

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, August 17, 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 reported that he is working with Supt. Moriarty on preparation of the bids for the District's hydrated lime and distribution system repairs and maintenance contracts which are set to expire at year-end.

Attorney Ingham reported that he has had discussions with Ms. Scott regarding the customer at 4 Fern Place's request for a reduction of their first and second quarter 2021 water bills. Said customer had two water leaks identified that were not visible, and therefore continued throughout the course of several months. Ms. Scott reported that both leaks have since been repaired, however, due to the fact the customer was not aware of the leak until receipt of their excessively large water bill, they are requesting consideration be given. Ms. Scott presented the recalculation of each respective invoice in question. Discussion took place and Attorney Ingham concurred with Ms. Scott's recalculation and the basis to support such. Attorney Ingham provided recommendation that consideration be given based on the fact that the leak was subterranean and therefore unidentifiable. After further consideration and based upon recommendation of Attorney Ingham, Supt. Moriarty and Ms. Scott, the Board approved Ms. Scott's request and recalculation to adjust the first quarter 2021 invoice by \$173.75 and the second quarter invoice by \$95.75 for a total adjustment of \$269.50 for 4 Fern Place.

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

RESOLVED, that the Board of Commissioners approves the adjustment for the first quarter 2021 invoice in the amount of \$173.75 and the second quarter invoice in the amount of \$95.75 for a total adjustment in the amount of \$269.50 for the property at 4 Fern Place.

**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 a virtual walk through of the designed building for the Plant No. 2 permanent Advanced Oxidation Process (AOP) treatment facility was conducted with Supt. Moriarty. All design comments previously provided by Supt. Moriarty have been incorporated.

Engineer Pal reported that services for the administration of bidding and contract preparation of the Granular Activated Carbon (GAC) change-out and well and booster pump maintenance annual maintenance contracts has commenced. The draft of the respective contracts will be sent to Attorney Ingham for his review upon completion.

Engineer Neri reported that H2M architects + engineers has presented Supt. Moriarty with recommendations for personal monitoring based on the internal control review conducted as it relates to respiratory protection. Supt. Moriarty will discuss in further detail as part of his report.

Engineer Neri reported that preliminary elevations are expected to be presented to the District for review on August 24, 2021 for the Plant No. 4 nitrate and perchlorate removal and AOP treatment projects. Engineer Pal reported that H2M architects + engineers is in receipt of comments from the Nassau County Department of Health as it relates to the AOP treatment design portion of the project. Responses are being prepared and will be submitted upon completion.

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

Greg Gordon presented a revised press release related to the District receiving approval to bring its sixth AOP treatment system online to be published for the Board's review and approval. The Board provided comments and approved for submission upon the revisions being made.

Greg Gordon reported that the e-mail blast related to the District receiving approval to bring its sixth AOP treatment system online is being prepared to be sent upon the related press released being published.

Greg Gordon requested the Board's consideration of a date to host another pharmaceutical take back program, as prior years were a great success. The Board reviewed their calendar and concluded on October 23, 2021.

Greg Gordon requested a work session to discuss content for the fall 2021 newsletter. The Board agreed and coordinated to meet on Monday, September 13, 2021.

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

Supt. Moriarty provided the Board with a request for water disconnect and availability for a one (1") inch service at 4 Voorhis Drive and 37 Randy Lane. The Board approved Supt. Moriarty's request.

Supt. Moriarty presented the Pumpage and Sales Report for the July 2021. After discussion, the report was ordered and filed.

Supt. Moriarty reported that the proposal to prepare a feasibility study and project labor agreement for the Plant No. 4 nitrate and perchlorate removal and AOP treatment previously presented by H2M architects + engineers projects is being revised, as previously discussed.

Supt. Moriarty reported that the transmission for District vehicle number 19 is slipping and requires replacement at a cost of \$3,195.00. This replacement includes a three year/36,000 mile service warranty.

Supt. Moriarty presented a memo to the Board requesting the purchase of two hundred (200) 5/8" x 3/4" pit meters at \$255.00 each and seventy-five (75) 1" meters at \$399.00 each from Rio Supply, Inc. This purchase is necessary to replenish the District's stock of meters. Supt. Moriarty reminded the Board that Rio Supply, Inc. is the sole source provider of Neptune meters which are standardized Districtwide. 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 purchase of two hundred (200) 5/8" x 3/4" pit meters at \$255.00 each and seventy-five (75) 1" meters at \$399.00 each from Rio Supply, Inc for a total cost of \$80,925.00.

Supt. Moriarty reported that he has reviewed the initial assessment report prepared by H2M architects + engineers for personal monitoring as it relates to respiratory protection. Supt. Moriarty presented the Board with a memorandum of recommendation and the related proposal to engage H2M architects + engineers to follow two (2) District employees for a series of four (4) days to take air samples while applying chemical treatment at District plant sites. This task enables the District to establish the most appropriate standard operating procedures as well as have measured data to support the precise personal protective equipment to ensure our employees safety. A written report summarizing and interpreting the results will be provided. The cost as per the proposal is \$5,400.00 Discussion took place and the Board approved Supt. Moriarty's request.

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

RESOLVED, that the Board of Commissioners approves engaging H2M architects + engineers to conduct the personal protective monitoring procedures described above as well as prepare a report summarizing the results thereof in the amount of \$5,400.00

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

Vendor check nos. 53378 through 53400 dated August 12, 2021 in the amount of \$91,552.34 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10087 dated August 12, 2021 in the amount of \$1,400.00 was previously reviewed, approved and signed by the Board.

Country Pointe Phase III vendor check no. 111 dated August 12, 2021 in the amount of \$1,027.53 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 August 11, 2021 in the amount of \$799.14

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

RESOLVED, that the Board of Commissioners approves the dental claims dated August 11, 2021 in the amount of \$799.14 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 she has submitted to the Board for their review and consideration, a draft of the 2022 Financial Budget. The Budget is due to the Town of Oyster Bay on Friday, September 24, 2021 and the related Budget Hearing is scheduled for Thursday, September 9, 2021, in accordance with Town Law. Ms. Scott reported the budget will be available to the public effective Wednesday, September 1, 2021, upon request. The workshop to discuss details of the proposed budget is scheduled for Wednesday, August 18, 2021 at 8:30 am.

Ms. Scott presented the Board with a listing of customers who have received final notice prior to being placed on the 2021 tax roll. The tax roll is required to be remitted to the Town on due date Friday, September 17, 2021.

Ms. Scott reported the financial statement presentation for the year ending December 31, 2020 is scheduled for Thursday, August 19, 2021 at 8:30am with auditors Cullen & Danowski. A copy of the audited financial statements and communication with those charged with governance for the year ending December 31, 2020 was provided.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending July 31, 2021. 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 July 31, 2021. After discussion, the reports were ordered filed.

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 presented the Board with a copy of the year to date Budget to Actual Expenditures and Budget Variance Report for the month ending July 31, 2021. After discussion, the report was ordered filed.

Ms. Scott requested the Board's consideration of a transfer in the amount of \$146,000.00 from the assignment of fund balance for emerging contaminants cash account to the capital projects cash account. This request is based on the Board's recent approval to utilize the assignment to fund the design of the Plant 7 permanent AOP treatment facility. After discussion, the Board approved Ms. Scott's request.

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 in the amount of \$146,000.00 from the assignment of fund balance for emerging contaminants cash account to the capital projects cash account


There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 8:25 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, August 17, 2021.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 9<sup>th</sup> day of September, 2021.

  
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MARC B. LAYKIND, CHAIRMAN

  
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ANDREW N. BADER, TREASURER

  
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AMANDA R. FIELD, SECRETARY