

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JANUARY 14, 2025

The Annual Organizational meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 South Main Street Gloversville, NY on January 14, 2025, at 6:00 PM with President Capano presiding.

## Roll Call

### Commissioners:

Capano	Present
White	Present
Antonucci	Present
Hartman	Present
Holly	Present

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**Others in Attendance:** Water Superintendent Anthony Mendetta; Clerk of the Water Board, Cindy Albertine

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## **Audits:**

The Clerk explained to the Board that Audit #23747 in the amount of \$19.28 payable to Gloversville True Value had to be pulled from the regular Audit List. This item must be voted on separately due to a conflict with Commissioner Capano. Commissioner Capano must abstain from voting to approve the audit.

Commissioner White made a motion to approve Audit # 23747 in the amount of \$19.28 payable to Gloversville True Value. The motion was seconded by Commissioner Antonucci.

Commissioner	Yes	No	Absent	Abstain
Capano				X
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

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The remaining audited bills were presented and reviewed.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>Dec 14, '24 - Jan 11, 25</b>			
12/19/2024	23743	Commissioner of Finance	-1,078.02
12/19/2024	23744	Cranesville Block Company Inc	-154.57
12/19/2024	23745	Data West Corporation Inc	-7,352.47
12/19/2024	23746	Derby Office Equipment	-530.00
12/19/2024	23747	Gloversville True Value	<b>-19.28</b>
12/19/2024	23748	Johnstown Auto Parts - NAPA	-285.96
12/19/2024	23749	Lowes	-217.55
12/19/2024	23750	National Grid	-1,323.69
12/19/2024	23751	Nethaway Motorcar Co LLC	-314.39
12/19/2024	23752	NYS Dept Environmental Conservation	-425.00

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12/19/2024	23753	Red Dragon Heating and Cooling	-812.69
12/19/2024	23754	Runnings Supply Inc	-286.66
12/19/2024	23755	St Andrews HVAC Contracting LLC	-1,100.00
12/19/2024	23756	Stephen Miller General Contractor Inc	-484.00
12/19/2024	23757	ACCUSTAFF	-541.20
12/19/2024	23758	Tolls by Mail Processing Center	-8.33
12/19/2024	23759	Twin Bridges Waste & Recycling LLC	-154.00
12/20/2024	23760	NCL Government Capital	-500.00
12/23/2024	23761	CDPHP	-22,255.02
01/03/2025	23762	Amrex Chemical Co Inc	-11,340.00
01/03/2025	23763	IDEXX	-1,333.64
01/03/2025	23764	Metropolitan Industries Inc	-90.00
01/03/2025	23765	National Grid	-884.19
01/03/2025	23766	Slack Chemical Company Inc	-3,893.88
01/03/2025	23767	ACCUSTAFF	-1,555.95
01/03/2025	23768	Ti-Sales Inc	-278.58
01/03/2025	23769	UDig NY Inc	-6.00
01/03/2025	23770	WB Mason Co Inc	-1,291.92
01/03/2025	23771	Workeasy Software	0.00
01/06/2025	23772	United States Postal Service	-852.88
01/08/2025	23773	United States Postal Service	-365.00
01/09/2025	23774	Internal Revenue Service	-1,422.21
01/09/2025	23775	Chad Edwards	-250.00
01/09/2025	23776	David Waldvogel	-250.00
01/09/2025	23777	Workeasy Software	-1,620.00
01/10/2025	23778	Matthew Gatto	-250.00
01/03/2025	20250103ACH	AT&T Mobility	-456.51
12/17/2024	2024121705	Payroll Account NBT Bank	-20,183.65
12/17/2024	2024121706	Payroll Account NBT Bank	-1,499.18
12/24/2024	2024122405	Payroll Account NBT Bank	-24,463.26
12/24/2024	2024122406	Payroll Account NBT Bank	-1,826.53
12/31/2024	2024123105	Payroll Account NBT Bank	-20,790.98
12/31/2024	2024123106	Payroll Account NBT Bank	-1,545.63
01/07/2025	2025010705	Payroll Account NBT Bank	-24,748.42
01/07/2025	2025010706	Payroll Account NBT Bank	-1,693.27
<b>Dec 14, '24 - Jan 11, 25</b>			<b><u>160,734.51</u></b>

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

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

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### **CAPITAL PROJECT AUDIT:**

C.T. Male Associates - \$7,120.00

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

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

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The minutes for Regular meetings held October 15, 2024, November 19, 2024, December 16, 2024, and Special meeting held January 7, 2025 were emailed for review. Motion was made to accept the minutes by Commissioner Antonucci, seconded by Commissioner Capano and approved.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

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### **Elect President for the Current Year**

Commissioner Antonucci nominated Commissioner White as President for 2025. The motion was seconded by Commissioner Hartman and approved.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White				X
Antonucci	X			
Hartman	X			
Holly	X			

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**Elect Vice President for Current Year**

Commissioner Capano nominated Commissioner Hartman as Vice President for 2025. The motion was seconded by Commissioner Holly and approved.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman				X
Holly	X			

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**2025 Appointments: By President Capano**

**Audit Committee Chairman – Paul Hartman**

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman				X
Holly	X			

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Commissioner White made a motion, seconded by Commissioner Capano, that Commissioner Hartman be the Audit Committee Chairman.

**Personnel Committee Chairman & Co-Chairman – Ronald Hartman, Chairman and Commissioner Holly, Co-Chairman.**

Motion was made by Commissioner White, seconded by Commissioner Capano to approve Commissioner Holly and Commissioner Hartman as the Personnel Committee Chairman and Co-Chairman, respectively.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman				X
Holly				X

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**Budget Committee Chairman – Gary Antonucci**

Commissioner White made a motion, seconded by Commissioner Capano, that Commissioner Antonucci serve on the Budget Committee.

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci				X
Hartman	X			
Holly	X			

Commissioner Capano made a motion, seconded by Commissioner Holly, that the regular meetings of the Board of Water Commissioners be held on third Tuesday each month until further notice at the time of 6:00 P.M.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

The Superintendent presented the following motion and moved for its adoption:

That the following banks are hereby designated as depositories of funds belonging to the Board of Water Commissioners of the City of Gloversville during the year 2025. NBT Bank, JP Morgan Chase, Melon, Citizens, and Key Bank. Funds to be distributed as determined by the Clerk upon approval by the Board of Water Commissioners.

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

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

Commissioner Capano made a motion, seconded by Commissioner Holly to designate the Leader Herald and the Daily Gazette as newspapers and radio stations WENT, WFNY and Spectrum as communications stations.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

Commissioner Capano made a motion, seconded by Commissioner Holly to establish the bulletin board in the hallway at City Hall, adjacent to the mayor's office as the location for posting of all official notices and our board in the Lobby at our office location at 67-73 South Main Street.

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

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Clerk presented the following motion and moved for its adoption:

**WHEREAS**, it has been the custom to close the Water Department office on various holidays throughout the calendar year; and

**WHEREAS**, it is the desire of the Board of Water Commissioner to designate those days in advance.

**NOW, THEREFORE,**

**THAT** the Water Department offices will be closed on the following days:

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

And be it further;

That the Water Department office will be closed for a portion of the day as designated below, the times on the following days shall be considered paid holidays each year as scheduled by the Board of Water Commissioners:

- A. Good Friday, but not less than two (2) hours;
- B. December 24th, but not less than four (4) hours;
- C. December 31st, but not less than four (4) hours;

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

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

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# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

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### Superintendent's Report:

#### 1. Filtration Plant Project:

Phase 1B is still under the review and comment phase with Department of Health. Anthony pointed out that we will not be able to go out to bid until DOH has signed off on the project. The paperwork was sent several weeks ago and we have not heard back. C.T. Male has sent a follow up email to confirm that our paperwork was received, and it was confirmed that DOH does have the paperwork and is under review. We do not know at this time when we will receive the approval to move forward.

Phase 2 – Design work continues. There are still some design details that need to be worked out with DOH on the design aspects for the basin in connection with the 10-state standards which sets the rules and regulations of what DOH wants to see for current operating systems. Being that our systems was created prior to the 10-state standards our current condition basin and fluctuation chamber is considerable less than what the new 10-state standards require. When we submitted for the preliminary design for our project, which essentially replicates our current process, we have received pushback from DOH as to the size of the basin. Anthony is attempting to contact our representative at DOH who is out of the NY City area, to look and our current system to better understand how it currently works.

#### 2. Lead Service Line Replacement Project:

C.T. Male was unable to find a MWBE (Minority Women Business Enterprise) who was qualified for the engineering scope of work for this project. Any contract over \$100,000 must utilize a percentage of business of a minority woman business for the project. C.T. Male submitted a waiver request to EFC which has been received and approved. We are waiting on the final approval paperwork.

We recently had a meeting with C.T. Male to authorize access to our EFC portal. They are currently working on submitting the SRF (State Revolving Fund) application. Anthony reminded the Board that we originally received a 100% grant but at the last meeting advised them that we were awarded an additional \$4+ million, \$2 million of which would be debt incurred at interest-free financing up to 30 years. This additional funding has prompted the need for the SRF application and process.

Anthony has signed and submitted the letter accepting the \$12,209,763 Grant to DOH and has confirmed that the signed approval was received.

Anthony asked to discuss the current fee schedule as it pertains to water shutoffs. We are currently charging residents a \$75.00 fee to have their water turned back on if it has been shut off due to non-payment. It was his understanding that these fees when implemented were intended to offset the overtime cost of sending someone out to turn the water back on after hours. Based on the current pay rates, the current \$75.00 fee does not cover our cost to turn the water back on. He suggested that the Board re-evaluate the current fee.

After discussion, the Board approved increasing the shutoff fee to \$100.00 during the week during business hours only and \$150.00 if we needed to turn the water back on during the weekend. The Board also approved that we would not pay overtime for scheduled shutoffs. These maintenance shutoffs must be done during normal business hours.

Motion was made by Commissioner Capano, seconded by Commissioner Holly to approve the new shutoff rates.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

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The Board was informed that the office has seen an increase in people requesting to participate in an installment agreement. Many of the requests are received on the scheduled shut-off day. This has resulted in numerous plans being made on the day of shutoffs just to avoid being turned off, only to not receive any future payment. After discussion, the Board approved that any installment plans must be made within five days upon receipt of final payment notice.

Motion was made by Commissioner Hartman, seconded by Commissioner Holly to approve the deadline to create an installment plan at five business days from the mailing date of the final payment notice.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

It was further approved that anyone requesting to participate in an installment plan be charged \$10.00 per month requested at the time of creating the plan.

A motion was made by Commissioner Holly, seconded by Commissioner Antonucci to approve the new installment loan procedures and fee schedule for participating in an installment loan.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

Anthony informed the Board that he has received a proposal from F & W Forestry with a monetary value for the timber on the roughly 60 acres at the Dixon Watershed Reservoir. Their fee to provide us with an inventory and summary report would be \$2,023.00. to walk and scale the timber. This fee was not budgeted for in January. This request for logging was requested in consideration of the BlueTriton deal. Based on the signed agreement with BlueTriton, we are currently unable to log this area and may be unable to log there for 30 years if they proceed with the long-term agreement. The purpose of the summary report would be to ask BlueTriton to compensate us for the loss of timber sales since we would be unable to harvest the timber due to the contract with them. Based on the trees that are there Anthony gave his opinion that the amount would be in the range of \$150,000 - \$200,000. We recently received \$130,000 for logs similar to what is on the property site currently.

After discussion, it was the decision of the Board to table the discussion of having a summary report for the logging until a future date.

Anthony read a letter from BlueTriton to the Board reading... "The renewal of the term of September 2022 Access Agreement between the Gloversville Water Works and BlueTriton will expire on March 18, 2025. BlueTriton Brands wishes to continue spring water supply evaluation work per the terms of the Access Agreement and renew the Access Agreement for an additional 12 months. Please acknowledge your agreement to renew the term of the Access Agreement Until March 18, 2026 by returning a signed copy of the letter." The letter was signed by Brendon O'Rourke.

Per the current Access Agreement, BlueTriton pays the Water Works a total of \$15,000 (\$7,500 per 6 months). Anthony advised the Board that he asked BlueTriton how the payment structure would work if we were to sign this Access Agreement renewal should we



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to come to a long-term agreement in the near future. He was advised that they would pay the first installment of \$7,500 within four weeks of effective date of March 18, 2025 on the current agreement and the remaining \$7,500 six months from the date of the first payment. If we were to come to a deal on a long-term contract, they would amend the Agreement to pay an annual fee \$18,000 within 45 days of the effective date. They would edit paragraph #2 on Page 11 of the new Contract to credit the payments made in 2025 and pay the remainder for 2025 and move to the agreed upon \$18,000 thereafter.

A motion was made by Commissioner White, seconded by Commissioner Capano authorizing Anthony to sign the letter approving the renewal of the Access Agreement with BlueTriton until March 18, 2026.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

#### Account Clerk's Report:

##### 1. Adjustments:

Cindy presented the following request for billing adjustment.

36 Yale Street – N360 showed a major leak at the property. We went to the property and it appeared the house was vacant. Her water was shut off. It was later learned that the resident lived in the upstairs apartment and had continued to live there without water for a month thinking her pipes had froze and without contacting us to see why her water was shut off. During that time, we were estimating her bills too high. After discussion the Board approved the following adjustment:

**Adjustment :** Credit Water \$404.45; Credit Sewer \$247.04; Credit Sewer Infrastructure \$70.29 and credit Water Infrastructure \$25.10 and remove the \$75.00 shut-off fee since it was an error on the part of the Water Department.

A motion was made by Commissioner White to approve the adjustment. The motion was seconded by Commissioner Holly.

Commissioner	Yes	No	Absent	Abstain
Capano	X			
White	X			
Antonucci	X			
Hartman	X			
Holly	X			

Anthony called for a motion to enter Executive Session under the formation of a contract with a third party. Motion was made by Commissioner White, seconded by Commissioner Hartman to enter Executive Session at 7:01 p.m.

Motion was made by Commissioner Capano, seconded by Commissioner Antonucci to come out of Executive Session at 7:27 p.m.

Motion was made by Commissioner Capano, seconded by Commissioner White to adjourn the meeting.

The next meeting will be held on Tuesday, February 18, 2025 at 6:00 PM.