

Special meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Monday, December 5, 2016.

Present: Joel R. Kessler, Chairman
Andrew N. Bader, Treasurer
Marc B. Laykind, Secretary
Maria Albano, Clerk to the Board
Keith Fleming, Water Plant Operator

The meeting was called to order at 8:30 am.

Due to the retirement of the District's Superintendent, Richard W. Tobin, the Board discussed a number of issues with Plant Operator, Keith Fleming, and Stenographer/Clerk to the Board, Maria Albano and the following resolutions were adopted:

1. Motion made by Commissioner Kessler, seconded by Commissioner Laykind, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners designates Water Plant Operator, Keith Fleming, as Operator in Responsible Charge until a new Superintendent is hired.

2. Motion made by Commissioner Kessler, seconded by Commissioner Bader, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners authorizes Water Plant Operator, Keith Fleming and Stenographer/Clerk to the Board, Maria Albano, to review and initial vendor claims.

MARIA ALBANO'S REPORT – CLERK TO THE BOARD:

Ms. Albano requested Board approval authorizing the following District residents to be designated as Ballot Clerks and Election Inspectors for the District's Water Commissioner election to be held on Tuesday, December 13, 2016. The Ballot Clerks and Election Inspectors will be paid \$100.00 for the day.

Ballot Clerks:

- Patricia Imbroto
- Lewis Miller
- Sheila Multer
- Allan Mallenbaum

Election Inspectors:

- Muriel Reahl
- Sheryl Multer
- Rosalyn Gluck
- Marian Casper

Motion made by Commissioner Kessler, seconded by Commissioner Bader, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners approves the above-mentioned Ballot Clerks and Election Inspectors to work the District's Water Commission election being held on Tuesday, December 13, 2016.

Ms. Albano obtained the quotes for purchase of billing supplies and folding/mailing quarterly invoices for the year 2017.

VENDOR	NO. OF ITEMS	ITEM	COST
Sir Speedy, Plainview	50,000	Invoice	\$1,618.75
	50,000	#10 Window Envelopes	\$1,795.50
	50,000	#9 Envelopes	\$1,755.00
	10,500	Folding/Inserting	\$735.00 quarterly
	Total for	Folding/Mailing	\$2,940.00 annual
	Total for	Billing Supplies	\$5,169.25 total annual
	GRAND TOTAL FOR	THE YEAR 2017	\$8,109.25

VENDOR	NO. OF ITEMS	ITEM	COST
Port Litho, Albertson	50,000	Invoice	\$1,323.00
	50,000	#10 Window Envelopes	\$2,198.00
	50,000	#9 Envelopes	\$1,665.00
	10,500	Folding/Inserting	\$1,350.00 quarterly
	Total for	Folding/Mailing	\$5,400.00 annual
	Total for	Billing Supplies	\$5,186.00 total annual
	GRAND TOTAL FOR	THE YEAR 2017	\$10,586.00

VENDOR	NO. OF ITEMS	ITEM	COST
Veteran's Press, Plainview	50,000	Invoice	\$1,825.00
	50,000	#10 Window Envelopes	\$1,430.00
	50,000	#9 Envelopes	\$1,300.00
	10,500	Folding/Inserting	\$2,295.00 quarterly
	Total for	Folding/Mailing	\$2,295.00 annual
	Total for	Billing Supplies	\$4,555.00 total annual
	GRAND TOTAL FOR	THE YEAR 2017	\$6,850.00

The apparent low bidder is Veteran's Press, Plainview. Total cost of billing supplies is \$4,555.00. Annual cost for mailing invoices is \$2,295.00 for a Grand Total of \$6,850.00 for the year 2017. Board approval requested.

Motion made by Commissioner Kessler, seconded by Commissioner Laykind, the below stated resolution was adopted unanimously:

RESOLVED, that the Board of Commissioners awards the purchase of billing supplies and folding/ mailing quarterly invoices for the year 2017 to the low bidder, Veteran's Press, Plainview in the total bid amount of \$6,850.00.

OLD/NEW BUSINESS:

Motion made by Commissioner Kessler, seconded by Commissioner Laykind, to appoint Clerk to the Board, Maria Albano, Chairman of the Election for Water Commissioner to be held on Tuesday, December 13, 2016.

RESOLVED, that the Board of Commissioners voted unanimously to appoint Clerk to the Board, Maria Albano, Chairman of the Election for Water Commissioner to be held on Tuesday, December 13, 2016.

There being no further business to come before the Board the meeting was adjourned with a call to the Chair at 10:05 am.

STATE OF NEW YORK)
COUNTY OF NASSAU) ss.:
PLAINVIEW WATER DISTRICT)

We, the undersigned, Commissioners of the Plainview Water District, Town of Oyster Bay, Nassau County, New York, do hereby certify that the above-mentioned and contained is a true copy of the minutes of a meeting of the Board of Commissioners held in the District office on Monday, December 5, 2016.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 17th day of January, 2017.

JOEL R. KESSLER, CHAIRMAN



ANDREW N. BADER, TREASURER



MARC B. LAYKIND, SECRETARY