

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, May 15, 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
Sujata Pal, Engineer
Greg Gordon, Zimmerman/Edelson

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

Commissioner Laykind opened the meeting with the Pledge of Allegiance and a moment of silence in memory of Locust Valley Water District's Commissioner Pasquale J. Eliseo, who passed away earlier this week.

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 he is continuing to work with the Business Manager regarding the appropriate establishment and use of District reserve funds as well as commencing the process of pursuing financing through the Town of Oyster Bay for the Districts required matching portion of the Water Infrastructure Improvement Act grant award.

Attorney Ingham reported he had not received a response from National Grid regarding his written demand that the utility open a claim file on the Manetto Hill Road water main break matter.

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 H2M architects & engineers have approved the 15-unit building and clubhouse backflow prevention plans for the Country Pointe Development. Said plans have been sent by Dvirka & Bartilucci to Supt. Moriarty for signature and transmission to the Nassau County Department of Health. Engineer Neri confirmed that typical backflow plans for all residential units have been reviewed.

Engineer Pal reported that H2M architects & engineers submitted a letter to the Nassau County Department of Health and the NYS Department of Health summarizing the Plant No. 4 site's water quality and proposed ISEP system. Engineer Pal informed the Board that Calgon's pilot study protocol was attached for their review and comment. Feedback was requested no later than May 25, 2018.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

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

Greg Gordon presented additional documentation as requested to be included in the elected official packet for review and approval.

Greg Gordon reported that the District has received its first participant into the Plumbers Program. Commissioner Laykind instructed that upon verification of licensing and insurance credentials that he be placed on the list of plumbers participating in the District's pinhole program found on the District's website. Commissioner Laykind added that we look forward to receiving feedback on the slowdown of pinhole repairs to be reported by the participating plumbers.

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 provided the Board with an update on alkalinity distribution test results.

Supt. Moriarty reported that he has contacted American Paving Masonry to expedite the final road restoration in front of 825 Old Country Road in an effort for the paving to be complete prior to the Plainview-Old Bethpage Memorial Day Parade. Supt. Moriarty informed the Board that the work to be completed is in accordance with the previously awarded requirements contract.

Supt. Moriarty reported that he is working on revisions to the notice that reminds customers of odd/even watering restrictions as indicated in the District's ordinances in the event a violation of this order is observed and/or reported.

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. 45705 through 45718 dated May 10, 2018 in the amount of \$39,707.76 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 May 8, 2018 in the amount of \$4,718.25

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 May 8, 2018 in the amount of \$4,718.25 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.

Ms. Scott presented the Board with a further 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 reported that Utica National Insurance Group will be conducting the annual workers compensation audit on Wednesday, May 16, 2018.

Ms. Scott recommended that the Board consider memorializing in the minutes, an appropriate classification for the District's general improvement reserve as the documentation to support its original establishment dates prior to 1998 and cannot be located. Based on the known factors of the past uses of this reserve, in conjunction with the Business Manager's knowledge of the functionality of the various types of reserves, it clearly appears as if this reserve was intended to be a "type" capital reserve as opposed to a "specific" capital reserve. Consequently, in accordance with Section 6-c of General Municipal Law, the general improvement reserve should be memorialized as a "type" of capital reserve. After discussion, the Board unanimously adopted the following resolution:

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

RESOLVED, that the Board of Commissioners wish to memorialize the establishment of the general improvement reserve account in accordance with Section 6-c of General Municipal Law as a “type” reserve;

BE IT FURTHER RESOLVED that the Business Manager is hereby directed to deposit and secure the monies of the general improvement reserve funds in the manner provided by Section 10 of the General Municipal Law. The Business Manager will invest the moneys in the general improvement reserve funds in compliance with Section 11 of the General Municipal Law and consistent with the investment policy of the Plainview Water District. The Business Manager shall account for the general improvement reserve funds in a manner which maintains the separate identity of the cash and investments of said funds. Any interest earned or capital gains realized on the moneys deposited or invested shall accrue to and become part of the general improvement reserve funds. Except as otherwise provided by section 6-c, 6-d, 6-p and 6-r of the General Municipal Law, expenditures from these general improvement reserve funds shall only be made for the purpose for which these general improvement reserve funds were established. No expenditure shall be made from this general improvement reserve funds without the approval of the Board of Commissioners and without such additional actions or proceedings as may be required by section 6-c, 6-d, 6-p and 6-r of the General Municipal Law.

Ms. Scott presented a schedule of proposed cash transfers to be made in order to reconcile amounts per the restricted reserve equity balances to the actual cash balance. In addition, Ms. Scott proposed the transfer of cash and equity reserve funds to be made from the meter replacement reserve to the general improvement reserve account, closing the meter replacement cash and equity accounts upon execution of transfer. This is being done in an effort to consolidate the District's sub-reserve accounts into one general improvement reserve based upon the recommendations of the Office of the State Comptroller. The approval of these transfers will result in the closing of the Supply Well & Booster Pump cash account with Flushing Bank (Flushing) ending in 1617 as well as the closing of the Meter Replacement cash account with The First National Bank of Long Island (FNBLI) ending in 2739. Proposed cash transfers are as follows;

| | |
|-----------------------------------------------------------------------------------|----------------|
| From: | Amount |
| Flushing - Supply Well & Booster Pump (account closed upon execution of transfer) | \$272,888.81 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$272,888.81 |
| From: | Amount |
| FNBLI – Undesignated/Unappropriated FD | \$1,870,914.05 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$1,870,914.05 |

| | |
|----------------------------------------|-------------|
| From: | Amount |
| Flushing – Contaminant Reserve | \$37,398.50 |
| To: | |
| FNBLI – Undesignated/Unappropriated FD | \$37,398.50 |

| | |
|----------------------------------------|--------------|
| From: | Amount |
| FNBLI – Undesignated/Unappropriated FD | \$133,467.65 |
| To: | |
| Flushing - Infrastructure Reserve | \$133,467.65 |

| | |
|--------------------------------------------------------|-------------|
| From: | Amount |
| FNBLI – Undesignated/Unappropriated FD | \$22,285.44 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$22,285.44 |

| | |
|-------------------------------------------------------------------------------|------------|
| From: | Amount |
| FNBLI – Meter Replacement Reserve (account closed upon execution of transfer) | \$3,568.01 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$3,568.01 |

Ms. Scott presented the Board with a First National Bank of Long Island Authorization to Wire Funds Form for each respective transfer and requested the Board sign and authorize each form as described above. Agreeing with Ms. Scott's recommendation at long, the Board signed and authorized each form accordingly.

Ms. Scott presented the Board with a Flushing Bank Public Entity Transaction Request Form for each respective transfer and requested the Board sign and authorize each form as described above. The Board signed and authorized each form accordingly.

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

RESOLVED, that the Board of Commissioners authorizes funds be transferred as indicated below;

| | |
|-----------------------------------------------------------------------------------|--------------|
| From: | Amount |
| Flushing - Supply Well & Booster Pump (account closed upon execution of transfer) | \$272,888.81 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$272,888.81 |

| | |
|--------------------------------------------------------|----------------|
| From: | Amount |
| FNBLI – Undesignated/Unappropriated FD | \$1,870,914.05 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$1,870,914.05 |

| | |
|----------------------------------------|-------------|
| From: | Amount |
| Flushing – Contaminant Reserve | \$37,398.50 |
| To: | |
| FNBLI – Undesignated/Unappropriated FD | \$37,398.50 |

| | |
|----------------------------------------|--------------|
| From: | Amount |
| FNBLI – Undesignated/Unappropriated FD | \$133,467.65 |
| To: | |
| Flushing - Infrastructure Reserve | \$133,467.65 |

| | |
|--------------------------------------------------------|-------------|
| From: | Amount |
| FNBLI – Undesignated/Unappropriated FD | \$22,285.44 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$22,285.44 |

| | |
|-------------------------------------------------------------------------------|------------|
| From: | Amount |
| FNBLI – Meter Replacement Reserve (account closed upon execution of transfer) | \$3,568.01 |
| To: | |
| Flushing - General Maintenance and Improvement Reserve | \$3,568.01 |

RESOLVED, that the Board of Commissioners authorizes the closing of the Supply Well & Booster Pump cash account with Flushing Bank.

RESOLVED, that the Board of Commissioners authorizes the closing of the Meter Replacement Reserve cash account with the First National Bank of Long Island.

RESOLVED, that the Board of Commissioners authorizes the reserve equity transfer of the Meter Replacement Reserve funds to the General Maintenance and Improvement Reserve account, closing the Meter Replacement Reserve equity account.

Ms. Scott presented the Board with a proposed Budgetary Control/Transfer Policy. Said policy authorizes the Superintendent and/or Business Manager to make budget transfers between expenditure line items and between revenue lines items in amounts less than or equal to \$5,000.00 without changing the overall amount of the Original Budget. If in the aggregate, transfers to an individual account exceeds \$5,000.00 for the year, the Superintendent and/or Business Manager are required to notify the Commissioners at the next scheduled Board meeting in order to maintain Board oversight 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 Budgetary Control/Transfer Penalty Policy.

The following board meetings were scheduled for June 2018:

- June 5th at 5:30 pm
- June 12th – No Meeting
- June 19th – at 5:30 pm. Additional Public Session at 7:00 pm
- June 26th at 5:30 pm

At 7:10 pm a motion was made to enter into Executive Session to discuss personnel.

Upon reentering Regular Session, the Board concluded that three (3) employees who volunteer to work in preparation of and during the Plainview-Old Bethpage Memorial Day Parade will received one day of banked time as means of compensation for their time worked, in lieu of monetary compensation.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:50 pm.

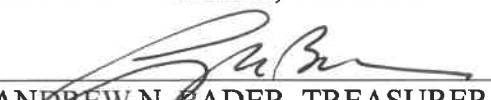
STATE OF NEW YORK)
COUNTY OF NASSAU) ss.:
PLAINVIEW WATER DISTRICT)

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, May 15, 2018.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 21st day of June, 2018.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY