

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, April 26, 2022.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Amanda R. Field, Secretary
Stephen Moriarty, Superintendent
Dina Scott, Business Manager
Bill Carman, 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.

BILL CARMAN'S REPORT – ATTORNEY:

Attorney Carman had no report for the Board.

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 H2M architects + engineers is near completion of 60% design of the Advanced Oxidation Process (AOP) and nitrate and perchlorate removal treatment facility at Plant No. 4. H2M architects + engineer is coordinating a meeting for review of the design with Supt. Moriarty.

Engineer Neri reported that construction continues to be in progress at the Plant No. 2 permanent AOP treatment project. Carpentry work continues with truss installation as the lower roof has been sheathed and the upper roof truss installation progresses.

Engineer Neri reported that review of the 2021 Annual Quality Water Report is complete by both H2M architects + engineers as well as Supt. Moriarty. H2M architects + engineers will submit the report to the Nassau County Department of Health.

Engineer Neri reported that review of the Water Conservation Plan Form annual update is complete by both H2M architects + engineers as well as Supt. Moriarty. H2M architects + engineers will submit the report to the Department of Environmental Conservation by April 29, 2022.

Engineer Neri reported that H2M architects + engineers is creating a service line material layer in the District's GIS system for each customer account and will then proceed to input the data acquired from the tap cards into the new layer. H2M architects + engineers has coordinated the tap card scanning with Document Imaging Solutions for the first week of May.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a press release related to the District securing \$19.2 million in additional state grant funding for the Board's review and approval. The Board provided comments and requested a revised draft be submitted for review after the revisions are made. Greg Gordon reported that the approval language contained in this press release will be the basis for preparation of the related upcoming social media content and email blast.

Greg Gordon reported that all additional updates have been made to the Spring 2022 newsletter. Discussion took place regarding the link to the District's Annual Quality Water Report which is to be inserted directly into the newsletter in order to provide the residents the ability to view. The newsletter timeline was discussed, and the Board agreed to review the most recent draft provided one final time before sending to the printer for printing and fulfillment.

STEPHEN MORIARTY'S REPORT:

Supt. Moriarty provided the Board with a sample of the plaque for the Plant No. 2 permanent AOP treatment facility upon completion of the construction. After discussion, the Board approved Supt. Moriarty to have the contractor order the plaque based upon the sample provided.

Supt. Moriarty provided the 2022 Pumpage and Sales report, noting year to date unaccounted for water is favorable at 6.78%. After discussion, the report was ordered and filed.

Supt. Moriarty reported on the status of the recently received FOIL request. Discussion took place and the Board authorized Ms. Scott to commence compiling the documentation requested.

Supt. Moriarty presented a recommendation for approval to solicit Auctions International to conduct the online auction of the District's 2003 Chevrolet pick-up truck as well as the 2000 Bobcat, both of which have been replaced. Supt. Moriarty reported that the District has experienced favorable results through the services of Auctions International in years past. After discussion, the Board approved Supt. Moriarty's request.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 54252 through 54269 dated April 21, 2022 in the amount of \$30,718.20 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 April 20, 2022 in the amount of \$115.00

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

RESOLVED, that the Board of Commissioners approves the dental claims dated April 20, 2022 in the amount of \$115.00 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 663 Old Country Road in the amount of \$73.30 in accordance with District policy. The Board approved Ms. Scott's request.

Ms. Scott reported that she will be attending a virtual seminar on the Low Income Household Water Assistance Program (LIWHAP) as presented by the Office of Temporary and Disability on Wednesday, April 27, 2022. Upon gathering information she will report back to the Board.

Ms. Scott presented a memorandum distributed to employees as it relates to reiteration of the District's No Smoking Policy.

Ms. Scott presented the proposed amendment to the District Code of Ethics Policy as well as the related memorandum and acknowledgement form for all District employees and officials to sign. Ms. Scott reported that as previously discussed, Section 10 – Future Employment of this policy was reconsidered and redrafted. All remaining sections of the policy remain unchanged. After discussion, the Board authorized the proposed amended policy as written.

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

RESOLVED, that the Board of Commissioners approves the amended District Code of Ethics Policy.

Ms. Scott presented a transfer request form from the capital projects cash account to the assignment of fund balance for emerging contaminants cash account in the amount of \$10,500.00. The purpose of this transfer is to reconcile fund balance in the capital projects fund as of December 31, 2021 as it relates to the Plant No. 2 permanent AOP treatment facility. 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 transferring \$10,500.00 from the capital projects cash account to the assignment of fund balance for emerging contaminants cash account.

Ms. Scott provided the proposed retainer agreement issued by H2M architects + engineers. Said agreement has been thoroughly reviewed by Ms. Scott, Supt. Moriarty, Attorney Ingham and Nicole Salerno of Salerno Brokerage. The Board agreed to review the proposed retainer agreement and discuss further upon their review.

The LIWC Meeting was held on Monday, April 25, 2022 at the North Ritz Club in Syosset, NY at 6:30pm. The presentation topic was advanced IT solutions to help water utilities meet challenges and save money. Commissioner Laykind, Commissioner Bader and Commissioner Field were in attendance.

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, April 26, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 17th day of May, 2022.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



AMANDA R. FIELD, SECRETARY