

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, June 27, 2023.

Present:        Marc B. Laykind, Chairman  
                  Andrew Bader, Treasurer  
                  Michael A. Chad, Secretary  
                  Stephen Moriarty, Superintendent  
                  Dina Scott, Business Manager  
                  Michael Ingham, Attorney  
                  James Neri, Engineer  
                  Greg Gordon, ZE Creative Concepts  
                  Lola Rivera, 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 will present his report in executive session as it relates to a matter of potential litigation.

**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 construction continues to progress at the Plant No. 4 AOP, nitrate and perchlorate treatment facility. The general contractor finalized back filling and site preparation for the Granular Activated Carbon (GAC) delivery which took place early this morning. The plumbing contractor has commenced assembly and installation of the GAC vessels. The general contractor is preparing to install the slab on grade following the installation of electrical conduits from the electrical contractor. The next construction progress meeting is scheduled to take place Tuesday, July 11, 2023.

Engineer Neri reported that H2M architects + engineers has received an additional round of comments from the Nassau County Department of Health based upon the engineering plan review of the Plant No. 5, Well 5-3 interim AOP treatment project. Progress has been made to remedy the previous comments received and H2M architects + engineers is currently preparing a response to the newly issued comments. The Board requested Engineer Neri to continue to keep them informed.

Engineer Neri reported that he contacted the Beechwood Organization to obtain a status update and confirmed that they continue to await realty subdivision approval from the Nassau County Department of Health and Planning Division in order to proceed with the installation of water main at the Golden Aging Housing Development.

Engineer Neri reported that H2M architects + engineers is commencing preparations for the development of the recently approved engineering design for the Plant No. 5 emerging contaminant removal project.

Engineer Neri will present the remainder of his report in executive session as it relates to a matter of potential litigation.

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

Greg Gordon presented a press release related to preserving Plainview during smart irrigation month for the Board's review and approval. The Board provided comments and approved for publishing upon the revisions being made.

Greg Gordon presented the second quarter bill 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 he is assisting Supt. Moriarty with transitioning the Google analytics program on the District's website to the newly required program. Greg Gordon reported that based on his research, Google has updated the platform and all users are required to conduct the update in order to maintain the analytical content of the website.

Lola Rivera reported that the kids corner section of the District's website has been updated to display pictures from the recent annual poster contest awards ceremony.

Lola Rivera reported that she is preparing a draft email blast for the Board's review and will provide it as part of the forthcoming weekly update.

#### **STEPHEN MORIARTY'S REPORT - SUPERINTENDENT:**

Supt. Moriarty provided the Board with a request for water availability at 15 Eaton Place. The Board approved Supt. Moriarty's request.

Supt. Moriarty reported that he is nearing completion on updating the District's Five-Year Capital Plan and will work with Ms. Scott on funding source identification prior to providing it to the Board.

Supt. Moriarty presented District-wide alkalinity, PH and chlorine residual levels for the month of June, noting all levels are favorable.

Supt. Moriarty reported an update related to the District's requirement for residents to conduct lead and copper sampling in accordance with requirements set forth by the Nassau County Department of Health. Supt. Moriarty reported that nearly half of the required samples have been obtained and efforts are being put forth to complete the remaining samples. Discussion took place and the Board requested Supt. Moriarty to continue to keep them informed.

Supt. Moriarty reported that construction continues to progress at the Plant No. 7 GAC enclosure project. Pictures of the construction were provided to the Board.

Supt. Moriarty reported that District staff are almost complete addressing action items contained within the bi-annual thank inspection report prepared by H2M architects + engineers.

Supt. Moriarty presented a series of color samples for the Board to select the desired color of the Plant No. 4 generator as there is currently a long lead time.

Supt. Moriarty reported that the Drinking Water Quality Council is scheduled to meet on Wednesday, June 28, 2023. Details of the meeting, which can be live streamed virtually were provided.

Supt. Moriarty presented a memorandum related to the required road restoration resulting from a large water main break on Plainview Road and Old Country Road which occurred in August 2022. Supt. Moriarty secured an estimate for the work to be performed through the District's road restoration requirements contract with La Life Paving, Inc. Discussion took place and Board approval was requested. The Board approved Supt. Moriarty's request to conduct the required road restoration on Plainview Road and Old Country Road in accordance with the previously approved road restoration requirements contract based on the estimate provided in the amount of \$37,824.26. Supt. Moriarty reported that a budget adjustment is required in order to proceed with this restoration. Said adjustment will be presented by Ms. Scott as part of her report.

Supt. Moriarty presented a memorandum and newly drafted Cell Phone Allowance/Reimbursement Policy. This policy was drafted to accommodate employee use of personal cell phones for District business. The monthly allowance will enable the District to cancel its existing cellular phone coverage for each plant and distribution employee by which a District cell phone is provided and result in a savings to the District. An at length discussion took place and the Board authorized the proposed 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 District Cell Phone Allowance/Reimbursement Policy as an addendum to the existing Employee Handbook effective July 1, 2023 .

Supt. Moriarty reported that employee Franklyn Crowley is in receipt of his NYS Department of Health Grade IB Water Treatment Plant Operator's License. In accordance with Section 3.2 – Compensation for Obtaining Special License and In Service Training of the District's Employee Handbook, such certifications provides for an increase to be paid to the respective full time employee's annual salary in the amount of \$1,500.00 for the Grade IB Water Treatment Plant Operator's License. Upon discussion, the Board agreed to increase full time employee Franklyn Crowley's annual salary in the total amount of \$1,500.00 as stated in accordance with Section 3.2 – Compensation for Obtaining Special License and In Service Training of the District's Employee Handbook.

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

Vendor check nos. 55657 through 55674 dated June 22, 2023 in the amount of \$46,875.34 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 June 20, 2023 in the amount of \$247.83

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 June 20, 2023 in the amount of \$247.83 and the Board authorized funds to be transferred into the District's dental benefit account.

Ms. Scott reported that winning posters from the annual poster contest are on display at the POB Library through Friday, July 14, 2023.

Ms. Scott presented the response to the recently received FOIL request. Ms. Scott also reported that the response and supporting documentation was submitted to Attorney Ingham for his review. Upon discussion, the Board requested Ms. Scott to submit the related reply.

Ms. Scott presented a memorandum as it relates to engineering services for the Plant No. 7 AOP enclosure project. Discussion took place and the Board agreed to consider.

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;

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8340-10-3010	Road Restoration	\$38,000.00
A-8310-70-7700	Contingency	(\$38,000.00)

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

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

<u>Account Code</u>	<u>Description</u>	<u>Total</u>
A-8340-10-3010	Road Restoration	\$38,000.00
A-8310-70-7700	Contingency	(\$38,000.00)

Ms. Scott reported that the District's interest rate with Flushing Bank has been increased from 4.50% to 4.90%.

On the motion of Commissioner Laykind, seconded by Commissioner Chad, the Board went into Executive Session at 7:25 pm to discuss a matter of potential litigation. The Board emerged from Executive Session at 7:55 pm with no minutes produced and no action taken.

There being no further business to come before the Board, the meeting was adjourned with a call to the Chair at 7:55 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, June 27, 2023.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 13<sup>th</sup> day of July, 2023.

MARC B. LAYKIND, CHAIRMAN

ANDREW N. BADER, TREASURER

MICHAEL A. CHAD, SECRETARY