye in the tank and then survey the residents to see where the water is going. This kind of study has not been done in years.
- 9) Anthony then asked, how can we move forward with a pump station, when we do not know exactly where the water is going from the tank. Chad explained that we could do this in 2 ways. First, we could install a pump station at Eagle Street to service that specific area. Do a survey of the houses in the area to determine the estimated flow needed and create a separate pressure zone for these specific houses. Secondly, we could install a pump station and utilize the Tank as storage for this area. We would pump water from the tank at a higher pressure than the clear well to service this specific area. This would force water from the tank to supply this service area.
- 10) Anthony suggested that the second idea to take water from the tank sounds like it could solve both of our problems by first increasing pressure in the Eagle Street area and also allow us to use more water from the tank. Chad agreed but if we were going to increase our pressure like this, we may have to reactivate some of pressure reducing valves on Eagle Street and service the pressure reducing valves on S. Kingsboro Avenue. Anthony also suggested that we may want to install one on the corner of South Main St. and Harrison.
- 11) If we go with the first option, we possible would have to run new waterlines or we may be able to use our existing water mains. Anthony again asked that C.T. Male include all the information relating to both options be added to our Engineering Report/Study.

Before having Jake and Chad leave the meeting, Anthony had one more project that he wanted Chad and Jake to go over, the Lagoon Rehabilitation Project. Jake told us that he is about 40% through his report at this time. Jake has also consulted with their wastewater engineer to go over the plans for this project. Jake feels that the preliminary budget figure for this project to be approximately \$120,000. Anthony also mentioned that we may want to increase the volume that the lagoons will be able to hold to account for if we have a substantial increase in water demand. We also discussed how increased volume might affect the size of the bags we might use if we decide to implement a bagging system for cleaning out the Lagoons. With the bags it will create a barrier so that the top layer of sludge can be removed without compromising the material underneath. At this time Jake and Chad thanked the Board and left the meeting. Andrew also left the meeting.

Superintendent's Report:

Superintendent Mendetta discussed the following issues with the Board:

- 1) **Tank Plaque**- The plaque mounted to the stone will be here next week. It will be set one day during the last week of October. Before the next Board meeting Anthony would like to have the Board meet at the tank site for the unveiling of the plaque.
- 2) **Log Sale** - F&W is marking another Timber Sale at Cameron Reservoir starting next week. The projected revenue from this sale could be between \$300,000 to \$350,000 according to Wayne Tripp. This sale is in a spot that they did not believe was accessible in the past. However, they have worked out a deal with the adjoining landowner for access if we give him some firewood in exchange. F&W are also working on a future log sales revenue projection for 2021.

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- 3) **Rehab Control Pond/Old Valve Building** - Dan's Excavation has taken the old valve building down across from the plant. They formed and poured the wing walls and an area of the Spillway today. Dan's plans to come back next week to finish pouring the top cap of the spillway. Next year we will need to budget to have the remaining restoration of the old valve building done at a cost of approximately \$25,000.00. Commissioner Mauro then mentioned us having to take care of the Control Pond across from the Plant. Anthony told the Board that included in his 5-year capital plan that he distributed to the Board was the addressing of the Control Pond. Anthony also included our list of vehicles and a plan for replacement. We will be discussing these issues in our upcoming Budget meeting which Anthony had set for November 9, 2020.

- 4) **Budget Meeting** - Anthony informed the Board that he has gathered a wish list from each department for their budgets for next year. He will give these to Christine, and she will prepare a preliminary budget which will be sent to each Board member to look over before the budget meeting. Hopefully, by having the Board be able to look at it prior to the meeting, we will be able to save some time. Speaking of the budget, Anthony admitted that he pushed Jake for preliminary figures for the Lagoon project as he feels that we will have to at least address one of them next year as they are on borrowed time. Anthony has also been pressing Jake for an alternative to rebuilding the current lagoons the same way they were done in the past. If there is a better new technology out there for these, we might be willing to spend the extra money if they are going to hold up better in the long run. Last time the Lagoons were rehabbed was in 1987. Anthony then went over the bagging system for the lagoons again which will prevent operators from compromising the drainage underneath by removing the bags from the lagoons when full.

- 5) **Dicruttalo Property Tree Report** - We received a report concerning Water Department Property Trees that are bordering the Dicruttalo property at 289 Norboro Road. The report was from a certified arborist on behalf of the Dicruttalos. The Report cited several dead and decaying trees located on Water Department property. The trees are behind our fence on our property that borders the Dicruttalo's property, house, and garage. The report recommends that the Water Department remove these trees as they pose a threat to falling and damaging the Dicruttalos house or garage. We then followed through and had a report done by our Forester F&W. F&W agreed that there are 3 large white pine trees that are dying and are overmature. F&W agrees that removing these 3 trees is recommended to prevent any damage. Anthony also found out that the DPW Director is a certified arborist as well and he recommended that we take down these 3 white pine trees. Anthony informed the Board that the logger that is currently up at the Water Shed would be willing to cut these trees down for us. We are not sure of the cost or if they would be willing to do this for free. Anthony has also instructed Bernie and Kolin to cut some of the limbs from the remaining trees away from our fence line to prevent them from falling and damaging our fence. These tree limbs are not in danger of landing on the Dicruttalos property only our fence.

A motion was made by Commissioner Isabella to have the Superintendent contract with our logger to remove the dangerous trees on Water Department Property adjoining the property located at 289 Norboro Road. The motion was seconded by Commissioner Mauro.

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

- 6) **Cleaning Bids/Fluoride Room/Coal Room**- Anthony, at the Boards request, got another estimate for the Cleaning of the Fluoride off the windows at the plant, cleaning of the coal room and removal of chemicals. The second estimate he received was from Clean Harbor. They quoted a price of \$4,642.67 to clean the Fluoride off the windows and the coal room and quoted a price of \$3,143.79 to remove the chemicals. After further investigation it was found that the buckets of chemicals were non-hazardous, so Anthony invited back Advanced Cleaning and Restoration Services to give us an updated quote

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for the work. Advanced came back with a price of \$2,340.43 for the entire job as they were able to lower their original price due to the Chemicals being non-hazardous and not having to take them to a special facility for disposal

A motion was made by Commissioner Mauro to allow the Superintendent to contract with Advanced Cleaning and Restoration for the cleaning of the fluoride off the windows, cleaning of the Coal Room, and removal of non-hazardous chemicals at the Filtration Plant at a cost of \$2,340.43. The motion was seconded by Commissioner Antonucci.

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

7) **Water Bill 272 Bleecker Street** - The Board discussed the Mayor's request to forgive the Water portion of the bill on county owned demolition property located at 272 Bleecker Street. The Board members expressed their hesitation to do so as it was the county's negligence which caused this excessive bill in the first place. Anthony wanted to be re-assured that if we forgive this bill, we do not want to set a precedence to do this again if there continues to be lack of communication and follow up on the county owned foreclosure properties. Commissioner Mauro also stressed that we put it in writing that this is a one-time only action by the Board to show our cooperation with the City and County but that it should not be taken as setting a precedent for the future if the County does not put in place procedures for better communication and oversight on their City foreclosure properties. We would also need to advise them that they would have to contact the Sewer Board for any reduction to the Sewer portion of this bill which is approximately \$2,000.

A motion was made by Commissioner Robinson to approve the forgiveness of the Water portion of the bill for 272 Bleecker Street in the amount of \$2,656.68 which includes interest and penalties. The motion was seconded by Commissioner Isabella.

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

8) **Resolution for time off Cancer Screenings** - Anthony gave the Board some background on a proposed resolution for giving employees time off for Cancer Screenings. Last year the State approved 4 hours off per year for all Civil Service Employees for Cancer Screenings. The proposed resolution that we would like the Board to approve would be similar to allow Water Department Employees 4 hours off per year as well. Anthony told the Board that this only covers screenings for the employees and not family members. Employees will also have to prove that they have been sent for a screening by their doctor. We will make up a slip for the doctor to sign just stating that the employee has been sent for a cancer screening. Anthony also told the Board that upon passing of this resolution, we will be in partnership with St. Mary's Cancer Prevention Center who will provide us with free Sun Safety supplies such as sunscreen, lip balm and free popup tents for workplace shade. We are also proposing a new Sun Safety Policy to encourage sun safety policies for the department.

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

RESOLUTION NO. 2020-13

RESOLUTION AUTHORIZING ALL FULL-TIME GLOVERSVILLE WATER DEPARTMENT EMPLOYEES TO TAKE LEAVE FOR CANCER SCREENINGS IN ACCORDANCE WITH THE PROVISIONS OF CIVIL SERVICE LAW SECTION 159-b

WHEREAS, all Full-Time Gloversville Water Works employees, according to Civil Service Law 159-b, may take up to four hours of paid leave without charge to leave credits each calendar year for screenings for all types of cancer, including physical exams, blood work or other laboratory tests for the detection of cancer; and,

WHEREAS, the Gloversville Water Department and the Board of Water Commissioners supports this law and encourages all Full-time employees to have cancer screenings as necessary; and,

WHEREAS, a doctor's note must be provided for each appointment accounting for the time sought to be charged to this leave.

NOW, THEREFORE, BE IT RESOLVED, that the Gloversville Water Department and the Board of Water Commissioners authorizes all Full-time employees to receive up to four hours of paid leave without charge to leave credits each calendar year for screenings for all types of cancers, subject to employees' submission of appropriate documentation.

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

Votes Taken:

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

Adopted: October 14, 2020

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

RESOLUTION NO. 2020-14

RESOLUTION ADOPTING THE POLICY FOR SUN SAFETY FOR OUTDOOR WORKSITES

WHEREAS, the New York State Public Employee Sun Safety Law, enacted on August 18, 2006, is an amendment to Section 218-a of the New York State Labor Law. It requires New York State agencies to provide sun safety information to their employees who spend more than a total of five hours per week outdoors; and

WHEREAS, the Gloversville Water Works is in support of the "Community Cancer Prevention in Action Program of Fulton, Montgomery, and Schenectady Counties" as a New York State Department of Health program supporting local cancer prevention and risk reduction interventions using a policy, systems and environmental (PSE) change approach; and

WHEREAS, skin cancer is the most common cancer in the United States with 1 in 5 Americans diagnosed; and

WHEREAS, in New York, 4,000 cases of Melanoma, the deadliest form of skin cancer, are diagnosed each year, with five hundred (500) New Yorkers dying from it each year; and

WHEREAS, the risk for developing skin cancer can be greatly reduced when certain precautions are practiced.

NOW, THEREFORE, BE IT RESOLVED, that the Gloversville Water Works is committed to promoting sun safety practices for employees; and be it further

RESOLVED, that the Gloversville Water Works hereby adopts the attached policy for Sun Safety for Outdoor Worksites to reduce the exposure to ultraviolet radiation (UV rays) which over time can increase the risk of developing skin cancer. The attached policy is an action to reduce the risk of skin cancer in the Gloversville Water Works; and be it further

RESOLVED, that the Gloversville Water Works supports the adopted Sun Safety for Outdoor Worksites policy by providing information and raising awareness in the community and among the Water Department's workforce to prevent skin cancer.

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

Votes Taken:	YES	NO
Commissioner Mauro	X	
Commissioner Robinson	X	
Commissioner Antonucci	X	
Commissioner Shell	ABSENT	
Commissioner Isabella	X	

Adopted: October 14, 2020

GLOVERSVILLE BOARD OF WATER COMMISSIONERS
MEETING MINUTES – OCTOBER 14, 2020

POLICY / SUN SAFETY / OUTDOOR WORKSITES – Gloversville Water Works

Rationale:

Skin cancer is the most common cancer in the United States. Exposure to ultraviolet (UV) radiation causes nearly all skin cancer cases. Gloversville Water Works is committed to the health and safety of its workers, including protecting our employees from the adverse effects associated with prolonged exposure to outdoor UV radiation. Encouraging and providing sun safety behaviors in outdoor workers helps create a healthy and safe workforce.

Policy:

This policy applies to every department/division, supervisor, and employee of the Gloversville Water Works, where outdoor work or work assignments are required and there is a risk of exposure to UV radiation because of these activities.

Hats, Protective Clothing, Sunglasses, and Sunscreen

Employees will be encouraged to wear sun-protective clothing that includes:

- Full-brimmed hats
- Long-sleeve shirts
- Full-length pants made of tightly woven fabric that is lightweight.
- Wear sunglasses that protect from 100 percent of UVA & UVB.
- Carry and use sunscreen and lip balm with a minimum of SPF 15

Environmental Controls:

Gloversville Water Works will provide shaded outdoor break areas for all employees.

Training and Communication:

All outdoor employees of the Gloversville Water Works will receive information on UV protection, sun safety behaviors, and/or skin cancer prevention.

Gloversville Water Works supervisors will receive UV protection, skin cancer prevention, and/or sun safety materials encouraging them to practice sun safety behaviors while on the job and role model to reinforce use of sun-protective equipment for employees.

Policy Monitoring and Review:

This policy is the shared responsibility of all Gloversville Water Works personnel. All employees are encouraged to communicate and partake in the necessary precautions of this policy during the working hours to prevent and reduce the risk of skin cancer.

Gloversville Water Works supervisors will understand, model, and encourage employees to follow the Sun Safety Policy guidelines. Gloversville Water Works will evaluate and revise this policy as needed.

Contact Regarding Policy:

Contact the Water Superintendent or Clerk of the Water Board with questions or concerns about the policy.

Date Policy Adopted: 10/14/2020

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

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9) **Meter Installations**- We are going to begin meter installations by contactless appointments only.

10) **Gate at Swan/S. Judson St.** - Anthony informed the Board that they had found a gate that was closed at the corner of S. Judson St. and Swan Street. This line had a leak years ago and was never repaired. When they turned the gate back on, they instantly heard from the Plant that we were using a lot of water out of the tank. We then found the leak and repaired it. Our guys then turned the gate back on and tied Swan Street back into that main 12" line which was using a large amount of water from the Eagle Street Tank. We then turned the Grandview Drive Pumps off thinking that maybe this would solve the pressure issues to that area while using water from the tank. We thought if this worked, we may not require a new pump station Grandview Drive. We were showing good signs for the first 2 weeks, then a resident called complaining about low pressure. We then had to turn the pumps back on so unfortunately this was not the result we were hoping for.

A Motion was made by Commissioner Mauro to allow the Superintendent to advertise for bids for Chemicals for the Filtration Plant for 2021. The motion was seconded by Commissioner Antonucci.

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

At this time Christine had a couple of requests for adjusted bills.

1) Request from 8 E. 11th Ave for us to reduce his bill down to a minimum charge. Resident claims the house has been empty for over 1 year. Christine estimated the bill based on the prior usage at this property. Bill was \$158.75. A new meter has now been installed and Christine would like to have Alvin get another read in a week or so and see if the house is really vacant and that they are not using water. Christine would like the Board to approve the adjustment as follows if the new meter read is consistent with the claim that the house is empty.

District#2- Credit Water (\$44.37); Credit Sewer (\$46.06) and Credit Infra (\$16.79) – Adjustment for Property at 8 E. 11th Avenue.

A Motion was made by Commissioner Antonucci to allow the Clerk to adjust the water bill as noted above for the property at 8 E. 11th Avenue. Adjustment to be carried out by the Clerk on the condition that an updated meter reading is taken and is shown to verify that the home is currently vacant giving us proper cause to reduce the prior estimated consumption of the bill. The motion was seconded by Commissioner Mauro.

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

2) Request from 7 N. McNab Ave for us to reduce his bill down to a minimum charge. When we last read meters in the District the 3MJ meter at this location would not read, so Christine had to estimate the bill. Alvin did get back into the property and got the actual read. However, this actual read was for usage that the prior owner had used. The property has since been sold and the new owner has completely gutted the plumbing and therefore has not used any water. Christine would like the Board to approve the adjustment as follows:

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – OCTOBER 14, 2020

District#1- Credit Water (\$58.55); Credit Sewer (\$53.79) and Credit Infra (\$19.71) – Adjustment for Property at 7 N. McNab Avenue.

A Motion was made by Commissioner Antonucci to allow the Clerk to adjust the water bill as noted above for the property at 7 N. McNab Avenue. The Motion was seconded by Commissioner Mauro.

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

3) Christine wanted to discuss a Letter from Tim Fonda from last meeting who owns a 2-Family Apartment building claiming that because of COVID-19 he can not evict the tenants who are not paying their rent. Mr. Fonda is requesting to defer the payment of the bill with no penalties until he can evict his tenants. Christine explained that according to the new State Law, after the COVID-19 State of Emergency ends, all of our customers will have 180 days to catch up their bills if they can prove they have had a financial hardship due to COVID-19. We also must allow anyone who can show COVID-19 financial hardship to get on a Deferred Payment Plan with no Penalties and no down payment required. The current State of Emergency has been extended to November 3, 2020. Christine also explained that we are going to have to send notices to any delinquent customers explaining that if they have a Financial Hardship due to Covid-19 that they can call us to get on a payment plan. Customers claiming COVID-19 hardship must fill out a form and Self-Certify that they have a hardship and will be made to fill out a Financial Statement. Christine wanted to ask the Board if we could start offering these deferred payment plans to other delinquent customers to include Mr. Fonda. Mr. Fonda wants us to defer payment and wants us to cap the bill to a reasonable level. The Board will not agree to cap the bill as Christine had a data log completed and his tenants are not using an excessive amount of water and not at this time running up his bill to an excessive level. The data log showed usage of 50 to 60 cu ft per day for a 2-Family home. We will advertise also in our newsletter for customers to sign up for these payment plans with the incentive for interest and penalties to be waived. Also, the Board decided that they would like to approve any deferred plans that are requested in the future on a case by case basis.

A motion was made by Commissioner Antonucci to allow the Clerk to offer a Deferred Payment Plan to Mr. Tim Fonda with no penalties for payment of his delinquent water bill for his property located at 11 E. State Street. The motion was seconded by Commissioner Robinson.

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

4) Resident from 436 N. Main Street had a major piping failure at her home. We sent an application to the Sewer Board for relief which was denied because the owner had a sump pump and drain in the basement. The sewer board would not give relief as they still had to treat the wastewater from the drain. This resident however did meet the criteria for Water relief. After using our formula for relief Christine asked the Board to approve the following adjustment:

District#2- Credit Water (\$109.47) – Adjustment for Property at 436 N. Main Street

Motion was made by Commissioner Isabella to allow the Clerk to adjust the water bill as noted above for the property at 436 N. Main Street. The Motion was seconded by Commissioner Antonucci.

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – OCTOBER 14, 2020

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

5) Christine informed the Board that our recent bid for our \$500,000 BAN to finish up the electrical project at the Plant came in at a .66% interest rate. This low rate was particularly good news. Anthony also mentioned that he has reached out to Jim Thatcher, our grant writer at C.T. Male to see if we can possible lump all our future projects into one pool and Bond for them now while the rates are low. Anthony wants to know that if we do these projects now, could we then still apply for grants and be reimbursed for the amount that we had spent. He will get back to the Board at the next meeting on this.

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

RESOLUTION NO. 2020-15

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM GENERAL FUND CASH ACCOUNT TO THE CAPITAL PROJECT 10-R CHECKING ACCOUNT

WHEREAS, The Gloversville Board of Water Commissioners will transfer moneys from its Cash account in the General Fund to its Capital Project 10-R Checking Account.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS, THAT:

RESOLVED, that there is hereby established a Capital Projects Fund 10-R which will be utilized by the Board of Water Commissioners in conjunction with said projects; Radio Read Meter Project for the purchase and installation of Radio Read Meters for majority of Water Department customers throughout the City of Gloversville and adjoining permissive use areas; Water Treatment Plant Replacement of Filter Box Equipment and Filter Media; Construction and or Purchase of New Water Department Service Facility, Water Treatment Plant Capital Improvements, Eagle Street Water Tank Replacement, Lead Service Line Replacement Project, Spillway Reconstruction at Jackson Summit Reservoir Dam, Grandview Drive/Eagle Street Pump Station, Water Treatment Plant Conditioner Rehabilitation/Replacement, and Water Treatment Plant Lagoon Rehabilitation/Replacement.

RESOLVED, that the Clerk of the Water Board is hereby authorized to transfer \$20,000.00 from the Cash account in the General Fund to the Capital Project 10-R checking account to pay expenses related to said projects included in the Capital Projects Fund.

RESOLVED, that this Resolution shall take effect immediately upon passage.

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

Votes Taken:

	Yes	No
Commissioner Robinson	X	
Commissioner Antonucci	X	
Commissioner Mauro	X	
Commissioner Isabella	X	
Commissioner Shell		ABSENT

Adopted : October 14, 2020

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – OCTOBER 14, 2020

Anthony had one more item for the Board. Bernie and Kolin went to order the Blade for the John Deere Tractor and found out that it needs to be retrofitted to the tractor at a cost of \$2,000. Anthony would like the permission to go ahead with this.

A Motion was made by Commissioner Isabella to allow the Superintendent to go ahead with the retrofitting of the New Blade to the John Deere tractor at a cost of \$2,000. The motion was seconded by Commissioner Mauro.

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

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

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

A Motion was made by Commissioner Robinson to leave Executive Session. The motion was seconded by Commissioner Mauro.

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

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

RESOLUTION NO. 2020-16

RESOLUTION ADOPTING SAFETY PLAN AND POLICY FOR REOPENING DURING COVID-19 PANDEMIC

WHEREAS, the Gloversville Water Department and the Board of Water Commissioners is committed to protecting the Health and Safety of our Employees. With the spread of the Coronavirus or "COVID-19", we must all try to remain safe.

WHEREAS, the Board of Water Commissioners pursuant to the Resolution #2020-10 which was passed on May 11, 2020, set COVID Safety policies for Water Department Employees.

WHEREAS, the Board of Water Commissioners would like to reiterate these policies and adopt further a COVID-19 reopening Safety Plan as required by the State of New York.

NOW, THEREFORE, BE IT RESOLVED, that the Gloversville Water Works is committed to promoting COVID-19 safety

GLOVERSVILLE BOARD OF WATER COMMISSIONERS
MEETING MINUTES – OCTOBER 14, 2020

practices for employees; and be it further

RESOLVED, that the Gloversville Water Works hereby adopts the attached COVID-19 Reopening Safety Plan to be followed by all employees of the Gloversville Water Works in addition to the current policies pursuant to Resolution #2020-10. The attached policy and attached Resolution #2020-10 is an action to reduce the spread of COVID-19.

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

Votes Taken:	YES	NO
Commissioner Mauro	X	
Commissioner Robinson	X	
Commissioner Antonucci	X	
Commissioner Shell	ABSENT	
Commissioner Isabella	X	

Adopted: October 14, 2020

SEE ATTACHED: SAFETY PLAN AND POLICY FOR REOPENING DURING COVID-19 PANDEMIC

Resolution #2020-10- COVID Safety policies for Water Department Employees.

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

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

The next meeting will be held in the office on November 16 at 6:00PM.



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's **Essential Business Guidance** and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Gloversville Water Works

Industry:

Municipal

Address:

67-73 South Main St, Gloversville, NY 12078

Contact Information:

518-773-4520

Owner/Manager of Business:

Gloversville Board of Water Commissioners

Human Resources Representative and Contact Information, if applicable:

Anthony Mendetta/ Christine Linart - 518-773-4520

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Only 1 Foreman will be allowed in office at a time. When entering office they are required to wear a face covering at all times. Foreman will be required to ask permission from the Superintendent or Clerk before entering the office. Middle room will continue to be used for all paperwork transaction between employees and office personnel. Employees will be required at all times to wear a face covering when riding in any water department owned vehicles with another employee.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Office will remain closed to the public. Filtration plant will also remained closed to the public. All filtration plant employees must wear a face covering when collecting samples being dropped off or picked up. Any essential guest or contractor deemed necessary by the Clerk/ Superintendent will be screened and required to wear a face covering when entering water department property.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Refer to Water Department COVID 19 policy attached to this plan.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

The Gloversville Water Department has 18 full time employees. PPE will be supplied by the Gloversville Water Department for all employees. PPE will be stock piled in an appropriate quantity at all water department locations. PPE will be purchased as needed from multiple outside vendors.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

PPE supplied by the Gloversville Water Department will be disposable only. Any employee who wishes to wear personally owned PPE will be permitted as long as it meets the CDC guidelines for face coverings. All PPE used should be discarded at the end of every shift. PPE should be discarded in the proper trash cans on water department property. Trash will be collected weekly and disposed at the local landfill.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

fax machines and copiers are shared by personnel. Antibacterial hand wipes will be placed near each machine to be disinfected by employee before and after use. Hand sanitizer and antibacterial wipes are made available to all employees to use when anything is being shared.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Cleaning log will be kept by Clerk or Superintendent

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Hand washing stations are available to every restroom in all Water Department property. Hand sanitizer has been given to all employees and we have encouraged them to use it multiple times a day.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

Refer to Water Department Covid 19 policies signed and returned by all employees.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

Management employees will be responsible to monitor daily Health questionnaire that all employees must fill out. Any visitors coming in and out of any water department owned facility will be screened by any employee before entering the building. Log will be kept in a safe and secure storage site on water department property. All logs will be kept confidential.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The Superintendent or Clerk will be responsible to notify the local health department if any employee tests positive.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Screening has been set up through an online app on everyone's cell phone. The screening is done before any shift begins. A separate data base to view results has been created and can be accessed by management personnel.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

If any employee tests positive an outside contracting cleaning company will immediately be used to properly disinfect the entire building where the potential exposure took place. No employee will be allowed to report to the building until it has been disinfected.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

We will notify all employees by phone or memo of the positive test. Anyone deemed to contact per the NYS DOH guidelines will be reported to the local health department for contact tracing. We will follow NYS DOH guidelines for essential employees before anyone can return or report to work.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

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

RESOLUTION NO. 2020-10

RESOLUTION AUTHORIZING ALLOWING OVERALL ON-SITE STAFF TO COME BACK TO WORK TO INCLUDE ESSENTIAL STAFFING NEEDING TO PERFORM ESSENTIAL SERVICES FOR THE GLOVERSVILLE WATER DEPARTMENT AND THE CITY OF GLOVERSVILLE

WHEREAS, the Board of Water Commissioners wishes to further protect the security, well-being and health of the Employees of the Gloversville Water Department.

WHEREAS, the Board of Water Commissioners wishes to comply with the Governor's Executive Order which allows construction in phase-one of the Governor's Mandate for the Mohawk Valley Region to be re-opened for personnel to perform certain essential construction services during the COVID19 Crisis in the State of New York.

WHEREAS, the Board of Water Commissioners wish to resume our normal work hours while setting certain policies for our employees as part of the effort to stop the spread of the virus, to further

NOW THEREFORE, be it hereby

RESOLVED, that the Board of Water Commissioner's have executed an updated work schedule for all employees of the Gloversville Water Department along with updated safety and protective measures to be adhered to by all employees.

- 1) All Employees in the T&D/Water Shed Departments and the Filtration Plant will come back to work on a Summer Hour Schedule of 7AM to 3PM Monday-Friday with no lunch. Said Summer Schedule will go from May 18, 2020 through October 1, 2020. Said Employees will resume this Schedule Effective May 18, 2020.
- 2) Summer Employees will be allowed to come to work Effective May 18, 2020. Summer Employee Schedule will also be from 7AM to 3PM Monday-Friday with no lunch.
- 3) Office Employees/Clerk/Superintendent to come back to work on their regular schedule.
- 4) All Employees will be required to wear masks and gloves which will be immediately disposed of if going into a resident's home. All employees will be required to wear masks when not able to maintain at least a 6-foot distance from other employees, contractors, residents, customers, and all other members of the Public.
- 5) Office will remain closed to the Public and all offices, trucks, and common areas should be sanitized on a daily basis.

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

Votes Taken:

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

Adopted : May 11, 2020

BOARD OF WATER COMMISSIONERS

GLOVERSVILLE WATER WORKS

67-73 S MAIN ST

GLOVERSVILLE, NEW YORK 12078

(518) 773-4520
FAX (518) 725-0668

To: All Employees

From: Anthony Mendetta – Superintendent

Date: May 20,2020

The Gloversville Water Department and the Board of Water Commissioner's is committed to protecting the Health and Safety of our Employees. With the spread of the Corona-virus or "COVID-19", we must all try to remain safe. Pursuant to the Resolution # 2020-10 which was passed on May 11, 2020 by the Board of Water Commissioner's they have set the following policies for our Employees.

These policies apply to all Employees to include Summer Help

- 1) All employees will be required to wear a mask or face covering and gloves which will immediately be disposed of if going into a resident's home. All Employees will be required to wear masks or face coverings when not able to maintain at least a 6-foot distance from other employees, contractors, residents, customers, and all other members of the Public.
- 2) All employees will required to sanitize trucks, offices, and common areas on a daily basis before the end of each shift.

Please be advised that pursuant to the current Union Contract:

- 1) The Employer will provide all protective equipment goggles, helmets, boots, gloves, rain suits etc...
- 2) Protective Equipment will be left on vehicles or Water Works Property.
- 3) Disciplinary Action will be taken by the Superintendent should an employee not wear protective equipment when necessary to avoid injury.

All employees will receive a copy of these policies and will comply with them. Employees will also be required to sign an Acknowledgment of Receipt and Review of said Policies.

If there are any further questions, please let me know.

Anthony Mendetta
Water Superintendent