

Regular meeting of the Board of Commissioners of the Plainview Water District was held in the District office on Tuesday, January 23, 2024.

Present: Marc B. Laykind, Chairman
Andrew Bader, Treasurer
Stephen Moriarty, Superintendent
Michael Chad, Secretary
Dina Scott, Business Manager
Michael Ingham, Attorney
James Neri, Engineer
Greg Gordon, ZE Creative Communications
Lola Rivera, ZE Creative Communications

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 Salerno Brokerage on reviewing the District's workers compensation policy and will present any suggestive changes upon completion of their review.

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 Advanced Oxidation Process (AOP), nitrate and perchlorate treatment facility. The general contractor continues installation of the roof trusses. The plumbing contractor continues to install the large process piping in the new treatment building and the small piping on the ISEP treatment valve. While conducting work, the plumbing contractor has identified valves that are inoperable and require replacement. Engineer Neri reported that H2M architects + engineers is obtaining quotes for replacement of the valves and will present them to the Board upon receipt and analysis. The electrical contractor has demobilized from the site until the building is fully enclosed and weather tight. A construction progress meeting took place on January 23, 2024 and the next meeting is scheduled to take place Tuesday, February 6, 2024.

Engineer Neri reported that H2M architects + engineers is working on the preliminary floor plan, elevations and foundation design for the Plant No. 7 AOP enclosure project. The geotechnical subconsultant is preparing on the soil boring investigation report. Engineer Neri reported that he anticipates presenting the District with elevations in early February.

GREG GORDON'S REPORT – PUBLIC INFORMATION FIRM:

Greg Gordon presented a revised press release related to the District's recent modest increase to water rates for the Board's review and approval. The Board provided comments and approved for publishing upon the revisions being made.

Greg Gordon reported that he has read correspondence from a local girl scout troop leader to coordinate a tour of the District's facility in the spring. Discussion took place and the Board requested Greg Gordon to keep them informed.

Greg Gordon presented a revised engagement letter to be submitted to the POB school district, presenting consideration of a series of collaborative initiatives for the Board's review and approval. Discussion took place and the Board approved for distribution.

Greg Gordon reported that News 12 Long Island aired a short broadcasting of the recent water main break on Morton Drive.

Lola Rivera reported that updates to the District's website have been made as previously requested.

Lola Rivera presented the February 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 – SUPERINTENDENT:

Supt. Moriarty provided the Board with an update on the service line inventory, reporting that the District is currently entering data obtained through the fourth quarterly billing cycle and will conduct further analysis upon completion. Discussion took place and the Board requested Supt. Moriarty to continue to keep them informed.

Supt. Moriarty reported that he is working with Salerno Brokerage and Attorney Ingham on reviewing the District's workers compensation policy and will present any suggestive changes upon completion of their review.

Supt. Moriarty reported that the District has received the hydrogen peroxide permit certificate from the Fire Marshall for Plant No. 5, Well 5-3. H2M architects + engineers is working to update the District's Spill Prevention Report as required by the Department of Environmental Conservation.

Supt. Moriarty reported that auction for the 2011 Chevrolet Tahoe is scheduled to end on Thursday, January 25, 2024. He will report the results and make a recommendation at the forthcoming Board meeting.

Supt. Moriarty presented an email correspondence as it relates to water blow off at Nassau County owned stormwater basins. Discussion took place, including thoughts and statements shared by Engineer Neri and Attorney Ingham. The Board requested further consideration be given to this matter and for discussions to continue as new information is discovered.

Supt. Moriarty presented alkalinity, PH and chlorine levels District-wide for January 2024, noting levels are favorable.

Supt. Moriarty presented a request issued by H2M architects + engineers for an increase to the previously approved purchase order for additional engineering service incurred as it relates to the Plant No. 5, Well 5-3 interim AOP treatment project. The request includes additional engineering services incurred for construction observation due to the fact the project has extended beyond its anticipated completion date. Supt. Moriarty reported that the project extended beyond its anticipated completion date due to additional requests were issued by the Nassau County Department of Health in order for the District to receive approval to operate. The request also includes additional health department coordination as it relates to regulatory review as a result of the series of comments issued by the Nassau County Department of Health upon their walkthrough of the interim treatment facility. Discussion took place and the Board agreed to further review and consider.

Supt. Moriarty will present the remainder of his report in executive session as it relates to personnel matters.

DINA M SCOTT'S REPORT – BUSINESS MANAGER:

Vendor check nos. 56346 through 56357 dated January 17, 2024 in the amount of \$30,300.86 were previously reviewed, approved and signed by the Board.

Capital project vendor check nos. 10041 through 10042 dated January 17, 2024 in the amount of \$18,971.18 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 January 16, 2024 in the amount of \$3,491.42

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 January 16, 2024 in the amount of \$3,491.42 and the Board authorized funds to be transferred into the District's dental benefit account.

Ms. Scott provided the Board with a copy of the Annual Dental Summary for the year ending December 31, 2023.

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 reported that auditors Cullen & Danowski, LLP will be present Wednesday, January 24, 2024 through Friday, January 26, 2024 to conduct interim work for the audit of the financial statements for the year ending December 31, 2023.

Ms. Scott provided the Board with a copy of the Treasurer's Report for the month ending December 31, 2023. 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 December 31, 2023. 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 and year ending December 31, 2023. After discussion, the report was ordered filed. Ms. Scott reported that she will provide an updated report upon recording all year-end accounting accruals.

Ms. Scott reported that in accordance with Policy No. 4.9, Annual Leave and Policy No. 4.15, Sick Leave, a total of three District employees have elected to receive payment for unused accumulated sick and/or annual leave for the year ending December 31, 2023. Ms. Scott presented the Board with a schedule of the eligible employees who have requested payout and the respective number of days requested in accordance with policy limits. After discussion, Board approval was requested.

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

RESOLVED, that in accordance with Policy No. 4.9 Annual Leave and Policy No. 4.15 Sick Leave, the Board of Commissioners grants the application for payment of unused accumulated sick and/or annual leave based on the schedule provided.

Ms. Scott presented the quotes for the purchase of billing supplies and printing, folding and mailing quarterly invoices for the year 2024. Three written quotes were secured with Sir Speedy, Plainview providing the lowest quote for the purchase billing supplies and printing, folding and mailing quarterly invoices in the amount of \$16,044.50. Board approval was requested.

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

RESOLVED, that the Board of Commissioners awards the purchase of billing supplies and printing, folding and mailing quarterly invoices for the year 2024 to the lowest total quote, Sir Speedy, Plainview for a total annual quote of \$16,044.50.

The Board requested Ms. Scott to make arrangements for Supt. Moriarty to attend the AWWA New York Water Event to be held on April 9 - 11, 2024 at the Saratoga Springs City Center. The Board requested that lodging reservations be made at the Saratoga Hilton which is the same venue in which the conference is being held. Ms. Scott reported that the per diem rate of the Saratoga Hilton exceeds the general services administration (gsa) rate of \$121.00. In accordance with the District's Travel Policy, the cost of lodging in excess of the maximum allowed gsa per diem rate may be approved when hotel stay is at the same location in which the convention/conference is being held.

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

RESOLVED, that the Board of Commissioners approves lodging for Supt. Moriarty from April 9 - 11, 2023 at the Saratoga Hilton which is the same hotel in which the conference is being held at a per diem rate of \$159.00 while attending the AWWA New York Water Event.

Ms. Scott presented the recommended 2024 Employee Salary Schedule. After discussion took place the Board of Commissioners approved and executed the Plainview Water District 2024 Employee Salary Schedule.

PUBLIC PARTICIPATION:

Ms. Field of 12 Forte Ave. presented a NYS legislative agenda while she is attending annual lobby day in Albany and inquired if the District has any concerns to be addressed while she is there. Discussion took place regarding a series of topics for consideration.

On the motion of Commissioner Laykind, seconded by Commissioner Bader, the Board went into Executive Session at 8:20 pm to discuss personnel related matters. The Board emerged from Executive Session at 8:50 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 9:00 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, January 23, 2024.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the seal of the Plainview Water District on this 23rd day of February, 2024.



MARC B. LAYKIND, CHAIRMAN



ANDREW N. BADER, TREASURER



MICHAEL A. CHAD, SECRETARY