

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

SPECIAL MEETING MINUTES – MARCH 28, 2023

A Special meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 South Main Street, Gloversville, NY on March 28, 2023, at 6:00 PM with President Antonucci presiding.

Roll Call

Commissioners-----

Antonucci PRESENT
Capano PRESENT
VACANCY
Isabella PRESENT
White PRESENT

Others in Attendance: Water Superintendent; Anthony Mendetta; Clerk of the Water Board; Christine Linart; Chief Plant Operator; Andrew White; James Chittenden, Bryan Goldberger, Derick Romeyn.

Anthony explained to the Board that the purpose of this special meeting was to discuss the approval of a Request for Qualifications (RFQ) for Engineering Services for our Water Treatment Plant and Distribution System Improvement Project, to discuss the approval of a Resolution authorizing the modification of Compensatory Time accruals for employees of the Gloversville Water Works, to officially appoint Jim Chittenden to the Water Board, discuss an adjustment request for 261 West St. Ext., and to accept presentation of information from Derick Romeyn for Board to consider.

Commissioner Antonucci made a motion to go into Executive Session to discuss the employment history of a particular person and to allow the water superintendent, clerk of the water board, and labor attorney Bryan Goldberger to remain in attendance. The motion was seconded by Commissioner Capano.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Capano	X			
VACANCY				
Isabella	X			
White	X			

Commissioner Isabella made a motion to leave the Executive session. The Motion was seconded by Commissioner Antonucci.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Capano	X			
VACANCY				
Isabella	X			
White	X			

Commissioner White made a motion to officially appoint Jim Chittenden to the Gloversville Water Board upon the Mayor's approval. The motion was seconded by Commissioner Antonucci.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Capano	X			
VACANCY				
Isabella	X			
White	X			

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Anthony explained that we had been calculating the accruals for compensatory time for our employees at straight time in error. According to Bryan Goldberger, we by law are supposed to be calculating comp time at 1 ½ x the rate. Therefore, we need a Resolution to correct this error.

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

RESOLUTION NO. 2023-2

RESOLUTION AUTHORIZING THE MODIFICATION OF COMPENSATORY TIME ACCRUALS FOR EMPLOYEES OF THE GLOVERSVILLE WATER BOARD.

NOW, THEREFORE BE IT RESOLVED

WHEREAS, the Board of Water Commissioners & the Water Superintendent, having reviewed the current bargaining agreement, have found an error as it relates to employees' accrual of Compensatory Time.

WHEREAS, the Board of Water Commissioners & the Water Superintendent are seeking to rectify employees' Compensatory Time accruals to comply with applicable laws.

NOW THEREFORE, be it hereby

RESOLVED, that the Board of Water Commissioners have instructed the Superintendent and the Clerk of the Water Board to correct the Compensatory Time earned for the following currently active employees.

1. **Deborah Clukey** – Add 2.5 hours Comp Time for 2023.
2. **Jesse Dutcher** – Add 17 hours Comp Time for 2023 & reimburse 14.50 hours overtime pay for hours over 40 at 2022 Rate. Totaling - \$607.26.
3. **Chad Edwards** -Add 11.63 hours Comp Time for 2023 & reimburse 2.55 hours overtime pay for hours over 40 at 2023 Rate. Totaling 78.95.
4. **Brennon Lewis** – Add 6 hours Comp Time for 2023.
5. **Anthony Mendetta** – Add 22 hours Comp Time for 2023.
6. **Jamie Mulhall** – Add 23 hours Comp Time for 2023.
7. **Eric Lentini** - Reimburse 19.5 hours overtime pay for hours over 40 at 2022 Rate. Totaling \$652.86.
8. **Eric Lentini** – Reimburse 20 hours overtime pay for hours over 40 at 2023 Rate. Totaling \$699.60.

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

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Capano	X	
Commissioner Isabella	X	
Commissioner White	X	
Commissioner Chittenden	X	

Adopted : March 28, 2023

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Anthony reminded the Board that at the last meeting he explained that in order to proceed with the Water Treatment Plant Improvements project, we had to advertise for a Request for Qualifications for Engineering Services. We did advertise for a Request for Qualifications (RFQ) and Anthony opened the (1) RFQ received from C.T. Male Associates and went over it with the Board members.

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

RESOLUTION NO. 2023-3

A RESOLUTION OF THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS WITH AN ADDRESS OF 67-73 S. MAIN STREET, GLOVERSVILLE NEW YORK 12078 AUTHORIZING THE ACCEPTANCE OF A REQUEST FOR QUALIFICATIONS FROM C.T. MALE ASSOCIATES FOR ENGINEERING SERVICES FOR THE GLOVERSVILLE WATER WORKS WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT

WHEREAS, the Gloversville Board of Water Commissioners proposes to undertake the Gloversville Water Treatment Plant and Distribution System Improvements Project (the "Project") which will include multiple structural, mechanical, and treatment equipment and process improvements to the Gloversville Water Treatment Plant.

WHEREAS, the Gloversville Water Board advertised for the submittal of a Request for Qualifications (RFQ) from any Engineering Firm interested in providing engineering services to the Gloversville Water Works to include preliminary design, program management, construction administration, construction observation services and other related services for the Water Treatment Plant and Distribution System Improvements Project. With (RFQ's) to be submitted no later than 2:00 pm Eastern Time on March 24, 2023.

WHEREAS, C.T. Male Associates was the only firm to submit a Request for Qualifications on March 24, 2023

NOW, THEREFORE, be it

RESOLVED, by the Gloversville Water Works Board of Water Commissioners authorizes the acceptance of the Request for Qualifications from C.T. Male Associates as the sole firm to submit an RFQ as per advertised requirements.

BE IT FURTHER RESOLVED, by the Gloversville Board of Water Commissioners that the Board approves the Request for Qualifications from C.T. Male Associates for them to provide Engineering Services to the Gloversville Water Works for our Water Treatment Plant and Distribution System Improvements Project. With Engineering services to include preliminary design, program management, construction administration, construction observation services and other related services.

BE IF FURTHER RESOLVED, that this resolution shall take effect immediately upon passage.

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

Votes Taken:

	<u>Yes</u>	<u>No</u>
Commissioner Antonucci	X	
Commissioner Capano	X	
Commissioner Isabella	X	
Commissioner White	X	
Commissioner Chittenden	X	

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At this time Andrew wanted to get the Board's permission for him to hire a contractor to put a small addition onto the caretaker house where he currently resides which is owned by the Water Works. Andrew explained that he would like to take out a personal loan for this addition which he received quotes for in the amount of \$20,800 for the addition and an additional \$3,840 for the floors to be re-done. Andrew then asked the Board if they would be willing to cover any portion of this expense. After discussion, the Board decided to forgive one year's worth of rent up to \$3,600 towards these costs. The Board also instructed Anthony to have rental agreements drawn up for both caretakers' houses so everyone can be protected.

Commissioner Antonucci made a motion to allow Andrew White to hire a private contractor to construct an addition onto the caretaker house owned by the Gloversville Water Works on Norboro Road and to approve the suspension of one year of rental payments for Andrew White to equal an amount of no more than \$3,600.00 to cover a portion of improvements to the caretaker house. The motion was seconded by Commissioner Isabella.

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

Clerks Report:

1) Christine had the following request for a billing adjustment.

1) Request for Adjustment for 261 West St. Ext.

Adjustment : Credit Water \$101.92; Credit Water Late Fees \$104.46. Billed minimum charge in error new owner.
Meter in basement not installed did not realize water has been off.

Commissioner Isabella made a motion to approve the above noted billing adjustment. The motion was seconded by Commissioner Capano.

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

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

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