

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, April 17, 2018.

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

The meeting was called to order at 5:30 pm.

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 previous meeting(s) were read and approved unanimously.

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

Attorney Ingham reported that at the request of the Board he has worked with Supt. Moriarty in preparing a claim to be submitted to National Grid in an effort to pursue potential reimbursement for repair costs incurred related to the water main break on Manetto Hill Road back in November 2017.

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

#### **ENGINEER 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 ongoing projects.

Engineer Neri reported that a walkthrough will take place this Friday, April 20, 2018 to develop a punch list of items outstanding for the completion of the Phase I water main project of the Country Pointe Development.

Engineer Neri presented the Board a proposals for services to prepare an engineering report for nitrate and perchlorate removal at Plant No. 4 using an ISEP Ion Exchange System. This proposal also includes a pilot study to be performed with additional services provided by Calgon Carbon Corporation. Fees for services performed by Calgon Carbon Corporation represent \$13,283.00 of the total proposal amount of

\$31,383.00. The proposal states that should the District choose to proceed with a full scale plant, Calgon Carbon Corporation will waive their respective pilot study fee. Based on the recommendation of Supt. Moriarty, the Board accepted H2M architects & engineers proposal.

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

RESOLVED, that the Board of Commissioners approves the proposal for H2M architects & engineers proposal to prepare an engineering report for nitrate and perchlorate removal at Plant No. 4 using the ISEP Ion Exchange System at a total fee of \$31,383.00.

#### **DAVID CHAUVIN'S REPORT – PUBLIC INFORMATION FIRM:**

David Chauvin presented a press release related to the invitation for local plumbers to participate in the District's pinhole Pilot Program as well as several documents related to outreach efforts to be made in an effort to gain participation. Participation by local plumbing businesses is vital to our program as it provides real feedback from licensed local plumbers to help the District better confirm the success of our efforts since undertaking the pinhole pilot project.

#### **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 2017 Annual Quality Water Report has been approved by the Nassau County Department of Health and is ready for distribution and posting to the District's website.

Supt. Moriarty reported that a water availability letter for a proposed 5 lot subdivision was granted to CMA Group for a one (1") inch service at 537-539 Plainview Road. The letter clearly states the District does not permit dead end water mains on new construction, water mains may need to be looped from a customer water quality standpoint.

Supt. Moriarty requested the Boards consideration of the waiver of the \$100.00 backflow penalty assessed for noncompliance with testing requirements of the Hebrew Academy. Supt. Moriarty reported that this customer's backflow was tested and failed in September 2017 and resubmittal of the passed test did not occur until February 28, 2018. After an at length discussion, the Board concluded that the requested was denied pursuant to Section 7.9c, item 2 of the Plainview Water District Ordinances which states that any report which fails a test shall be repaired and retested within thirty days. These criteria were established in an effort to ensure public health of safe drinking water, especially in a commercial establishment.

Supt. Moriarty reported that the pump motor at Well 1-2 requires repair and to be rebuilt for it to be in working order for the upcoming pumping season. Supt. Moriarty obtained a quote from Layne Christensen in the amount of \$7,100.00 to perform said repair and indicated that a repair and rebuild would be considerably less than the purchase of a new motor. Supt. Moriarty confirmed that the repairs and services provided are in accordance with the preexisting requirements contract between the District and Layne Christensen.

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. 45589 through 45608 dated April 5, 2018 in the amount of \$74,950.12 were previously reviewed, approved and signed by the Board.

Vendor check nos. 45613 through 45626 dated April 12, 2018 in the amount of \$16,729.01 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 April 3, 2018 in the amount of \$699.55
- Dental claims dated April 10, 2018 in the amount of \$1,286.57

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

RESOLVED, that the Board of Commissioners approves the dental claims dated April 3, 2018 in the amount of \$699.55 and April 10, 2018 in the amount of \$1,286.57 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 a report of customer billing adjustments that were made in accordance with District Policy. After discussion, the report was ordered filed. In addition to the adjustments made within the District's Policy limits, Ms. Scott requested the Board's approval to remove a penalty in the amount of \$357.28 assessed to 825 Old Country Road as per District Policy. The Board approved Ms. Scott's request.

Ms. Scott provided the Board with a copy of the Treasurer's Report through March 31, 2018. After discussion, the report was ordered filed.

Ms. Scott reported that first quarter 2018 customers' invoices have been sent.

Ms. Scott presented the Board with an update on the status of applications received for resident participation in the District's Landscape Irrigation Smart Controller Rebate Program. This program offers a rebate of up to \$100.00 for the purchase and installation of a weather-based smart irrigation controller and is part of the District's Preserve Plainview water conservation campaign.

Ms. Scott requested the Board sign the Payroll/Status Change Notice for the resignation of Lee Kessler effective April 12, 2018. The Payroll/Status Change Notice was approved and signed. Ms. Scott reported that Lee Kessler requested in accordance with District Policy No. 4.9 Annual Leave and Policy No. 4.15 Sick Leave, the Board approve payment for unused annual and sick leave upon his retirement. After discussion, the Board approved payment for Lee Kessler's unused annual and sick leave as of his resignation date April 12, 2018.

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

RESOLVED, that the Board of Commissioners accept the resignation of Lee Kessler effective April 12, 2018 and also approve payment for Lee Kessler's unused annual and sick leave as of his resignation date.

Ms. Scott presented the Board with a revised Fund Balance Policy which was revised to include updated language in accordance with generally accepted accounting principles as well as indicate the respective year in which the unassigned general fund balance should not exceed as a percentage of the budget.

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

RESOLVED, that the Board of Commissioners approves the Fund Balance Policy.

The NSWCA Training was held on Monday, April 16, 2018 at Angelina's Restaurant in Williston Park at 6:30 pm. The training topic was the 1,4 dioxane pilot program. Commissioner Laykind, Commissioner Field and Commissioner Bader were in attendance.

Ms. Scott presented the Board with following additional general fund budget transfers be made for the year ending December 31, 2017 as a result of additional accounting adjustments made to the District's books and records;

TO:		
CODE	DESCRIPTION	TOTAL
8345	General Liability Insurance	58,939.00
8322-C	Mains and Hydrants	8,378.00

FROM:

CODE	DESCRIPTION	TOTAL
8320-B	Purification Salaries	(50,000.00)
8342-F	Vehicle Salaries	(17,317.00)

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

RESOLVED, that the Board of Commissioners approves the following general fund budget transfers be made for the year ending December 31, 2017;

TO:

CODE	DESCRIPTION	TOTAL
8345	General Liability Insurance	58,939.00
8322-C	Mains and Hydrants	8,378.00

FROM:

CODE	DESCRIPTION	TOTAL
8320-B	Purification Salaries	(50,000.00)
8342-F	Vehicle Salaries	(17,317.00)

Ms. Scott then reported that the preliminary financial statements indicated that the District will end fiscal year December 31, 2017 with an unreserved/undesignated fund balance of approximately \$4,053,639.00 resulting in an increase to unreserved/undesignated fund balance from the previous year of approximately \$1,570,694.00. Ms. Scott recommended that the District reduce the unreserved/undesignated fund balance to a target level equal to 25% of 2018 adopted budget by appropriating \$1,818,727.00 to the capital improvement reserve fund as follows:

CODE	DESCRIPTION	TOTAL
TO:		
0878	Capital Improvement Reserve	1,818,727.00
FROM:		
0909	Unreserved/Undesignated Fund Balance	(1,818,727.00)

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

RESOLVED, that the Board of Commissioners approves the following transfer of fund balance be made for the year ending December 31, 2017;

CODE	DESCRIPTION	TOTAL
TO:		
0878	Capital Improvement Reserve	1,818,727.00
FROM:		
0909	Unreserved/Undesignated Fund Balance	(1,818,727.00)

**OLD/NEW BUSINESS:**

The following board meetings were scheduled for May 2018:

- May 1<sup>st</sup> at 5:30 pm
- May 8<sup>th</sup> at 5:30 pm
- May 15<sup>th</sup> at 5:30 pm. Additional Public Session at 7:00 pm
- May 22<sup>nd</sup> at 5:30 pm
- May 29<sup>th</sup> at 5:30 pm

At 8:15 pm a motion was made to enter into Executive Session to discuss personnel.

At 8:35 pm 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 8:45 pm.

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, April 17, 2018.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 21<sup>st</sup> day of June, 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