

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Wednesday, December 20, 2017.

Present: Marc B. Laykind, Chairman  
Amanda R. Field, Secretary  
Stephen Moriarty, Superintendent  
Dina M Scott, Business Manager  
James Neri, Engineer  
Michael Ingham, Attorney  
Greg Gordon, Zimmerman/Edelson

The meeting was called to order at 8:00 am.

Commissioner Laykind opened the meeting with the Pledge of Allegiance.

Correspondence was reviewed in the Board update.

The Board approved and signed payroll checks.

Minutes of the previous meeting(s) were read and approved unanimously.

**MICHAEL INGHAM'S REPORT – ATTORNEY:**

Attorney Ingham provided advisement to the Board as well as the Business Manager regarding the handling of recently received FOIL requests. Said requests are being processed in accordance with the Freedom of Information Law.

Attorney Ingham will provide the remainder of his report in Executive Session as it relates to personnel.

**JAMES NERI'S REPORT – ENGINEER:**

Engineer Neri provided the Board with a Project Status List which contains the status of all authorized projects to date and indicates a change in status of any projects from the previous week.

Engineer Neri reported that H2M reviewed and approved the revised backflow prevention plans for 150 Fairchild. Final copies have been submitted to the District for the DOH-348 signature and are to be forwarded to the Nassau County Department of Health.

Engineer Neri reported that he is updating changes proposed to the Emergency Response Plan and Cybersecurity Vulnerability Assessment as required every five (5) years by the New York State Sanitary Code and Public Health Law due on January 1, 2018

**GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:**

Greg Gordon presented various press releases to be published in the upcoming weeks for the Board's review and approval.

Greg Gordon presented various e-mail blasts to be sent in the upcoming weeks for the Board's review and approval. Greg Gordon reported that the District has received in excess of a 50% open rate on previous e-mail blasts to date which is deemed favorable.

**STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:**

Supt. Moriarty provided the Board with an update on the pinhole program which includes surveys, inspection reports and continued analysis.

Supt. Moriarty reported that the District's request for proposal for the Pilot Grant Program for the Removal of 1,4 Dioxane from Drinking Water was submitted to the New York State Center for Clean Water Technology at Stonybrook University on Friday, December 15, 2017. The District is optimistic that we will be chosen to participate.

Supt. Moriarty presented a Water Main Failure Report for 825 Old Country Road which took place December 5, 2017 at 12:00 pm.

Supt. Moriarty will provide the remainder of his report in Executive Session as it relates to personnel.

**DINA M SCOTT'S REPORT – BUSINESS MANAGER:**

Vendor check nos. 45253 through 45275 dated December 12, 2017 in the amount of \$150,783.97 were reviewed, approved and signed by the Board.

Ms. Scott requested Board approval and authorization to transfer funds to cover the following dental claim costs:

- Dental claims dated December 12, 2017 in the amount of \$415.00

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

RESOLVED, that the Board of Commissioners approves the dental claims dated December 12, 2017 in the amount of \$415.00 and the Board authorized funds be transferred into the District's dental benefit account.

Ms. Scott reported that minutes of prior meetings are available for the Board's review and approval.

Ms. Scott presented the Board with a proposed Customer Penalty Policy. Said policy allows for the Business Manager and/or Superintendent the authority to waive penalties added to a customer's account up to an amount of \$50.00. This authority may be exercised provided that the customer has not had a penalty waived in the last five (5) years. All requests to remove penalties greater than \$50.00 will be decided by the Commissioners of the District on a case-by-case basis.

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

RESOLVED, that the Board of Commissioners approves the Customer Penalty Policy.

Ms. Scott obtained quotes for custodial cleaning services at the office of the Administration Building for the years ending December 31, 2018 through December 31, 2020.

Building Service Industries - \$10,392.00 per annum  
Around the Clock Cleaning - \$12,626.68 per annum  
BJ's Cleaning & Maintenance Inc. - \$19,200.00 per annum

The apparent low quote is Building Services Industries at a total annual cost of \$10,392.00. Board approval requested.

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

RESOLVED, that the Board of Commissioners awards the contract for custodial cleaning services at the office of the Administration Building for a total of \$10,392.00 per annum.

Ms. Scott reported that the NSWCA Meeting was held on Monday, December 18, 2017 at the Filomena's Restaurant at 6:30pm. Commissioner Laykind and Commissioner Field were in attendance.

Ms. Scott reported that the LIWC Meeting was held on Tuesday, December 19, 2017 at the Jericho Terrace at 6:30pm. The program was the annual installation of officers. Commissioner Laykind, Commissioner Field, Supt. Moriarty and Dina Scott, Business Manager were in attendance.

Ms. Scott reported that the quarterly LICAP Meeting was held on Wednesday, December 13, 2017 at the SCWA Education Center at 10:00am. Commissioner Bader was in attendance.

**OLD/NEW BUSINESS:**

The following board meetings were scheduled for January 2018:

- January 2<sup>nd</sup> at 5:30 pm
- January 9<sup>th</sup> at 5:30 pm
- January 16<sup>th</sup> – Reorganization Meeting at 5:30 pm
- January 23<sup>rd</sup> – at 5:30 pm. Additional Public Session at 7:00 pm
- January 30<sup>th</sup> at 5:30 pm

At 9:40 am a motion was made to enter into Executive Session to discuss personnel.

At 10:15 am Executive Session ended and the Board returned to Regular Session.


There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 10:20 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 Tuesday, December 20, 2017.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 17<sup>th</sup> day of April, 2018.

  
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MARC B. LAYKIND, CHAIRMAN

  
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ANDREW N. BADER, TREASURER

  
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AMANDA R. FIELD, SECRETARY