

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, November 24, 2020.

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

The meeting was called to order at 8:30 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.

Commissioner Laykind opened the meeting by stating that today's change in meeting time was scheduled and noticed in advance in order to accommodate scheduling conflicts.

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 the completed works walk through package for the Plant No. 3 interim AOP treatment project is being finalized and packaged to submit to the NYS and Nassau County Departments of Health for their final review. Upon approval, a certificate of completed works will be issued and the AOP system will be approved to operate.

Engineer Neri reported that he is preparing responses to the second round of comments on the engineering plans received by the Nassau County Department of Health for the Plant No. 7 interim AOP treatment project. Engineer Neri also reported that he is coordinating efforts to prepare the respective completed works walk through package to submit to the NYS and Nassau County Departments of Health.

Engineer Neri reported that H2M architects & engineers has commenced tabulating the bid documents for the roof replacement at various plant site locations. Engineer Neri requested to place advertisement in the December 9, 2020 edition of the POB Herald and that the District take bids for the respective contract on December 21, 2020. The Board approved Engineer Neri's request.

Engineer Neri reported that H2M architects + engineers has conducted a site visit and field measure with their environmental group who have taken samples of the various plant site locations where roof replacement is being considered. Additional efforts to gather information in order to prepare the respective bidding documents will be forthcoming.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon reported that the fall 2020 newsletter was delivered to District customers last week. A copy of the newsletter was posted to the District's website.

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

Greg Gordon provided an e-mail blast for the Board's review. The Board provided feedback and changes and approved for sending upon the revisions being made.

Greg Gordon reported that the press release related to water system winter tips will be published next week.

Commissioner Laykind provided Greg Gordon with information related to The Rudman Family Food Pantry which he would like the District to partake.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty reported that he is reviewing the revised design as it relates to the Plant No. 2 permanent AOP treatment facility. Upon his review he will discuss with Engineer Neri and report to the Board thereafter.

Supt. Moriarty reported details related to contractor final close out of the Plant No. 1 treatment project. Discussion took place and Engineer Neri agreed to prepare the respective change orders for the Board's review and approval.

Supt. Moriarty presented the Board with a complimentary letter submitted by a District resident acknowledging and thanking the District for its efforts in providing safe drinking water at reasonable rates. The Board expressed their gratitude for said letter.

Supt. Moriarty reported that he is gathering the required samples from all District wells that were required as it relates to 1,4 dioxane, pfoa and pfos as required by the NYS and Nassau County Departments of Health.

Supt. Moriarty will present the remainder of his report in executive session as it relates to a new employee hire.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 52502 through 52521 dated November 19, 2020 in the amount of \$89,711.92 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 November 17, 2020 in the amount of \$927.03

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 November 17, 2020 in the amount of \$927.03 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. In addition to the adjustments made within the District's Policy limits, Ms. Scott requested the Board's approval to remove penalties assessed to 4 Rosalie Drive in the amount of \$50.55 in accordance with District policy. The Board approved Ms. Scott's request.

Ms. Scott presented a Schedule of Budget Adjustments as processed in accordance with the District's Budget Transfer Policy. In addition, Ms. Scott presented Detail of Budget Adjustments to accompany and support each budget adjustment made as indicated in the Schedule of Budget Adjustments. After discussion, the report was ordered filed.

Ms. Scott reported that with cash receipt of the third quarter customer payments the operating account currently has a high balance. As the operating account does not earn interest, the Ms. Scott requested Board approval to transfer \$250,000.00 into the District's undesignated/unappropriated interest bearing account.

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

RESOLVED, that the Board of Commissioners approves transferring \$250,000.00 from the operating account into the District's undesignated/unappropriated interest bearing account.

Ms. Scott provided the Board with a memorandum as it relates to managed print services. Ms. Scott reported that the District's managed print agreement with Carr Business Systems has been terminated effective November 30, 2020. Ms. Scott provided the Board with an agreement for managed print services with DRP Solutions, A Doctor Print Company. DRP Solutions is the same vendor who manages the District's administrative office Konica copy machine/scanner/printer. This would bring all office

printing machines under contract with the same vendor and at a lesser rate. The contract in place with Carr Business Systems was for a set number of prints at a rate of \$417.50 per month with overages applied when exceeded. The proposed month to month contract with DRP Solutions is based on the exact count of prints at a lesser rate. Should the District generate the same number of prints allowed on the Carr contract, the monthly rate with DRP Solutions would be \$345.00, a savings of \$72.50 per month, or \$870.00 per year. Discussion took place and Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves the District enter into a month to month contract with DRP Solutions for managed print services.

The following board meetings were scheduled for December 2020:

- December 1st at 5:30 pm
- December 15th at 5:30 pm – Additional public session at 7:00 pm
- December 22nd at 5:30 pm
- December 29th at 5:30 pm

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 10:35 am to discuss a new employee hire. The Board emerged from Executive Session at 11:05 am with minutes produced and action taken.

Supt. Moriarty requested the Board approve the hiring of John Michta as Water Servicer Trainee. Subject to final approval by the Nassau County Department of Civil Service, Mr. Michta will begin his employment with the District on Monday, December 14, 2020.

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

RESOLVED, upon the recommendation of Supt. Moriarty that the Board of Commissioners approves hiring John Michta as Water Servicer Trainee at an annual rate of \$40,000.00 to begin employment on Monday, December 14, 2020.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 11:15 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 24, 2020.

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



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY