

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, January 26, 2021.

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  
Sujata Pal, 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 presented the contract for the roof replacement at District Plant No. 1 for the Board's execution. Said contract was executed in duplicate and one copy will be forwarded to the respective vendor.

Attorney Ingham presented the 2021 hydrant agreement for the Syosset Fire District for the Board's execution. Said agreement was executed in duplicate and one copy will be forwarded to the respective party. Attorney Ingham reported that the Plainview Fire Protection District agreement is scheduled to be approved and executed at the February 9, 2021 board meeting of the Town of Oyster Bay. Upon execution, said agreement will be forwarded to the District for final execution.

Attorney Ingham provided an update on his review of the recently received FOIL request. Discussion took place and the Board requested Attorney Ingham reach out to the related party in an effort to obtain further detail regarding the nature of the items requested.

#### **ENGINEER'S REPORT – ENGINEER:**

Engineer Pal 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 Pal reported that final open items for the Plant No. 1 treatment project are being completed.

Engineer Neri reported that full scale design and layout of the Plant No. 2 permanent Advanced Oxidation Process (AOP) project is being finalized. Upon completion, the design will be presented to the Board for their review and comment.

Engineer Neri reported that he has submitted response to the third 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 reported that he will be meeting with Supt. Moriarty to discuss in detail the updates made to the District's Vulnerability Assessment and its incorporation of AOP treatment.

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

Greg Gordon presented a press release related to signing up for the District's emergency notification system to be published in upcoming weeks for the Board's review and approval. The Board provided feedback and changes and approved for submission upon the revisions being made.

Greg Gordon reported that the postcard mailer which provides details of the efforts put forth by District to remove 1,4-Dioxane from drinking water is with the printer for printing and is expected to be complete for postal delivery by Monday of next week.

Greg Gordon provided a social media content calendar for February 2021 posts for the Board's review. The Board provided feedback and changes and approved for posting upon the revisions being made.

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

Supt. Moriarty reported that he is coordinating topics and outline for sampling training to be conducted for water plant operators.

Supt. Moriarty reported that the emergency generator repair at Plant No. 1 is complete. New fuel is in the tank and the generator has been tested and is in proper working order.

Supt. Moriarty presented the pumpage and sales report for both the month and year ending December 31, 2020. After discussion, the report was ordered and filed. In addition, Supt. Moriarty presented a memorandum regarding fourth quarter as well as the year ending December 31, 2020 pumpage and calculations to support unaccounted for water. Supt. Moriarty reported the District pumped 3.5% more water in 2020 than in 2019.

Supt. Moriarty presented a letter to the Board regarding a request for an increase to the previously approved purchase order for engineering services provided for the Plant No. 1 AOP treatment project. Discussion took place as to the details surrounding the additional services performed by H2M architects + engineers as it relates to time incurred

for regulatory review and construction administration and observation. Supt. Moriarty presented the request for additional funds related to the Plant No. 1 AOP treatment project with H2M architects + engineers in the amount of \$24,000.00 effective December 31, 2020. Board approval was requested.

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

RESOLVED, that the Board of Commissioners approves increase to the previously approved purchase order related to engineering services provided by H2M architects + engineers for the Plant No. 1 AOP treatment project in the amount of \$24,000.00 effective December 31, 2020.

Supt. Moriarty reported that he is in receipt of pricing obtained by Bancker Construction Corp. for the installation of drainage pipe connection from the Plant No. 3 blow off to the Town of Oyster Bay stormwater basin No. 10. This work is required in order to move forward with the Plant No. 3 interim AOP treatment project as the existing drainage is not sufficient for the additional blow off required to operate the AOP treatment system. Supt. Moriarty noted that Bancker Construction Corp. is the Annual Distribution System Repair and Maintenance contract holder for the District as previously awarded through formal bid. Supt. Moriarty requested Board authorization to award the installation of drainage pipe connection from the Plant No. 3 blow off to the Town of Oyster Bay stormwater basin No. 10 to Bancker Construction Corp. in the amount of \$240,550.00. Board approval was requested.

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

RESOLVED, that the Board of Commissioners authorizes the installation of drainage pipe connection from the Plant No. 3 blow off to the Town of Oyster Bay stormwater basin No. 10 to Bancker Construction Corp. in the amount of \$240,550.00 as procured through the District's Annual Distribution System Repair and Maintenance contract.

Supt. Moriarty will present the remainder of his report in executive session as it relates to 2020 employee evaluations and 2021 salary increases.

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

Vendor check nos. 52724 through 52740 dated January 21, 2021 in the amount of \$22,300.27 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 January 19, 2021 in the amount of \$1,704.05

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 January 19, 2021 in the amount of \$1,704.05 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 requested the Board's approval to remove penalties assessed to 2 Patricia Street in the amount of \$53.48 in accordance with District policy. The Board approved Ms. Scott's request.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending December 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 the schedule of collateralized deposits for all District cash accounts for the month ending December 31, 2020. After discussion, the reports were ordered filed.

Ms. Scott presented a Schedule of 2021 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 as authorized in the 2020 Annual Budget, the District has budgeted to transfer \$200,000.00 to the capital improvement reserve through expenditure appropriations. Ms. Scott therefore requested Board authorization to execute the transfer of \$200,000.00 from the unreserved/undesignated account to the capital improvement reserve account for the year ending December 31, 2020.

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

RESOLVED, that the Board of Commissioners approves transferring \$200,000.00 from the undesignated/unappropriated account into the District's capital improvement reserve account for the year ending December 31, 2020 as previously adopted.

Ms. Scott reported that as authorized in the 2020 Annual Budget, the District has budgeted to transfer \$400,000.00 to fund capital projects through expenditure appropriations. Total amount expended at year-end was \$330,463.17, leaving \$69,536.83 unexpended. Due to the fact the District committed to using these funds for capital expenditures, Ms. Scott therefore recommends transferring the unexpended amount to the assigned fund balance to fund future capital projects. Board authorization is requested to execute the transfer of \$69,536.83 from the unreserved/undesignated account to the assigned fund balance account for the year ending December 31, 2020.

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

RESOLVED, that the Board of Commissioners approves transferring \$\$69,536.83 from the unreserved/undesignated account to the assigned fund balance account for the year ending December 31, 2020.

Ms. Scott reported that in accordance with general accepted accounting principles, all interest earned in the capital projects fund derived from reserve funding sources should be transferred back to the respective reserve account. Therefore, Board approval was requested to transfer \$29,440.50 of interest earned for the year ending December 31, 2020 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 \$29,440.50 from the capital projects cash account to the capital improvement reserve cash account for interest earned for the year ending December 31, 2020.

Ms. Scott requested Board authorization to open a new non-interest bearing cash account with First National Bank of Long Island for funds to be held in trust for the Beechwood Organization as it relates to the Country Pointe Phase IV Golden Age Housing Development by which the District will administer work conducted on the respective installation of water mains and appurtenances. In addition, based on the preliminary cost opinion provided by H2M architects + engineers, Ms. Scott requested Board authorization to open the new account with a transfer of funds from the excess funds maintained in the Country Pointe Phase II cash account in a total of \$24,500.00 to cover a series of preliminary project costs. Discussion took place and Commissioner Laykind requested that prior to execution of the transfer, formal authorization be provided by the appropriate parties of the Beechwood Organization. Attorney Ingham reported that he will make the necessary inquiry.

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

RESOLVED, that the Board of Commissioners authorizes the opening of a cash account with First National Bank of Long Island for funds to be held in trust for the Beechwood Organization as it relates to the Country Pointe Phase IV Golden Age Housing Development.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 7:30 pm to discuss 2020 employee evaluations and 2021 salary increases. The Board emerged from Executive Session at 8:20 pm with minutes produced and action taken as described below.

The Board of Commissioners approved and executed the Plainview Water District 2021 Salary Schedule.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:40 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, January 26, 2021.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this        day of February, 2021.

  
\_\_\_\_\_  
MARC B. LAYKIND, CHAIRMAN

  
\_\_\_\_\_  
ANDREW N. BADER, TREASURER

  
\_\_\_\_\_  
AMANDA R. FIELD, SECRETARY