

GLOVERSVILLE BOARD OF WATER COMMISSIONERS

MEETING MINUTES – JULY 16, 2024

The Special meeting of the Board of Water Commissioners was held and brought to order at their office, 67-73 South Main Street Gloversville, NY on July 16, 2024, at 6:00 PM with President Capano presiding.

Roll Call:

Commissioner:

Capano	PRESENT
White	PRESENT
Antonucci	PRESENT
Chittenden	PRESENT
Satterlee	PRESENT

Others in Attendance: Water Superintendent, Anthony Mendetta; Chief Water Treatment Plant Operator, Andrew White, and Clerk of the Water Board, Cindy Albertine.

Clerk of the Water Board Report:

Water Board President, Matt Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-12

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A RESERVED FUND BALANCE ACCOUNT IN THE GENERAL FUND TO COMMIT A PORTION OF THE GLOVERSVILLE WATER DEPARTMENT'S UNRESERVED FUND BALANCE FOR FUTURE OPERATIONAL AND MAINTENANCE COSTS FOR OUR PORT CREEK HIGH-HAZARD RESERVOIR DAM AND SPILLWAY

WHEREAS, the Board of Water Commissioners, desires to establish a new Reserve Fund account to commit moneys to fund future operational and maintenance costs for our Port Creek Reservoir High-Hazard Dam and Spillway and to further add funds to this account on a regular basis in future years.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS, CITY OF GLOVERSVILLE, NEW YORK, THAT:

BE IT RESOLVED, that there is hereby established a new Reserve Fund Balance account in the amount of \$10,000.00 for 2024 in order to commit a portion of the Unreserved Fund Balance which will be used to fund future Operational and Maintenance Costs for our Port Creek Reservoir High-Hazard Dam and Spillway. With this Reserve Fund to remain intact as per our Inspection Maintenance Plan, Department of Environmental Conservation bi-annual inspections and Engineer Assessment for our Port Creek High-Hazard Reservoir Dam and Spillway.

BE IT FURTHER RESOLVED, that the hereby established new Reserve Fund be regularly maintained and increased in order to set aside a reasonable amount for future continued operational and maintenance costs for our Port Creek Reservoir High-Hazard Dam and Spillway.

BE IT FURTHER RESOLVED, that the Clerk of the Water Board is authorized to transfer \$10,000.00 from the General Fund Cash Account to a new Port Creek Reservoir High-Hazard Dam and Spillway Reserve Account. With said transfer to be set aside to pay for future Port Creek Maintenance.

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BE IT FURTHER RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

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

Votes Taken:

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

Adopted : July 16, 2024

Water Board President, Matt Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-13

RESOLUTION AUTHORIZING TO SET ASIDE A PORTION OF THE GLOVERSVILLE WATER DEPARTMENT'S UNRESERVED FUND BALANCE FOR FUTURE WATER INFRASTRUTURE IMPROVEMENTS.

WHEREAS, the Board of Water Commissioners, has established a separate reserve fund balance in order to plan for future Infrastructure Improvement Projects; and

WHEREAS, the Board of Water Commissioners, desires to commit additional moneys from our Unreserved Fund Balance to fund future Water Infrastructure Improvements.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS, CITY OF GLOVERSVILLE, NEW YORK, THAT:

BE IT RESOLVED, that the Board of Water Commissioners agrees to commit additional funds from our Unreserved Fund Balance to our Infrastructure Improvement Reserve Fund.

BE IF FURTHER RESOLVED, that the Clerk of the Water Board is authorized to transfer \$70,000.00 from the General Fund Cash Account to the Infrastructure Reserve Account. With said transfer to be set aside to pay for future Infrastructure Improvements.

BE IT FURTHER RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

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

Votes Taken:

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

Adopted : July 16, 2024

Water Board President Matt Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-14

RESOLUTION AUTHORIZING INCREASE IN THE BOARD OF WATER COMMISSIONERS CAPITAL RESERVE FUND.

WHEREAS, the Board of Water Commissioners of the City of Gloversville has previously created a Capital Reserve Fund with the intent of establishing a reserve fund for making capital improvements and purchasing equipment for the City of Gloversville Water Department.

WHEREAS, the Board of Water Commissioners, under the direction of the Clerk of the Board, recognizes the need to formally authorize the increase of \$67,468.00 into the Capital Reserve Fund from the Unreserved Fund Balance.

BE IT RESOLVED, the purpose of this Capital Reserve Fund is to accumulate moneys to finance the cost of Capital Improvements and Purchasing Equipment for the City of Gloversville Water Department.

BE IT FURTHER RESOLVED, the Clerk of the Water Board is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Clerk of the Water Board may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The Clerk of the Water Board shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall at the end of each fiscal year, render to the Board of Water Commissioners a detailed report of the operation and condition of the Reserve Fund.

BE IT FURTHER RESOLVED, that the Clerk of the Water Board is authorized to transfer \$67,468.00 from the General Fund Cash account to the Regular Capital Reserve Account.

BE IT FURTHER RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

A motion was made by Commissioner Capano seconded by Commissioner White, that the above resolution be adopted.

Votes Taken:

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

Adopted : July 16, 2024

Water Board President, Matt Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-15

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A RESERVED FUND BALANCE ACCOUNT IN THE GENERAL FUND TO COMMIT A PORTION OF THE GLOVERSVILLE WATER DEPARTMENT'S UNRESERVED FUND BALANCE FOR FUTURE WATER MAINS/GATE VALVE REPAIRS AND MAINTENANCE.

WHEREAS, the Board of Water Commissioners, desires to establish a new Reserve Fund account to commit moneys to fund future operational and maintenance costs for Water Mains/Gate Valves and to further add funds to this account on a regular basis in future years.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS, CITY OF GLOVERSVILLE, NEW YORK, THAT:

BE IT RESOLVED, that there is hereby established a new Reserve Fund Balance account in the amount of \$20,000.00 for 2024 in order to commit a portion of the Unreserved Fund Balance which will be used to fund future Repairs and Maintenance Costs for our Water Mains/Gate Valves.

BE IT FURTHER RESOLVED, that the Clerk of the Water Board is authorized to transfer \$20,000.00 from the General Fund Cash Account to a new Water Mains/Gate Valve Reserve Account. With said transfer to be set aside to pay for future Repair and Maintenance costs for Water Mains/Gate Valves.

BE IT FURTHER RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

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

Votes Taken:

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

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Adopted : July 16, 2024

Water Board President, Matt Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-16

RESOLUTION AUTHORIZING THE TRANSFER FROM THE CAPITAL RESERVE ACCOUNT IN THE GENRAL FUND TO THE UNRESERVED FUND BALANCE ACCOUNT.

WHEREAS, the Board of Water Commissioners, desires to transfer \$530,050.00 from the Capital Reserve Account in the General Fund to Unreserved Fund Balance to correct prior transfer approval from Unreserved Fund Balance without subsequent transfer made to Capital Reserve Cash Account.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS, CITY OF GLOVERSVILLE, NEW YORK, THAT:

BE IT RESOLVED, that the Clerk of the Water Board is authorized to transfer \$530,050.00 from the Capital Reserve Account in the General Fund to Unreserved Fund Balance.

A motion was made by Commissioner Antonucci seconded by Commissioner Capano that the above Resolution be adopted.

Votes Taken:

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

Adopted : July 16, 2024

Water Board President Matt Capano sponsored the following resolution and moved for its adoption:

RESOLUTION NO. 2024-17

RESOLUTION OF THE GLOVERSVILLE BOARD OF WATER COMMISSIONERS WITH AN ADDRESS OF 67-73 S. MAIN STREEET, GLOVERSVILLE NEW YORK 12078 AUTHORIZING THE SUPERINTENDANT TO ACCEPT A PROPOSAL AND AWARD THE CONTRACT FOR ENGINEERING SERVICES TO INCLUDE CONSTRUCTION ADMINISTRATION, DESIGN, PERMITTING AND BID PHASE SERVICES FROM C.T. MALE ASSOCIATES FOR THE GLOVERSVILLE WATER DEPARTMENT'S LEAD SERVICE LINE REPLACEMENT PROJECT UNDER THE BIPARTISAN INFRASTRUCTURE LAW.

WHEREAS, the Gloversville Board of Water Commissioners proposes to undertake the Lead Line Service Replacement Project under the Bipartisan Infrastructure Law (the "Project") which will be replacing water services throughout the City of Gloversville's water distribution system based on lead line inventory in accordance with the New York State Department of Health and Environmental Protection Agency.

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WHEREAS, the Gloversville Water Board advertised for the submittal of a Request for Proposals (RFP) and Request for Qualifications (RFQ) from any Engineering Firm interested in providing engineering services to the Gloversville Water Works to include construction administration, design, permitting and bid phase services for the Lead Line Replacement Project under the Bipartisan Infrastructure Law. With (RFP's) and (RFQ's) to be submitted no later than 4:00 pm Eastern Time on May 14, 2024.

WHEREAS, C.T. Male Associates and Environmental Design Partnership were the only firms to submit a Request for Qualifications/Proposals on May 14, 2024.

NOW, THEREFORE, be it hereby

RESOLVED, the Board made a motion to approve the Request for Qualifications/Proposal from C.T. Male Associates for them to provide Engineering Services to the Gloversville Water Works for our Lead Service Line Replacement Project at their regular Board Meeting held on July 11, 2024.

BE IT FURTHER RESOLVED, that the acting Water Superintendent is hereby authorized to enter into a contract for the above referenced proposal from C.T. Male to provide Construction Administration, Design, Permitting and Bid Phase Services for the Gloversville Water Department's Lead Service Line Replacement Project at an approximate fee of \$526,000.00, a copy of which is attached to this Resolution, and may execute all other contracts, documents, and instruments necessary to bring about the Gloversville Water Lead Line Service Replacement Project and to fulfill the Board of Water Commissioners obligations under any future grant agreements in connection with this Project.

A motion was made by Commissioner Satterlee seconded by Commissioner Capano, that the above Resolution be adopted.

Votes Taken:

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

Adopted : July 16, 2024

The Clerk of the Water Board then presented to the Board an accounting report for the Capital Reserve accounts which will reflect the balance of each account after the approval of the above transfers has been made.

Superintendent's Report:

1. Water Quality improvement Project (WQIP) Grant:

Superintendent Mendetta informed the Board that last year it was discussed that the low-level drains at Jackson Summit Reservoir would need to be addressed and at that time we applied for a WQIP Grant. We were not awarded that grant at that time. We are able to apply for that grant once again, with the deadline to apply being July 31, 2024. He has reached out to C.T. Male and as they already have the engineering report and application from last year, they are willing to try to submit the new

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grant request by the July 31, 2024; however, they cannot guarantee that they will be able to submit the application by the deadline. They have agreed to assist us with this filing at no charge.

Chief Water Treatment Plant Operator Report:

Andrew White, Chief Water Treatment Plant Operator, informed the Board that our lead and copper water samples came back today and we passed for this first set of 60 submitted. Of the 60 samples submitted only one sample had elevated levels – 7 North Clark Ave. We were well below the 90th percentile. We will submit the next set of 60 samples for testing within the next six months. If we have successful readings at that time, we will be able to go back to reduced monitoring until 2026.

Executive Session:

A motion was made by Commissioner Capano to go into Executive Session. The motion was seconded by Commissioner Satterlee.

Votes Taken:

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

A motion was made by Commissioner Capano to come out of Executive Session. The motion was seconded by Commissioner Antonucci.

Votes Taken:

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

Due to a vacancy created by the departure of Virginia Carey at the Filtration Plant the Board discussed paying a monthly stipend in the amount of \$500.00 to Andrew White for three months for additional duties of working weekends. This stipend will be re-evaluated by the Board at the end of the three-month period.

Commissioner Capano made a motion to approve the stipend. The motion was seconded by Commissioner Chittenden, with Commissioner White abstaining from the vote.

Votes Taken:

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

Commissioner Antonucci made a motion to adjourn the meeting. The motion was seconded by Commissioner White.

Votes Taken:

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

The next regular meeting will be held on Tuesday, August 13, 2024 at 6:00 PM.