

Regular meeting of the Board of Commissioners of the Plainview Water District was held via telephone conference on Tuesday, April 28, 2020.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Amanda R. Field, Secretary
Stephen Moriarty, Superintendent
Dina Scott, Business Manager
Michael Ingham, Attorney
James Neri, Engineer
Greg Gordon, ZE Creative Concepts

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

Correspondence was reviewed in the Board update.

The Board approved and signed payroll checks.

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

Commissioner Laykind opened by stating that he hopes everyone is well and safe. Today's meeting is being held via zoom once again, pursuant to the Governor's executive order. The meeting was noticed on the District's website indicating that a phone line is available for public participation. Plainview Water District employees have been working throughout the pandemic, as we are essential. He is happy to report that all Plainview Water District employees are safe and healthy amid the COVID-19 pandemic as tremendous precautionary measures have been put in place to ensure the health and safety of District staff.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham reported that on Monday, April 27, 2020 he attended and was the guest speaker at a virtual training hosted by the Nassau Suffolk Water Commissions Association (NSWCA). Also in attendance at the virtual training was all three members of the District's Board of Commissioners. Attorney Ingham reported that discussions took place regarding protocol established by the Department of Health to ensure employees remain safe and return safe to work amid the COVID-19 pandemic.

Attorney Ingham will present the remainder of his report in executive session as it relates to settlement of insurance claims submitted by a former employee.

ENGINEER'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. Said items were reviewed and discussed with the Board in detail.

Engineer Neri reported that placement of shingles on the roof has commenced on the Plant No. 1 treatment project. Work continues to take place on the overhead electrical conduit. Directional drilling for the gas line is scheduled to be completed this upcoming Thursday, April 30, 2020. The recent construction progress meeting that took place last week was productive and the critical path items were addressed.

Engineer Neri reported that construction continues to be in progress for the Plant No. 2, 3 and 7 interim Advanced Oxidation Process (AOP) treatment projects. Carbon for the Granulated Activated Carbon (GAC) units at Plant Nos. 2 and 3 were delivered and installed today.

Engineer Neri reported that the Water Conservation Plan update for the year ending December 31, 2019 was submitted to the Nassau County Department of Health (NCDOH) for their review and approval. Supt. Moriarty reported that he reached out to the NCDOH regarding their timeline for review and approval and was informed that it should be complete by this upcoming Thursday, April 30, 2020.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon reported that final edits were made to the spring newsletter which is now with the printer for printing and fulfilment. Delivery to customers is scheduled to take place two weeks from today. In addition, he is working on creating a shortened version of the newsletter to be sent via e-mail to District customers. Greg Gordon reported the District has by far the largest database of customer email addresses on file and encourages the District to continue to utilize email as an effective means of communication. The shortened newsletter to be sent via email will include links to the full articles within the original newsletter which will be posted to the District's website.

Greg Gordon reported that he followed up with the Plainview Old-Bethpage School District regarding the communication previously sent by Ms. Scott to participate in the District's annual poster contest. This year's contest has been changed to accommodate a digital platform in order to successfully administer the contest in light of precautionary measures and social distancing requirements as a result of COVID-19.

Greg Gordon reported that he is preparing an e-mail blast and social media content related to water conservation. After discussion of the content, the Board requested him to prepare and submit for their review and approval.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that the generator repair at Plant No. 7 started yesterday and is expected to be completed by the end of the week. In addition, the generator repair at Plant No. 1 is scheduled to start this upcoming Friday and should take approximately three (3) days to complete. Supt. Moriarty reported that by the end of next week all District generators should be fully operational.

Supt. Moriarty provided the Board with a memorandum outlining the status of all AOP treatment projects taking place District-wide. The Board agreed to review the memorandum and coordinate a meeting to take place to discuss in further detail.

Supt. Moriarty requested the Board's approval to remove seven (7) backflow penalties in the amount of \$100.00 assessed to 260 Newtown Road, 421 South Oyster Bay Road, 437 South Oyster Bay Road, 417A South Oyster Bay Road, 419A South Oyster Bay Road, 431 South Oyster Bay Road and 546 Old Country Road. In addition, Supt. Moriarty requested the Board's approval to remove one backflow penalty in the amount of \$250.00 assessed to 441 South Oyster Bay Road. Supt. Moriarty explained that these properties each submitted a copy of their backflow test which was successfully conducted in 2019. Of the thousands of reports filed, these tests were not updated in the District's records accordingly and therefore the penalties were improperly assessed. The Board approved Supt. Moriarty's requests.

Supt. Moriarty will present the remainder of his report in executive session as it relates to acceptance of an employee resignation.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 51860 through 51870 dated April 16, 2020 in the amount of \$8,611.29 were previously reviewed, approved and signed by the Board.

Vendor check nos. 51876 through 51888 dated April 22, 2020 in the amount of \$80,709.78 were previously reviewed, approved and signed by the Board.

Capital projects vendor check no. 10029 dated April 22, 2020 in the amount of \$1,685.67 was previously 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 15, 2020 in the amount of \$395.00
- Dental claims dated April 22, 2020 in the amount of \$267.00

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 15, 2020 in the amount of \$395.00 and April 22, 2020 in the amount of \$267.00 and the Board authorized funds be transferred into the District's dental benefit account.

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 reported that the District has received several customer inquiries regarding the assessment of penalty for nonpayment of invoices by the stated due date as

a result of the economic hardship stemming from the COVID-19 pandemic. After at length discussion and consideration, the Board of Commissioners directed Ms. Scott to liberally grant payment plans for any customers who express financial hardship during these difficult times. Additionally, the Board of Commissioners agreed to temporarily amend the existing Customer Penalty Policy whereby authority to remove penalties or grant payment plans may be exercised provided that the customer has not had a penalty waived in the last five (5) years. Approval may temporarily be issued without consideration of if and when a penalty was previously removed. This authorization is limited to the first quarter 2020 customer invoices unless otherwise approved by the Board.

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

RESOLVED, that the Board of Commissioners authorizes the temporary amendment of the existing Customer Penalty Policy whereby approval to remove penalties or grant payment plans may be exercised without consideration of if and when a penalty was previously removed in the most recent five years. This authorization is limited to the first quarter 2020 customer invoices unless otherwise stated by the Board.

Ms. Scott presented the Board with a copy of the final Component Unit Financial Report for the year ending December 31, 2019 as prepared and executed by the Business Manager and submitted to the Town of Oyster Bay for their Annual Update Document filing. The numbers contained in the report are inclusive of all audit adjustments proposed by the external auditors, Cullen & Danowski, LLP.

Ms. Scott previously provided the Board with a copy of the Treasurer's Report through March 31, 2020. In addition, to supplement and support the Treasurer's Report, Ms. Scott also provided the Board with the respective bank reconciliations as well as a collateral summary for all District cash accounts for the month ending March 31, 2020. After discussion, the reports were ordered filed.

Ms. Scott reported that an adjustment that was identified through the audit of the financial statements for the year ending December 31, 2019 to transfer interest earned by the capital projects fund cash account back to the capital improvement reserve cash account in the general fund. All interest earned in the capital projects fund derived from reserve funding sources should be transferred back to the respective capital reserve account. Board approval was requested to transfer \$67,777.62 from the capital projects cash account to the capital improvement reserve account.

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

RESOLVED, that the Board of Commissioners approves the transfer of \$67,777.62 from the capital projects cash account to the capital improvement reserve account.

Ms. Scott requested the following general fund budget transfer be made in excess of the Budget Transfer Policy limits;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8310-60-7500	Judgments and Claims	10,000.00
From:		
A-8310-30-4510	Engineering Services	(10,000.00)

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 transfer be made;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8310-60-7500	Judgments and Claims	10,000.00
From:		
A-8310-30-4510	Engineering Services	(10,000.00)

The following virtual board meetings were scheduled for May 2020:

- May 12th at 5:30 pm
- May 26th at 5:30 pm

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 6:30 pm to discuss settlement of insurance claims submitted by a former employee as well as acceptance of an employee resignation. The Board emerged from Executive Session at 7:50 pm with minutes produced and action taken.

Supt. Moriarty presented the Board of Commissioners with a letter of resignation submitted by employee Steven Mello. Ms. Scott requested the Board sign the Payroll/Status Change Notice for the resignation of Steven Mello effective April 20, 2020. The Payroll/Status Change Notice was approved and signed.

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

RESOLVED, that the Board of Commissioners accepts the resignation of Steven Mello effective April 20, 2020.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:10 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 28, 2020.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 18th day of May, 2020.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY