

# ***PORT WASHINGTON WATER DISTRICT***

## **Organizational Meeting of the BOARD OF COMMISSIONERS**

**Held: January 6<sup>th</sup>, 2016**

The Organizational Meeting of the Commissioners of the Port Washington Water District was held at the Office of the Board, 38 Sandy Hollow Road, Port Washington, New York at 8:00 am on January 6, 2016.

**Present:**            Commissioners:

David R. Brackett, *Chairman*

Peter Meyer, *Secretary*

Mindy Germain, *Treasurer*

**Also Present:** Italo J. Vacchio, *Superintendent*

Peter Fishbein, *District Attorney*

William Merklin, *District Engineer*

The meeting was called to order by David R. Brackett, Chairman of the Board of Commissioners, with the Pledge to the flag.

**MOTION:** A motion was made to approve the minutes from the Board Meeting held on December 30, 2015.

**The Board of Commissioners proceeded with the business of appointing the officers for the year 2016, as follows:**

- |    |                      |                                 |
|----|----------------------|---------------------------------|
| 1. | <b>Chairman:</b>     | <b><u>David R. Brackett</u></b> |
|    | <b>Nominated by:</b> | <b><u>Mindy Germain</u></b>     |
|    | <b>Seconded by:</b>  | <b><u>Peter Meyer</u></b>       |
| 2. | <b>Secretary:</b>    | <b><u>Peter Meyer</u></b>       |
|    | <b>Nominated by:</b> | <b><u>David R. Brackett</u></b> |
|    | <b>Seconded by:</b>  | <b><u>Mindy Germain</u></b>     |
| 3. | <b>Treasurer:</b>    | <b><u>Mindy Germain</u></b>     |
|    | <b>Nominated by:</b> | <b><u>David R. Brackett</u></b> |
|    | <b>Seconded by:</b>  | <b><u>Peter Meyer</u></b>       |

**RESOLUTION:**            **Designation of Depositories (Banks)**

Capitol One Bank  
933 Port Washington Boulevard  
Port Washington, NY 11050

Bank of New York  
805 Port Washington Boulevard  
Port Washington, NY 11050

**RESOLUTION: Travel Expenses** – That the Commissioners and Superintendent be allowed all expenses including travel incurred while attending meetings, conventions and other business in connection with the water industry.

**RESOLUTION: Commissioners' Compensation (fee):** Meetings and District Business up to \$100 per Diem.

**RESOLUTION: Employment of Auditor (CPA):** Robert A. Johnson, CPA  
75 Prospect Street, Suite 402  
Huntington, NY 11743

**RESOLUTION: Employment of Attorney:** Bee, Ready, Fishbein, Hatter & Donovan LLP  
170 Old Country Road  
Mineola, NY 11501

**RESOLUTION: Employment of Consulting Engineer's:** D & B Engineers & Architects, P.C  
330 Crossways Park Drive  
Woodbury, NY 11797

**RESOLUTION: Official Newspaper:** Newsday / Port Washington News  
Either or both will be used according to the direction of the Board of Commissioners.

**RESOLUTION:** The following legal advertisement is to be published in the next issue of the Port Washington News:

Please take notice that the Port Washington Water District will hold regular Board meetings every Wednesday at 8:00a.m. In the event that a regularly scheduled meeting needs to be changed, or an evening meeting needs to be scheduled for statutory or resident needs, a notice shall be posted in advance at the District Business Office, 38 Sandy Hollow Road. The meetings will take place at the business office, Board Room, 38 Sandy Hollow Road, Port Washington, New York. All interested parties are invited to attend.

**RESOLUTION:** To appoint Paul J. Granger, P.E., Superintendent, as Record Access Officer for Freedom of Information requests made to the District, effective January 18, 2016.

**RESOLUTION:** To appoint Paul J. Granger, P.E., Superintendent, as Records Management Officer (RMO) for the Port Washington Water District, effective January 18, 2016.

The Board further reviewed the District's account balances as follows as of January 6, 2016:

General Checking	\$1,098,761.49
Money Market	\$475,218.33
Tap Fee Account	\$61,971.60
Repair Reserve Fund	\$316,419.38

It was agreed that the Commissioners and Superintendent would attend a meeting of the Long Island Water Conference on January 25, 2016 in Syosset.

The Board reviewed the proposal from Upstate Leak Detection for a leak detection survey. The cost of a leak detection survey for approximately 37.5 miles (¼ of system) is \$5,000.00. A motion was made by Commissioner Germain and seconded by Commissioner Meyer to approve this approval. Carried.

Superintendent Vacchio reported on the following:

1. Reviewed with the Board the January 2016 Board schedule.
2. Reviewed with the Board, the December and yearly well pumpage for 2015.

3. The District had a 6” main break on January 5, 2016 at the inter-section of Orchard Beach Blvd. and Kaywood Road. The District made the repair.
4. Subsurface Technologies will be starting to work on Neulist Well No. 1 on January 18, 2016.
5. The District found 85 illegal irrigation systems due to high meter readings for the 2015 year.
6. Employee David Joseph will be out due to a shoulder operation on January 12, 2016 from an on the job injury. He advised he would be out for about 3 to 5 weeks.
7. Employee Carol Swiacki has informed the Superintendent that she has filed her paperwork with the retirement system for retirement effective March 25, 2016.

William Merklin discussed the draft “Source Water Evaluation and Water Conservation Plan.”

Checks for payment of claims, due from the Port Washington Water District totaling \$93,654.31 were approved by the Board.

There being no further business to discuss, the meeting was adjourned at 9:10 am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 6, 2016.

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Peter Meyer, *Secretary*