

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, August 24, 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  
Andrew Manfredi, Engineer  
Erik Heuler, Engineer  
Greg Gordon, ZE Creative Concepts  
Andrew Gagnon, 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 also reported that he is in receipt of the draft of the Granular Activated Carbon (GAC) change-out and well and booster pump maintenance annual maintenance contracts from H2M architects + engineers. He will review and provide feedback as requested.

Attorney Ingham reported that he is working Ms. Scott on the development of a Policy related to leaks in consumers water service.

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

Engineer Manfredi and Engineer Heuler conducted a presentation of the pre-design details of the Plant No. 4 nitrate and perchlorate removal and Advanced Oxidation Process (AOP) treatment facility. Discussion took place regarding details of the preliminary drawings and the Board agreed to further consider.

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 contract and bid documentation has been submitted to Attorney Ingham for the construction of Plant No. 2 permanent AOP treatment facility. The request for information period relative to the respective bid will close on Thursday, August 26, 2021, and bids for the construction of the project will be received on Thursday, September 2, 2021. Engineer Pal reported that to date fifteen (15) contractors have acquired bid packages.

Engineer Neri reported that H2M architects + engineers recently met with representatives of the Town of Oyster Bay for the approval of limits of paving restoration related to the Plant No. 3 interim AOP drainage piping recently installed. Said meeting was held and final paving restoration is being coordinated.

Engineer Neri reported that close-out of the Plant Nos. 2, 3 and 7 interim AOP treatment projects is taking place. Draft summary requests have been received by the contractor and are under review by H2M architects + engineers. Upon completion, change orders will be presented to the Board for review and final payment requests will be presented to the District for payment. Furthermore, Engineer Neri reported that he is also preparing change orders to present to the Board. These change orders will cover additional efforts incurred by H2M architects + engineers as it relates to the construction of the above mentioned projects as well as review comments issued by the Nassau County Department of Health as it relates to regulatory review.

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

Andrew Gagnon presented the September 2021 social media calendar for the Board's review and approval. The Board provided comments and approved for posting 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 as well as the related social media post will be sent now that the respective press released has been published.

Greg Gordon reported that he is working on coordination of the pharmaceutical take back program scheduled to take place on October 23, 2021.

Greg Gordon reported that he is working with Supt. Moriarty to develop content for the District's website as it relates to updates on ongoing capital infrastructure projects.

#### **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 16 Sydney Street. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that installation of the new telephone system is scheduled to take place Tuesday, August 31, 2021.

Supt. Moriarty reported that he is working with ZE Creative Concepts on developing content for the District's website as it relates to updates on ongoing capital infrastructure projects

Supt. Moriarty reported that backflow reminder letters are being sent to all commercial and municipal accounts that have a backflow device registered on file with the District and have not yet submitted their completed annual backflow test.

Supt. Moriarty presented the Board with a letter drafted to the commercial customer located at 185 Sweet Hollow Road as it relates to their lack of response to the District's notification of a service line leak that required repair.

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

Vendor check nos. 53406 through 53424 dated August 19, 2021 in the amount of \$57,606.74 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10088 dated August 19, 2021 in the amount of \$51,000.00 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 17, 2021 in the amount of \$225.88

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 17, 2021 in the amount of \$225.88 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 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 requested Board approval to attend the NYGFOA Long Island Fall Session on October 14, 2021 from 9:00 am – 1:00 pm at the Heritage Club in Bethpage, NY. Ms. Scott provided the Board with a copy of the agenda and reported that continuing education credits are given for attendance. In addition, the fee for attendance is \$95.00. The Board approved Ms. Scott's request.

Ms. Scott reported that the District is in receipt of the second half 2021 real property tax check from the Town of Oyster Bay.

Ms. Scott reported that she is working with Attorney Ingham on the development of a Policy to Adjust Water Rates for Leaks in Customer Water Service.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:45 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 24, 2021.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 30<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