

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, December 1, 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.

MICHAEL INGHAM'S REPORT – ATTORNEY:

Attorney Ingham reported that he is preparing a memorandum of recommendation as it relates to the Jericho Water District (JWD) customer located at 563 Woodbury Road, Plainview. This property is located within the Plainview Water District (PWD) boundaries, however, lies at the far edge of the PWD and has always received water from a main owned by JWD on an “outside contract” basis. The Board agreed to review said memorandum and consider the proposed resolution.

Attorney Ingham discussed the ballot process for the District's upcoming Water Commissioner Election on Tuesday, December 8, 2020.

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 project close out and final payment requests are being processed for the Plant No. 1 treatment facility project.

Engineer Neri reported the completed works walk through package for the Plant No. 3 interim AOP treatment project will be submitted to the NYS and Nassau County Departments of Health tomorrow 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 cleaning and inspection of the Town of Oyster Bay stormwater line is scheduled for tomorrow for the Plant No. 3 drainage work. If the inspection passes, this will result in a considerable cost savings to the District by not having to install an additional drainage line.

Engineer Neri reported that 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 are being prepared for submission tomorrow. 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.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon provided a revised 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 recent e-mail blast that was sent received a 40% open rate.

Greg Gordon provided an informational flyer related to The Rudman Family Food Pantry for which the District is a designated drop off location. Commissioner Laykind requested that the flyer be posted at the District's administrative office posting locations as well as the Plainview Old Bethpage Library.

Greg Gordon reported that updates have been made to the emerging contaminant page and the related links on the District's website.

STEPHEN MORIARTY'S REPORT – SUPERINTENDENT:

Supt. Moriarty presented a memorandum of recommendation for H2M architects + engineers to conduct an update to the District's Emergency Response Plan as well as the Vulnerability Assessment Plan in accordance with requirements set forth by the NYS Department of Health. The proposed fee for this required update is \$7,600.00 These updates include details surrounding the newly constructed Advanced Oxidation Process (AOP) treatment facilities. After discussion, the Board approved Supt. Moriarty's request.

Supt. Moriarty reported that detailed information related to lead and copper information has been posted to the District's website.

Supt. Moriarty requested the following general fund budget transfer be made in excess of the Budget Transfer Policy limits. After discussion as to the reason behind the proposed adjustments, the Board approved Supt. Moriarty's request as follows;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8330-15-3500	Laboratory Sample and Analysis	45,000.00
From:		
A-8340-15-3500	Purchase of Meters	(45,000.00)

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

RESOLVED, that the Board of Commissioners approves the following general fund budget transfer;

<u>Code</u>	<u>Description</u>	<u>Total</u>
To:		
A-8330-15-3500	Laboratory Sample and Analysis	45,000.00
From:		
A-8340-15-3500	Purchase of Meters	(45,000.00)

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 52527 through 52536 dated November 25, 2020 in the amount of \$24,106.24 were previously reviewed, approved and signed by the Board.

Capital projects vendor check no. 10058 dated November 25, 2020 in the amount of \$2,843.01 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 November 24, 2020 in the amount of \$2,575.97

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 24, 2020 in the amount of \$2,575.97 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 postcards for the upcoming Water Commissioner Election on Tuesday, December 8, 2020 have been mailed. Ms. Scott also reported that ballots for the upcoming election have been ordered.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 7:35 pm to discuss a new employee hire. The Board emerged from Executive Session at 7:55 pm with no minutes produced and action taken.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:05 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, December 1, 2020.

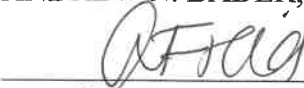
IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this day of December, 2020.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY