

# GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – MARCH 12, 2024

The Regular meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 South Main Street Gloversville, NY on March 12, 2024, at 6:00 PM with President Capano presiding.

## Roll Call

### Commissioners-----

Capano	PRESENT
White	PRESENT
Antonucci	PRESENT
Chittenden	PRESENT

**Others in Attendance:** Water Superintendent Anthony Mendetta; Accounts Clerk Deborah Clukey, Chief Water Treatment Plant Operator Andrew White, Christopher Satterlee, Randy King, and Lukas Myers (by conference call).

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With approval of the Mayor and the Common Council, a motion was made by Commissioner Capano to officially appoint Christopher Satterlee to the Water Board. The motion was seconded by Commissioner White.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Chittenden	X			
Capano	X			
White	X			

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Deborah Clukey then explained to the Board that she had an Audit that she had to pull out of the regular Audit List. This item must be voted on separately due to a conflict with Commissioner Capano.

Audit #23164 in the amount of \$278.34 payable to Gloversville True Value needed to be voted on with Commissioner Capano having to abstain from voting to approve.

Commissioner Antonucci made a motion to approve Audits# 23164 in the amount of \$278.34 payable to Gloversville True Value. The motion was seconded by Commissioner Chittenden.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano				X
White	X			

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The remaining audited bills were presented and reviewed:

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Runnings Supply Inc	-676.28
Telecon Wireless	-393.89
William B Collins Co	0.00
New York Section AWWA	-150.00
Matthew Conca	-75.00
Christine Linart	-673.00
Christopher R Jablonski	-640.00
Frontier Comm Corp	-34.05
Main Motors	-81.95
Temp Force LP	-541.20
Airgas Inc	-406.04
Core & Main	-296.06
Ferguson Enterprises LLC	-450.86
FW Webb	-689.25
National Grid	-1,009.86
Security Supply Corp	-17.09
Slack Chemical Co Inc	-3,220.92
Surpass Chemical Co Inc	-4,782.40
Temp Force LP	-541.20
Aflac	-3,815.91
Avanti Control Systems Inc	-6,956.35
Christine Linart	-1,346.00
Commissioner of Finance	-3,336.32
Data West Corporation Inc	-1,683.33
Howell Benefit, Websurance	-194.36
L&L Embroidery Inc	-2,817.00
Metropolitan Industries Inc	-90.00
National Grid	-1,363.27
Quadient Inc	-800.00
S & J Enterprises Inc	-160.29
Spectrum	-204.99
United States Postal Serv	-408.00
Fidelis Care	-440.45
Adirondack Water Works Con	-525.00
United States Postal Service	-340.00
United States Postal Service	-1,163.51

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Buanno's Custom Body Shop	-862.00
Frontier Communications	-243.55
<b>Gloversville True Value</b>	<b>-278.34</b>
Howell Benefit, Websurance	-346.74
Runnings Supply Inc	-301.48
Temp Force LP	-405.90
WB Mason Co Inc	-342.57
Telecon Wireless	-393.88
Cranesville Block Co	-39.49
National Grid	-1,057.87
Temp Force LP	-541.20
NBT Payroll Account	-18,500.69
NBT Payroll Account	-1,360.07
NBT Payroll Account	-24,037.66
NBT Payroll Account	-1,756.84
NBT Payroll Account	-23,146.40
NBT Payroll Account	-1,711.60
NBT Payroll Account	19,481.73
NBT Payroll Account	-1,431.23

A motion was made by Commissioner Capano that the remaining audited bills listed above are ordered paid. The motion was seconded by Commissioner Chittenden.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

**CAPITAL PROJECT AUDIT:**

<b>Ti-Sales Inc</b>	<b>-357.81</b>
<b>C.T. Male Associates</b>	<b>-2,000.00</b>

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A motion was made by Commissioner White that the Capital Project audited bills listed above are ordered paid. The motion was seconded by Commissioner Antonucci.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

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The minutes for February 13, 2024, were presented, and a motion was made to accept the minutes by Commissioner Capano. The motion was seconded by Commissioner White.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

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## **New Business:**

Mr. Randy King from 10 W Fulton St addressed the Water Board. Mr King from Tryon Management stated that he has received high bills over the last couple of billing periods. He had someone come and look at the units for leaks. An issue with a toilet was found and remedied but they still got another high bill. They have 6 units total in the building which includes a shoe store. They checked the hot water tanks and found no leaks. Their maintenance worker suggested maybe they had an issue with the meter since they didn't have the upgraded meter. The Superintendent assured him they have an upgraded meter and that is how their high usage was recorded. The Superintendent told him the meters come tested right from the factory and they are reading at 100%. He then explained that the City Charter states that the homeowner is responsible for maintaining their plumbing and all costs associated with it are the expense of the homeowner. This instance does not qualify for relief and unfortunately it is usually due to toilets running. Mr King said the owner has set up his portal to receive alerts for high water usage. The Superintendent recommended getting a licensed plumber to inspect the building as they may be more aware of what to look for than just a maintenance worker. Also, he stated that the new water monitoring system is designed to conserve water for the property owner and save the Water Department money on treating water from leaks which is costly to the department. Going over usage with Mr King, the Superintendent stated that it looks like some issues were fixed, but the water consumption is still elevated. Andrew White suggested shutting off one apartment's water supply at a time to isolate the leak. The Superintendent suggested changing out the guts of each toilet and how to read the leak indicator on the meter. Mr King stated he would go forward with the recommendations.

## **Superintendent's Report:**

Superintendent Mendetta discussed the following issues with the Board:

### **1. Lukas Meyers – FW Forestry**

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Mr Meyers joined the meeting via conference call. Our previous forester, Wayne Tripp, retired and Lukas took his place. We have never had a signed contract with FW Forestry, and they would like to get a signed contract to be our official forester. Also, Lukas would like to evaluate and give a 5-year forecast for projected revenue for timber sales.

Lukas asked the Board if they reviewed his proposal and contract. The Board stated they had reviewed both items. He asked if they had any questions regarding the contract and that he feels there is inventory from timber sales which would also help cover the cost of the forestry contract. Lukas will do inventory on the northern reservoir (Jackson Summit) this year and the southern reservoir (Rice Reservoir) next year. This inventory is mapped out so we can project revenue for timber sales over the next five years. Lukas has worked with Wayne for years and has the historical records of the watershed and has been part of the timber sales since 2017. This year will be a soft wood timber sale and he hopes to have a figure soon. His estimates tend to be conservative, so it may be more than expected.

Lukas also mapped out a portion of watershed property for us over some confusion regarding our property line. He located the boundary line, according to the tax map, in the watershed area that is in question. There is a jog of about 2 acres, that our fence appears to be in the wrong place according to the county tax maps. The neighbor who borders our property has offered to install a gate to access his property. His land runs into the vly (marshy area) at Port. The Board suggested offering to buy the 2-acre parcel. Commissioner Satterlee suggested that we have the homeowner sign a Hold Harmless agreement in case he goes onto our property.

A motion was made to purchase the 2-acres of land that borders our watershed property by Commissioner Capano. The motion was seconded by Commissioner Satterlee.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

## **2. Meter Project**

The meter project is 100% complete. All the meters are done. We are doing the Lead Line Service inventory now, so we need to know customer side materials. The guys are knocking on doors to get in to update that information. We did have older Neptune ARB meters that we opted to not change out with the project because they would read through the new system and save us money. So, for anyone with an ARB meter, while we are there to get updated customer materials, they will also swap out the ARB meter for the new Neptune meter since we already have the inventory on hand. Water Smart is up and running. Per the Board's request we sent out over 300 leak letters to all the districts. People are calling and requesting us to send our workers to check out the reason for their leak. We didn't intend for customers to call us for assistance with determining their leak, but it was meant to be a courtesy so they could determine the source of their leak. Due to the large number of phone calls, the Board does not want the Water Department to send out our workers to chase customer leaks but to continue to refer them to licensed plumbers in the city, pick up the free dye-strips to test their toilets, or to offer suggestions on what causes high water usage.

The GIGP grant is close to being closed out. We had to put together a document to show pictures as proof that the meter project was done. Normally on a project they would send someone out from EFC to look at the work being done. Instead, they ask for work order because it's impossible for them to see what was done during the duration of the project. That information is ready to go and will help close

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out the grant. The GIGP program seems to be a well-managed program. We are only holding back about 5% of retainage for the final process of closing out the project.

### 3. Filtration Project

The utilization plan was submitted and approved. The MWBE plan from CT Male was approved. The Superintendent has contacted EFC to see where we stand with the grant agreement but hasn't heard back from them. CT Male is working on Phase 1 to make sure everything is included in construction and design, so that nothing is left out of the project. The goal is when the grant is in place that we have a set of design plans approved by DOH and the Water Department can go out to bid.

### 4. Blue Triton

At the end of last year when Blue Triton bought the Saratoga Bottling Company, they asked if we would mind them looking at the Rice watershed and checking out the springs up there. The Project Manager called and asked if they could look at the Dixon site too. The engineer from Blue Triton and Mike Napolitan, Project Manager, met with the Superintendent to see the Dixon site. They walked the pipeline with the Superintendent and went to Filtration Plant to discuss a spot for a potential fill site. They were unable to go up above in the Rice watershed area due to the terrain and getting stuck. But they were optimistic and impressed by what they saw. It was previously thought that we did not have enough yield. But seeing what is there verses what they read about on paper, both the engineer and project manager were much more optimistic.

They feel that a combination of the Rice and Dixon sites may supply sufficient yield. They wouldn't need to run a whole pipeline because a good portion already runs to the Filtration Plant so they would only need to develop a small portion. They can reuse the pipeline and use it as a sleeve to run new pipeline through it. Originally, they thought they would need to pump the water from the Dixon site, but the Superintendent explained that we are gravity fed from Jackson Summit all the way down and that was a plus to them. There is a new access agreement to extend it for another twelve months. In the next few months, Mike would like to address the Board.

A motion was made to extend the Watershed Access Agreement by Commissioner Antonucci. The motion was seconded by Commissioner Capano.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

### 5. WQIP Grant

The WQIP Grant for low-level drainage at the gatehouse was not awarded to us. They usually do the grant program every year and that was for 2023. The Superintendent will continue to seek the 2024 grant at the Board's request. This would be used for other low-level drains that need attention.

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## 6. Lead Line Service

Currently we have 52 requests for replacement. We are actively working on the inventory for lead line services although the requested information isn't due until October. Since we are going for the EPA Grant with the City of Gloversville, which is a 100% funded grant program that will be submitted by 3/31/24. Once the lead line inventory is done, it will go to CT Male who will revise the cost estimates and that information will be attached to the grant application.

## 7. Fire Alarm System

The municipal codes for expenditures of \$35,000 or more must be bid at prevailing wage. If the fire alarm system is budgeted for next year, we may go over the \$35,000 limit where we would have to bid out at prevailing wage. Our lowest current estimate that is not at prevailing wage came in at \$34,534.85 from First Advantage Security. Since we are nearly at the limit at non-prevailing rates, we may want to revisit doing this. The monies for this could come from Reserves or a log sale. We also need an electrician to install an outlet for the panel. The fire alarm is on its own and not tied into the Verbatim system. If there is a chlorine emergency, it would automatically tie into the 911 system. There also is a monthly monitoring and annual inspection cost that is separate.

A motion was made to move forward with the fire alarm system installation through First Advantage Security by Commissioner Chittenden. The motion was seconded by Commissioner White.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

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## 8. Major Piping Failures

Over the winter there were major piping failures that the Superintendent wanted to brief the Board on. There was a major piping failure at 198 Second Avenue, the former Dunkin Donuts. They used about 300,000 gallons of water. Samco at 122 S Main used 300,000 gallons of water with their piping failure and the mill on Beaver St used more than 1,000,000 gallons of water when they had their water break. They were all sent bills per the resolution regarding major piping failures. Per the City Charter, they are responsible for maintaining their water pipes and sprinkler systems. The bills invoiced for the piping failures were billed at processing cost only.

## 9. 287 S Main St

At the Board's request the Superintendent reached out to the City Attorney regarding the bill at 287 S Main St. The City Attorney said that the Seller is responsible for the full amount of the bill, although she isn't aware of the process for collecting past due water bills.

A motion was made by Commission Capano to deny relief and have the Seller pay the full bill of \$4898.48. The motion was seconded by Commissioner White.

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<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

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## **10. Change of Day for Water Board Meeting**

The City of Gloversville has requested that we change the date of our Board Meeting to allow for a liaison from the City to be present at our meeting. The Board has agreed to change the date of the Water Board meeting to the third Tuesday of each month.

A motion was made by Commissioner Satterlee to change the date of the Water Board meeting to the third Tuesday of each month. The motion was seconded by Commissioner White.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Chittenden	X			
Capano	X			
White	X			

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## **Chief Water Treatment Plant Operator's Report**

### **1. Budget Ammendment**

The Chief Water Treatment Plant Operator requested a budget amendment for the chlorine tank upgrade to get all six tanks on a vacuum head. A kit has been ordered for the vacuum head. Next year Andrew will budget for two more kits at around \$3000. The total budget amendment is \$6536.35, and this includes \$1200 for Jamie Mulhall to go to school for micro-biology in April. She will assume the Lab Director position once she is done with her class. Andrew would like to take the money from chemicals.

Andrew suggested getting tanker trucks to fill pools since we have two workers with CDL licenses. This would mean purchasing a tanker truck. This would be to fill pools only in our water district. The Board feels it would be better to find someone that they could contract with and sell them water.



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## Account Clerk's Report:

### 1. Audit Procedure

The Clerk presented a letter to the Board for Phil Beckett, our auditor, stating that the State would like the Water Department audit to mirror the City of Gloversville auditing procedure. The President of the Water Board needs to sign the letter so we can send it to Mr Beckett to verify he follows the requested procedures requested through New York State.

### 1. Resolutions

#### A. RESOLUTION NO. 2024-04

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The Water Superintendent presented the Following Resolution and Moved for it's adoption

#### RESOLUTION NO. 2024-04

WHEREAS, the Gloversville Board of Water Commissioners 2024 Budget Requires Modification.

NOW, THEREFORE, BE ITS RESOLVED, that the following budgetary transfers be authorized:

Account Number	Account Description	Appropriation Increase	Appropriation Decrease
F8340.4	Cont Exp/T&D - Service Supplies		\$ 6,000.00
F8340.4	Cont Exp/T&D - Service Supplies for Lead Serv Replacements (LSLR)	\$ 6,000.00	
		<hr/> \$ 6,000.00	<hr/> \$ 6,000.00

**RESOLVED, that this Resolution shall take effect immediately upon passage.**

A motion was made by Commissioner Antonucci seconded by Commissioner Chittenden that the above resolution be adopted

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Votes Taken:		Yes	No
	Commissioner Capano	X	
	Commissioner Satterlee	X	
	Commissioner Antonucci	X	
	Commissioner White	X	
	Commissioner Chittenden	X	

**Adopted : March 12, 2024**

**B.. RESOLUTION NO. 2024-05**

The Water Superintendent presented the Following Resolution and Moved for it's adoption

**RESOLUTION NO. 2024-05**

**WHEREAS**, the Gloversville Board of Water Commissioners 2024 Budget Requires Modification.

**NOW, THEREFORE, BE ITS RESOLVED**, that the following budgetary transfers be authorized:

Account Number	Account Description	Appropriation Increase	Appropriation Decrease
F8330.4	Other Exp/Plant - Chemicals		6536.35
F8330.4	Other Exp/Plant – Chlorinator Maintenance	\$ 5336.35	
F8330.4	Other Exp/Plant – Conference & Schools	1200.00	
		\$ 6,536.35	\$ 6,536.35

**RESOLVED**, that this Resolution shall take effect immediately upon passage.

A motion was made by Commissioner Chittenden seconded by Commissioner Satterlee that the above resolution be adopted

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Votes Taken:	Yes	No
Commissioner Capano	X	
Commissioner Satterlee	X	
Commissioner Antonucci	X	
Commissioner White	X	
Commissioner Chittenden	X	

**Adopted : March 12, 2024**

## 2. Adjustments:

*Deborah had the following requests for billing adjustments:*

### 1) Request for Adjustment for 102 North St

**Adjustment :** Debit Water \$51.58; Debit Sewer \$26.62, Debit Infrastructure \$8.40 and Debit Water Infrastructure \$3.00. Due to having a 5/8" head on a 3/4" meter on the bill of December 2022 to June 2023. The next bill from June 2023 to December 2023 adjustments are Debit Water \$91.22, Debit Sewer \$51.66, Debit Infrastructure \$16.71 and Debit Water infrastructure \$5.62 for a total of \$254.81.

### 2) Request for Adjustment for 526 N Main St

**Adjustment:** Debit Water \$193.56 and Debit Water Infrastructure \$4.92. Due to having a 5/8" head on a 3/4" meter on the bill of December 2022 to June 2023. The next bill from June 2023 to December 2023 adjustments are Debit Water \$127.75 and Debit Water infrastructure \$3.64 for a total of \$329.87.

### 3) Request for adjustment at 33 Bleecker St.

**Adjustment:** Debit Sewer \$42.20, Debit Infrastructure \$13.31 and Debit Water Infrastructure \$4.75. Due to having a 5/8" head on a 2" meter on the bill of December 2022 to June 2023. The next bill from June 2023 to December 2023 adjustments are Debit Water \$590.38, Debit Sewer \$535.83, Debit Infrastructure \$163.07 and Debit Water infrastructure \$58.25 for a total of \$1407.79.

Commissioner Capano made a motion to approve the above noted billing adjustments. The motion was seconded by Commissioner White.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			

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Capano	X
Chittenden	X
White	X

4) Request for adjustment at St Hwy 29A, Garden Homes

**Adjustment:** Credit Water \$1573.94 and Credit Water Infrastructure \$96.44. This credit is due to having estimated their bill too high.

Commissioner Antonucci made a motion to approve the above noted billing adjustments. The motion was seconded by Commissioner Chittenden.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Capano	X			
Chittenden	X			
White	X			

Commissioner Satterlee made a motion to adjourn the meeting. The motion was seconded by Commissioner Chittenden.

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Antonucci	X			
Satterlee	X			
Capano	X			
Chittenden	X			
White	X			

The next meeting will be held on Tuesday April 9, 2024 at 6:00 PM.