

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Monday, December 19, 2022.

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  
Greg Gordon, ZE Creative Concepts

The meeting was called to order at 9:00 am.

Correspondence was reviewed in the Board update.

The Board approved and signed payroll checks.

Minutes of previous meeting(s) were read and approved unanimously.

Commissioner Laykind opened the meeting by thanking Commissioner Field for the service she has provided to the Plainview Old-Bethpage community throughout her tenure as Commissioner over the past six years.

#### **MICHAEL INGHAM'S REPORT – ATTORNEY:**

Attorney Ingham presented several of the conformed contracts for the Plant No. 4 Advanced Oxidation Process (AOP) and nitrate and perchlorate removal treatment facility to the Board for execution. Said contracts were executed in triplicate and one copy will be forwarded to each respective vendor as well as H2M architects + engineers.

Attorney Ingham reported that he provided Supt. Moriarty and Ms. Scott a memorandum related to election ballot order and write in protocol.

Attorney Ingham reported that he provided Supt. Moriarty and Ms. Scott a memorandum related to removing residences from the District's tax roll who are not serviced by the District but assessed the District's share of real property taxes. Discussion took place and Ms. Scott reported that she is aware of only one instance of this matter, and in this instance, the District reimburses the resident her respective share of Plainview Water District real property taxes assessed.

Attorney Ingham reported that he provided Supt. Moriarty and Ms. Scott a copy of the motion for summary judgement issued by another Nassau County water district as it relates to municipal exemption from Town zoning and building codes as it may have potential future ramifications to the Plainview Water District.

Attorney Ingham reported that he will follow up on the status of the 2023 fire hydrant agreements for the Plainview Fire Protection District and the Syosset Fire District.

**JAMES NERI'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 he is awaiting sampling results from the Plant No. 2 permanent AOP treatment project. Relocation of the interim AOP reactor and Granular Activated Carbon (GAC) vessels to Plant No. 5 took place on Thursday, December 8, 2022.

Engineer Neri reported that application Form 347 – Application for Approval of Backflow Prevention Devices and Form 348 – Application for Approval of Plans for Public Water Supply Improvement were submitted to the NYS Department of Health for the Plant No. 4 AOP and nitrate and perchlorate removal treatment facility.

Engineer Neri reported that recommendation of award of each of the recently bid asphalt repair and maintenance, plumbing maintenance and emergency service and mark-out service contracts will be presented as part of Supt. Moriarty's report.

Engineer Neri reported that the detailed design of the Plant No. 5, Well 5-3 interim treatment project is in progress. The related project timeline schedule was submitted to Supt. Moriarty. Supt. Moriarty reported that said schedule will be presented as part of his report.

Engineer Neri reported that final assembly of the District's Emergency Response Plan as well as the Vulnerability Assessment Plan is taking place. Upon completion, it will be submitted to the NYS and Nassau County Departments of Health, in accordance with the requirements set forth.

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

Greg Gordon presented a revised press release related to thanking the POB community for support in District's annual Toys for Tots Drive for the Board's review and approval. The Board approved for publishing upon the revisions being made.

Greg Gordon presented the third quarterly billing insert for the Board's review and approval. The Board provided comments and approved for printing upon the revisions being made.

Greg Gordon reported that Ms. Scott provided a copy of the District's invoice stock for 2023 and requested review for any suggested edits. After discussion, the Board provided comments and approved for printing upon the revisions being made.

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

Supt. Moriarty provided the Board with a request for water disconnect of a one (1") inch service at 15 Pearl Drive. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that the floor drains have been installed at the Plant No. 7 GAC enclosure project. Supt. Moriarty reported that the installation of the concrete flooring is the next step of construction to take place.

Supt. Moriarty reported that the sewer injector pump and tank located in the basement of the District's administration building has failed. Supt. Moriarty reported he is obtaining quotes for the repair and will report to the Board with a recommendation upon receipt and analysis.

Supt. Moriarty reported that he has completed updating the District's Disaster Recovery Plan. A copy of this document has been placed in the Board's office for their review and consideration.

Supt. Moriarty presented the District's most recent alkalinity levels in the distribution system, noting they remain favorable.

Supt. Moriarty presented a letter to the Board regarding request for an increase to the previously approved purchase order for additional engineering service incurred as it relates to the Plant No. 7 GAC enclosure project. The request for increase includes additional engineering services for detailed design, construction administration, progress meetings and observation as well as record drawings. The increased services are the result of the replacement of the doors and frames on the existing booster building and 7-1 well house building as well as the rerouting of the AOP drainage lines. Supt. Moriarty reported that a series of previous detailed discussions have taken place over recent weeks regarding this request by D&B Engineers and Architects for additional funds related to the Plant No. 7 GAC enclosure project in the amount of \$15,000.00. 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 increase to the previously approved purchase order related to engineering services provided by D&B Engineers and Architects for the Plant No. GAC enclosure project in the amount of \$15,000.00.

Supt. Moriarty presented a memorandum with a recommendation for the automatic gate maintenance contract. Supt. Moriarty reported that of the quotes obtained, Island Fence Company provided the lowest quote in the amount of \$3,000.00 per year for semi-annual preventative maintenance service. Supt. Moriarty reported that Island Fence Company has performed this maintenance for the District in prior years and has done so successfully. The Board approved Supt. Moriarty's request.

Supt. Moriarty presented a memorandum listing all annual contract extensions, including notes for contracts where there was a change in pricing from the prior year. The Board agreed to review further and resolve as part of the annual reorganization meeting.

Supt. Moriarty presented a quote submitted by Master Leak for the purchase of Sewerin leak detection equipment. Supt. Moriarty reported that he tested and viewed demonstrations of various brands of leak detection equipment, and the Sewerin brand provided the most advanced technology and practical application over the other manufacturers. This specialized equipment will provide the District with the ability to determine the precise location of subterranean leaks. Furthermore, Supt. Moriarty presented a sole source justification letter, as Master Leak is the sole distributor contracted to sell and service the Sewin brand of water leak detection devices in New York State. Detailed discussion took place and 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 the Sewerin AC200 leak detection equipment in the amount of \$18,092.00.

Supt. Moriarty reported that bids were received on December 7, 2022 for the annual mark-out utility maintenance contract. Supt. Moriarty presented a letter of recommendation of award prepared by H2M architects + engineers as well as a memorandum supporting H2M architects + engineers' recommendation. Supt. Moriarty concurred with H2M architects + engineers and recommended the contract be awarded to the respective low bidder, USIC Locating Services, LLC in the amount of \$12,109.08 for the year ending December 31, 2023 with two optional one year extensions. This bidder has successfully completed similar maintenance contracts with the District in prior years. 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 awards the annual mark-out utility maintenance contract to USIC Locating Services, LLC in the amount of \$12,109.08 for the year ending December 31, 2023 with two optional one year extensions.

Supt. Moriarty reported that bids were received on December 7, 2022 for the annual plumbing maintenance contract for scheduled and emergency service. Supt. Moriarty presented a letter of recommendation of award prepared by H2M architects + engineers as well as a memorandum supporting H2M architects + engineers' recommendation. Supt. Moriarty concurred with H2M architects + engineers and recommended the contract be awarded to the respective low bidder, Philip Ross Industries in the amount of \$44,648.00 for the year ending December 31, 2023 with two optional one year extensions. This bidder has successfully completed similar maintenance contracts with the District in prior years. 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 awards the annual plumbing maintenance contract for scheduled and emergency service to Philip Ross Industries in the amount of \$44,648.00 for the year ending December 31, 2023 with two optional one year extensions.

Supt. Moriarty reported that bids were received on December 7, 2022 for the annual asphalt repair and maintenance contract. Supt. Moriarty presented a letter of recommendation of award prepared by H2M architects + engineers as well as a memorandum supporting H2M architects + engineers' recommendation. Supt. Moriarty concurred with H2M architects + engineers and recommended the contract be awarded to the respective low bidder, La Life Paving Inc. in the amount of \$59,099.65 for the year ending December 31, 2023 with two optional one year extensions. This bidder's references were evaluated by H2M architects + engineers and as a result were deemed competent as the lowest responsible contractor. 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 awards the annual asphalt repair and maintenance contract to La Life Paving Inc. in the amount of \$59,099.65 for the year ending December 31, 2023 with two optional one year extensions.

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

Vendor check nos. 54978 through 55000 dated December 8, 2022 in the amount of \$279,464.46 were previously reviewed, approved and signed by the Board.

Capital project vendor check no. 10146 dated December 8, 2022 in the amount of \$7,636.39 was previously reviewed, approved and signed by the Board.

Vendor check nos. 55005 through 55014 dated December 13, 2022 in the amount of \$1,629.95 were previously reviewed, approved and signed by the Board.

Vendor check nos. 55015 through 55033 dated December 16, 2022 in the amount of \$18,336.56 were previously reviewed, approved and signed by the Board.

Capital project vendor check nos. 10147 through 10148 dated December 16, 2022 in the amount of \$38,199.40 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 December 6, 2022 in the amount of \$1,331.89
- Dental claims dated December 13, 2022 in the amount of \$662.15

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 December 6, 2022 in the amount of \$1,331.89 and December 13, 2022 in the amount of \$662.15 and the Board authorized funds to be transferred into the District's dental benefit account.

Ms. Scott reported that she has taken on the role of Chairperson of the newly developed Business Practice Committee for the LIWC. The Board congratulated Ms. Scott on her new role.

Ms. Scott reported that she had a meeting with NYCLASS to obtain information regarding their investment program. NYCLASS is a local government investment pool that allows municipal organizations to pool funds together to collectively earn interest on investments. The District's current rate with First National Bank of Long Island (FNBLI) and Flushing is 2.20%, while NYCLASS offers 3.65%. Ms. Scott reported that she has submitted a request to both FNBLI and Flushing Bank for an increase in the District's current rate. Upon receipt of response, she will further analyze and possibly make a recommendation to transfer some, or all of the District's investment accounts to NYCLASS.

Ms. Scott presented an email correspondence from FNBLI which describes a required change in procedure as it relates to processing wire transfers. Discussion took place and the Board was made clear as to the change in procedure going forward.

Ms. Scott presented the Annual ACH Review and Change Form from FNBLI where authorization is required to continue processing ACH transfers. Discussion took place and the Board executed the related form.

Ms. Scott presented an email correspondence from Flushing Bank which relates to enhanced fraud protection. Ms. Scott requested consideration and authorization to place a block on any checks presented for payment or posted to the District's Capital Improvement Reserve account. Email authorization to accept this block is required from the authorized signers on the District's account. Discussion took place and the Board agreed to submit the required email.

Ms. Scott presented an update to the District's Cash Manager Direct Application with Flushing Bank where multi factor authorization is required for the processing of wire transfers. This request is presented with consideration of additional fraud protection on District accounts. Discussion took place and the Board executed the related application.

Ms. Scott presented the summary analysis of responses received for the proposals for public communication services. A copy of each proposal was provided to the Board for their review and consideration. Upon discussion, Ms. Scott recommended to engage the services of ZE Creative Communications with a proposed fee of \$52,200.00 for the year ending December 31, 2023. 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 to engage public communication firm ZE Creative Communications to conduct all public relations, newsletters, website maintenance as well as other communication services with a proposed fee of \$52,200.00.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending November 30, 2022. 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 November 30, 2022. After discussion, the reports were 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 November 30, 2022. 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. Based on Ms. Scott's analysis and after discussion with regard to the necessity of the proposed adjustments, Ms. Scott requested the following additional general fund budget transfers be made in excess of the Budget Transfer Policy limits;

Account Code	Description	Total
A-8330-10-3020	Treatment - GAC	60,000.00
A-8330-20-4100	AOP Repairs and Maintenance	(60,000.00)
A-8340-20-2000	Distribution Operating Equipment	14,000.00
A-8340-10-2000	Mains	(14,000.00)
A-8340-30-5010	Auto Repairs	2,500.00
A-8340-10-2020	Valve Replacement and Repair	(2,500.00)

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

RESOLVED, that the Board of Commissioners approves the following general fund budget transfer;

Account Code	Description	Total
A-8330-10-3020	Treatment - GAC	60,000.00
A-8330-20-4100	AOP Repairs and Maintenance	(60,000.00)

A-8340-20-2000	Distribution Operating Equipment	14,000.00
A-8340-10-2000	Mains	(14,000.00)
A-8340-30-5010	Auto Repairs	2,500.00
A-8340-10-2020	Valve Replacement and Repair	(2,500.00)

The LIWC Meeting was held on Monday, December 14, 2022 at the North Ritz Club in Syosset, NY at 6:30pm. The program for the meeting was the annual installation meeting and water meter madness contest. Commissioner Laykind, Commissioner Bader, Commissioner Field and Ms. Scott were in attendance.

Ms. Scott presented the recommended 2023 Employee Salary Schedule. After discussion took place the Board of Commissioners approved and executed the Plainview Water District 2023 Employee Salary Schedule.

Ms. Scott reported on the water commissioner election results of December 13, 2022:

Michael Chad	224 Votes
Amanda Field	187 Votes

The official return of the votes cast and other related documents of the election results were filed at the office of the Town Clerk of the Town of Oyster Bay within 24 hours, as directed by the Board in accordance with the Section 212 of the Town Law.

#### **PUBLIC PARTICIPATION:**

Mr. Newler of 24 Joyce Road presented a series of comments related to information posted to the District's website. Discussion took place and the Board of Commissioners responded to Mr. Newler's comments.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 11:20 am to discuss personnel and staffing. The Board emerged from Executive Session at 11:45 am with minutes produced and action taken.

Supt. Moriarty requested the Board's approval to hire Jonathan Bassetta as Water Servicer Trainee. Supt. Moriarty also requested the Board sign the respective Payroll/Status Change Notice. Mr. Bassetta will begin his employment with the District on Monday, January 9, 2023.

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

RESOLVED, upon the recommendation of Supt. Moriarty that the Board of Commissioners approves hiring Jonathan Bassetta as Water Servicer Trainee at an annual salary of \$54,000.00 to begin employment on Monday, January 9, 2023.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 12:05 pm.

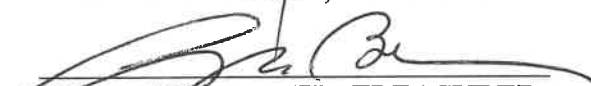


STATE OF NEW YORK                    )  
COUNTY OF NASSAU                    ) ss.:  
PLAINVIEW WATER DISTRICT)

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 Monday, December 19, 2022.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 17<sup>th</sup> day of January, 2023.

  
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MARC B. LAYKIND, CHAIRMAN

  
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ANDREW N. BADER, TREASURER