

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, November 3, 2020.

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

The meeting was called to order at 9:00 am.

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 the settlement of the Southern Parkway claim dated back to September 4, 2019 as a result of property damage arising out of a water main failure has been paid. Ms. Scott reported that the check was received by the District and deposited into the operating bank account. The respective disbursements will be made to Bancker Construction Corp. for settlement of said claims.

#### **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 a meeting will be held with the contractor of phase two of the Country Pointe Development to further discuss the two fire hydrants added without prior authorization as noted from the walk-through previously conducted.

Engineer Neri reported that programming and final control configuration continue to take place for the Plant No. 1 treatment project. Supt. Moriarty reported that Well 1-1 is expected to be running by the end of this week and additional samples are being collected for Well 1-2 which is expected to be running the following week.

Engineer Neri reported that he is working on proposals to obtain a specialized pipe camera in order to address comments received by the Town of Oyster Bay regarding design for the Plant No. 3 drainage work.

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

Greg Gordon presented a social media content calendar future posts for the Board's review. The Board provided feedback and changes and approved for submission upon the revisions being made.

Greg Gordon provided a revised draft of the fall 2020 newsletter for the Board's review and comment.

Greg Gordon presented materials related to the success of the District's pharmaceutical take back program to be published through various media sources for the Board's review. The Board provided feedback and changes and approved for submission upon the revisions being made.

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

Supt. Moriarty presented the Board with a project status report for the Plant Nos. 1, 2, 3, 4 and 7 AOP treatment projects. Discussion took place regarding the details of the current status of each of the projects.

Supt. Moriarty presented the Board with the final correspondence sent to the NYS Department of Health regarding sampling for emerging contaminants.

Supt. Moriarty reported that a letter was sent to the three hundred (300) commercial customers who have not successfully tested their backflow in an effort to remind them that compliance with this NYS mandated regulation is required by December 31, 2020.

Supt. Moriarty requested Board authorization to bid the generator maintenance contract that is set to expire for the year ending December 31, 2020. Supt. Moriarty recommended H2M architects + engineers prepare the bid for said contract and provided the Board with the respective proposal in the amount of \$2,400.00. After discussion, the Board approved H2M architects + engineers proposal to prepare the bid for the generator maintenance contract which is set to expire at year-end in the amount of \$2,400.00.

Supt. Moriarty presented the Board with a proposal submitted by H2M architects + engineers for the design, construction administration and construction documentation services for replacement of the roofs at the District's various Plant No. 1 site locations. The proposal was in the amount of \$32,250.00 plus analytical laboratory costs estimated at \$1,505.00. Discussion took place regarding the age and condition of the roof and the necessity of its replacement. After at length discussion, the Board approved H2M architects + engineers proposal in the amount of \$32,250.00 plus analytical laboratory costs estimated at \$1,505.00.

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

Vendor check nos. 52429 through 52445 dated October 28, 2020 in the amount of \$69,212.33 were 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 October 27, 2020 in the amount of \$2,009.74

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 October 20, 2020 in the amount of \$2,009.74 and the Board authorized funds to 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 request for proposal for office cleaning services for the years ending December 31, 2021 through December 31, 2023 was sent via postal mail with a return date of December 11, 2020.

Ms. Scott requested Board authorization to transfer \$111,375.00 from the operating cash account to the capital projects cash account. Ms. Scott reported that check # 10052 was disbursed from the capital projects cash account and included payment for services rendered on the Plant No. 4 AOP pilot study. The designated funding source for this project is operating transfers and therefore the check should have been disbursed through the general fund. Ms. Scott requested Board approval to execute the transfer in order to correct the error.

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

RESOLVED, that the Board of Commissioners approves transferring \$111,375.00 from the operating cash account to the capital projects cash account.

Ms. Scott presented a sample resolution to be adopted in accordance with Article 57-a of Local Government Records Law Section 57.25 in relation to records retention and disposition which requires the District to comply with the record retention schedule established by the Commissioner of Education. Effective in 2020 and required no later than December 31, 2020 is the adoption of the Records Retention and Disposition Schedule for New York Local Government Records LGS-1 which has superseded the previously enforced and adopted MU-1. Discussion took place and the Records Retention and Disposition Schedule for New York Local Government Records LGS-1 was adopted by the Board of Commissioners as discussed in the resolution attached herewith.

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There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 11:30 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, November 3, 2020.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 19<sup>th</sup> day of November, 2020.

  
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MARC B. LAYKIND, CHAIRMAN

  
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ANDREW N. BADER, TREASURER

  
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AMANDA R. FIELD, SECRETARY

**EXCERPTS FROM THE MINUTES OF THE MEETING OF  
PLAINVIEW WATER DISTRICT OF NOVEMBER 3, 2020**

**RESOLUTION FOR THE ADOPTION OF RETENTION AND DISPOSITION  
SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)**

Ms. Scott presented a sample resolution to be adopted in accordance with Article 57-a of Local Government Records Law Section 57.25 in relation to records retention and disposition which requires the District to comply with the record retention schedule established by the Commissioner of Education. Effective in 2020 and required no later than December 31, 2020 is the adoption of the Records Retention and Disposition Schedule for New York Local Government Records LGS-1 which has superseded the previously enforced and adopted MU-1. Discussion took place and the Records Retention and Disposition Schedule for New York Local Government Records LGS-1 was adopted by the Board of Commissioners as follows;

**RESOLVED.** By the Board of Commissioners of the Plainview Water District that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* issued pursuant to Article S7-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED.** that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.