

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, November 30, 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
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 a follow up on the legislation requiring that public bodies post their meeting documents online.

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 bids for the Granular Activated Carbon (GAC) change-out and well and booster pump maintenance annual maintenance contracts set to expire at year-end are scheduled to take place Wednesday, December 1, 2021. H2M architects + engineers will prepare and present the related bid tabulations along with a recommendation of award to the District after the bid takes place.

Engineer Neri reported that a second progress meeting with the contractors for construction of the Plant No. 2 permanent Advanced Oxidation Process (AOP) treatment project is scheduled for Wednesday, December 8, 2021. Engineer Neri reported that the general contractor continues excavation for the new building. Discussion took place as a follow up to the change order previously presented for the purchase of an AOP reactor as well as a pre-fabricated skid to house the reactor for the Plant No. 2 interim AOP treatment project. Engineer Neri reported that he had several discussions with Supt. Moriarty and Ms. Scott and it was concluded that the District should procure the purchase of the AOP

reactor and pre-fabricated skid separate from the labor to install these items. This requires the District to administer a public performance bid for the purchase of the pre-fabricated skid. The purchase of the AOP reactor can be made with Trojan Technologies Group through the District's standardization procurement clause. Engineer Neri therefore presented a proposal for H2M architects + engineers to administer the bid process for the procurement of the pre-fabricated skid at a cost not to exceed \$8,500.00. After discussion, the Board approved the proposal for H2M architects + engineers to administer the bid process for the procurement of the pre-fabricated skid. Furthermore, Engineer Pal requested to place advertisement in the December 8, 2021 edition of the POB Herald and that the District take bids for the respective contract on December 20, 2021. The Board approved Engineer Pal's request.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon submitted a revised press release related to the potential for water main breaks in the winter season to be published in upcoming weeks 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 fall newsletter has been delivered to homes.

Greg Gordon presented a revised email blast for distribution. The Board provided comments, discussed added content and reconsideration of the related distribution date.

Andrew Gagnon presented the revised draft of the capital projects page on the District's website for the Board's review and approval. The Board provided comments and feedback and requested the page be made live on the website.

Andrew Gagnon presented the December 2021 social media calendar for the Board's review and approval. The Board provided comments and approved for posting upon the revisions being made.

STEPHEN MORIARTY'S REPORT:

Supt. Moriarty reported that he is preparing the bid tabulations for the bids that took place on November 22, 2021 for the hydrated lime and distribution system repairs and maintenance contracts. Supt. Moriarty will present his recommendation of award to the Board at the forthcoming Board meeting.

Supt. Moriarty reported that the proposal for the gate preventative maintenance contract which is set to expire at year-end is due back to the District on December 3, 2021. Furthermore, the proposal for the landscaping contract which is set to expire at year-end is due back to the District on December 15, 2021. Upon receipt, he will analyze and prepare recommendations of award to the Board.

Supt. Moriarty presented a memo to the Board requesting the purchase of fifty-nine (59) 5/8" x 3/4" pit meters at \$255.00 each and one hundred (100) 5/8" x 3/4" indoor meters at \$223.00 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 fifty-nine (59) 5/8" x 3/4" pit meters at \$255.00 each and one hundred (100) 5/8" x 3/4" indoor meters at \$223.00 each from Rio Supply, Inc for a total cost of \$37,345.00.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 53747 through 53763 dated November 24, 2021 in the amount of \$33,126.16 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 23, 2021 in the amount of \$1,931.87

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 23, 2021 in the amount of \$1,931.87 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 presented the ACH Origination Application/Annual Review and Change Form as submitted by First National Bank of Long Island. This form is required to be reviewed and executed on an annual basis in accordance with NACHA requirements. After discussion, the Board executed said form.

Ms. Scott presented the engagement letter submitted by auditors Cullen & Danowski, LLP in order to conduct the audit of the District's financial statements for the year ending December 31, 2021. After discussion, Ms. Scott and Commissioner Laykind executed the engagement letter.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:25 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, November 30, 2021.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 1st day of December, 2021.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY