

# PORT WASHINGTON WATER DISTRICT

## Organizational Meeting of the BOARD OF COMMISSIONERS

Held: January 2<sup>nd</sup>, 2019

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 2, 2019.

**Present:** Commissioners:  
David R. Brackett, *Chairman*  
Peter Meyer, *Secretary*  
Mindy Germain, *Treasurer*

**Also Present:** Paul J. Granger, *Superintendent*  
Peter Fishbein, *Esq., Attorney*  
William Merklin, *Engineer*

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

**MOTION:** The Board will approve the minutes for December 12<sup>th</sup> & 19<sup>th</sup> at the next meeting.

The Board of Commissioners proceeded with the business of appointing the officers for the year 2019, as follows:

1. **Chairman:** David R. Brackett  
**Nominated by:** Mindy Germain  
**Seconded by:** Peter Meyer
2. **Secretary:** Peter Meyer  
**Nominated by:** David R. Brackett  
**Seconded by:** Mindy Germain
3. **Treasurer:** Mindy Germain  
**Nominated by:** Peter Meyer  
**Seconded by:** David R. Brackett

**RESOLUTION 2019-01: Designation of Depositories (Banks)**

First National Bank of Long Island  
572 Plandome Road  
Manhasset, NY 11030

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

**RESOLUTION 2019-02: Travel Expenses** – That the Commissioners and Superintendent be allowed all expenses including travel incurred while attending meetings, conventions and other business activities in connection with the water industry pursuant to the provisions of the New York State Office of the State Comptroller Travel Manual.

**RESOLUTION 2019-03: Commissioners' Compensation (fee):** Meetings and District Business up to \$100 per Diem.

**RESOLUTION 2019-04: Employment of Auditor (CPA):** Robert A. Johnson, CPA  
75 Prospect Street, Suite 402  
Huntington, NY 11743

**RESOLUTION 2019-05: Employment of External Auditor (CPA):** Cullen & Danowski, LLP  
1650 Route 112  
Port Jefferson Station, NY 11743

**RESOLUTION 2019-06: Employment of Consulting Engineer's:** D & B Engineers & Architects, P.C  
330 Crossways Park Drive  
Woodbury, NY 11797

**RESOLUTION 2019-07: Employment of Attorney:** Bee, Ready, Fishbein, Hatter & Donovan LLP  
170 Old Country Road  
Mineola, NY 11501

**RESOLUTION 2019-08: Official Newspaper:** Newsday / Port Washington News  
Either or both will be used according to  
the direction of the Board of Commissioners.

**RESOLUTION 2019-09:** 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 2019-10:** To appoint Paul J. Granger, P.E., Superintendent, as Record Access Officer for Freedom of Information requests made to the District, effective January 1, 2019.

**RESOLUTION 2019-11:** To appoint Paul J. Granger, P.E., Superintendent, as the safety officer for the Port Washington Water District, effective January 1, 2019.

**RESOLUTION 2019-12:** Reaffirmation by the Board that all policies of the Water District remain in effect for 2019.

**RESOLUTION 2019-13:** The following professional consultants will be retained by the District for the fiscal year 2019:

Computer Programming & Software Support for Billing, General Ledger, Account Payable, Budget, Meter Reading & Cross Connection Control Computer IT Maintenance and Support

- Friendly Bytes Software, Hauppauge, New York.

Water Quality Testing Lab

- Pace Analytical Service Inc., Melville, New York

## Insurance

- Salerno Brokerage Corp., Syosset, New York

## Insurance and Risk Management Consultant

- Risk Management International LTD, Port Washington, New York

## SCADA System (Supervisory Control & Data Acquisition) Computer Programming / Maintenance & Upgrades

- Eagle Control Corp., Yaphank, New York

## Security

- Strategic Alarm Concepts, West Hempstead, NY – Intrusion alarm system
- Tyco Integrated Security, Farmingdale, New York – Video Security

## Community Relations / Website / Social Media

- Progressive Marketing Group, Inc., Melville, New York – Website and Newsletters
  - Zimmerman Edelson Inc., Great Neck, New York – Special projects and social media

A motion was made by Commissioner Meyer to approve Resolutions 2019-01 through 2019-13. Seconded by Commissioner Germain. The motion was unanimously approved.

The Board further reviewed the District's account balances as follows as of January 3, 2018:

General Checking	\$68,167.38
Money Market	\$227,304.11
Tap Fee Account	\$132,337.03
Repair Reserve Equipment	\$461,786.35
Repair Reserve Bldg & Grounds	\$480,160.64

The following claims were received for payment and approved by the Board:

1. D & B Engineers & Architects, Engineering, Updating Intersection Maps	\$461.40
2. D & B Engineers & Architects, Engineering, Neulist Tank Investigation	\$3,054.97
3. D & B Engineers & Architects, Engineering, Sandy Hollow Roof Inspections	\$403.47
4. D & B Engineers & Architects, Engineering, 2 <sup>nd</sup> Half Sanitary Inspections	\$2,400.00
5. D & B Engineers & Architects, Engineering, Beacon Hill Tank	\$8,372.69

Superintendent Granger reported on the following:

1. The Engineering consultant representing the developer for the Oasis Condominium Development has issued a request for an updated letter of water availability. The Superintendent recommends that the letter and plans be provided to the District Engineer for review.
2. The Superintendent will be scheduling a meeting with the Village of Port Washington North to review plans for water main replacement within the Village.
3. Recommended that the control valve for Neulist Booster Pump 5 be rebuilt as soon as possible. The District is experiencing operating issues with the aforementioned valve.
4. Reviewed the PERMA proposal to extend workers compensation insurance for a third year for budgetary planning reasons.

William Merklin P.E. reported on the following:

1. Beacon Hill Tank Replacement – Work on the punch list continues
2. His staff is working on plans for water main replacement.
3. The grant application preparation for 1,4 dioxane treatment at Morley Park is underway. The deadline for submission is January 11, 2019

Peter Fishbein, Esq. – Reported in executive session.

Old / New Business

A special Board planning meeting has been scheduled for 9am, Monday, January 14, 2019.

**RESOLUTION 2019-14**

For renewal with PERMA with a 3<sup>rd</sup> year option for the District's workers compensation insurance effective January 1, 2020. A motion was made by Commissioner Germain to renew with PERMA with a 3<sup>rd</sup> year option for the District's workers compensation insurance effective January 1, 2020. Seconded by Commissioner Meyer. The motion was unanimously approved.

**RESOLUTION 2019-15**

For professional community relations services to for public outreach and education to promote water conservation within the Water District in an effort to mitigate water demand and minimize potential saltwater intrusion impacts. Zimmerman and Edelson of Great Neck, New York has provided a detailed proposal to build on the success of past and current water conservation effort. The cost of the services will be provided for \$3,500.00 per month. The professional services are authorized from January 1, 2019 through December 30, 2019. Production work involving graphics (flyers, newsletters, etc.) will be additional to the retainer when authorized by the District. A motion was made by Commissioner Germain to approve Resolution 2019-15. Seconded by Commissioner Meyer. The motion was unanimously approved.

**RESOLUTION 2019-16**

Proposals dated December 11, 2018 by D&B Engineers and Architects, P.C. for general retainer engineering service for the fiscal year ending December 31, 2019 in the lump sum amount of \$8,000.00 and for the preparation of the 2018 Annual Water Quality Report for the Water District based on a fee not to exceed \$6,500.00. A motion was made by Commissioner Meyer to authorize the professional services related to the general retainer and for the preparation of the 2018 Annual Water Quality Report. Seconded by Commissioner Germain. The motion was unanimously approved.

**RESOLUTION 2019-17**

Proposal dated December 12, 2018 as provided by H2M architects +engineers (H2M) for Geographic Information System (GIS) retainer. Fee for the professional service will be based on hourly rates not to exceed of \$3,000.00. A motion was made by Commissioner Germain to authorize the GIS retainer services. Seconded by Commissioner Meyer. The motion was unanimously approved.

**RESOLUTION 2019-18**

Based on the recommendation of the Superintendent and District Engineer, approval of Change Order 1 requested by Garland / DBS Inc. in the amount of \$ 4,698.00 for additional work associated with unforeseen conditions related to the Sandy Hollow garage roof replacement project. A motion was made by Commissioner Germain to authorize Change Order 1 in the amount of \$4,698.00. Seconded by Commissioner Brackett. The motion was unanimously approved.

**RESOLUTION 2019-19**

For the emergency repair to the hydraulic control valve for Neulist Booster Pump 5 in the amount of \$7,023.50 by Harper Haines Fluid Control. A motion was made by Commissioner Meyer to authorize the emergency repairs. Seconded by Commissioner Germain. The motion was unanimously approved.

**RESOLUTION 2019-20**

For the Approval of Water District Salary Schedule 2019-01 effective January 1, 2019. A motion was made by Commissioner Meyer authorize the execution of Schedule 2019-01. Seconded by Commissioner Germain. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$126,406.69 were approved by the Board.

A motion was made by Commissioner Germain to enter into executive session to discuss employee matters at 9:15am. The regular meeting resumed at 9:30am.

There being no further business to discuss, the meeting was adjourned at 9:35 am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 2, 2019.

---

Peter Meyer, *Secretary*