

January 16, 2019

A regular meeting of the Board of Commissioners of the Port Washington Water District was held at the District offices located at 38 Sandy Hollow Road, Port Washington, New York, on Wednesday, January 16, 2019 at 8:00am.

PRESENT: COMMISSIONERS:

David Brackett, Chairman

Peter Meyer, Secretary

Mindy Germain, Treasurer (by phone)

Paul J. Granger, P.E., Superintendent

Peter Fishbein, Attorney

William Merklin, P.E., Engineer

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

Minutes for the meeting held on January 9, 2019, were read and approved.

The Board further reviewed the District's account balances as follows as of January 16, 2019:

General Checking	\$190,400.74
Money Market	\$227,477.86
Tap Fee Account	\$132,437.58
Repair Reserve Equipment	\$462,139.33
Repair Reserve Bldg & Grounds	\$480,527.67

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

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| 1. Bee, Ready, Fishbein, Hatter & Donovan, LLP Professional Services November 2018 | \$2,450.00 |
| 2. Salerno Brokerage Corp., Insurance Policies | \$49,273.01 |

Superintendent Granger reported on the following:

1. Reviewed the new sexual harassment policy which was developed to conform with the 2018 Sexual Harassment Law. The new policy when adopted by the Board will supersede the current Water District harassment policy.
2. Sexual harassment and workplace violence prevention training is scheduled for all Water District employees on February 27, 2019.
3. Provided an update on the punch list for the video security system.
4. Received three quotes for purchase of new chemical feed pumps for calcium hypochlorite treatment. The lowest unit cost price was provided by UGSI Chemical Feed Solutions in the amount of \$2,972.00. A total of four replacement pumps will be needed.
5. Requested permission to attend the New York Section of the American Water Works Association Water Annual Spring Meeting from April 16 through April 18, 2019 in Saratoga Springs, New York, the cost not to exceed \$ 950.00. Motion was made by Commissioner Brackett and seconded by Commissioner Meyer to approve the Superintendent to attend this meeting. Carried
6. Advised the Board that Water Plant Attendant Doyle has provided a letter of resignation for personal reasons effective January 15, 2019.

William Merklin P.E. reported on the following:

1. New York Water Infrastructure Improvement (WIIA) grant for the Morley Park Plant was submitted to the state on Friday.
2. Beacon Hill Tank – The contractor continues to work on punch list items.

3. Review proposal for engineering services for preparation of a five year capital plan for the Water District.

Peter Fishbein, Esq. reported in executive session

Old / New Business

RESOLUTION 2019-26

Accepting the resignation of Water Plant Attendant Tyler Doyle effective January 15, 2019. A motion was made by Commissioner Meyer to accept the resignation of Water Plant Attendant Tyler Doyle effective January 15, 2019. Seconded by Commissioner Brackett. The motion was unanimously approved.

RESOLUTION 2019-27

Adoption of Sexual Harassment Prevention Policy dated January 10, 2019. A motion was made by Commissioner Brackett to adopt the Sexual Harassment Prevention Policy dated January 10, 2019. Seconded by Commissioner Meyer. The motion was unanimously approved.

RESOLUTION 2019-28

Proposal provided by D&B Engineers and Architects (D&B) to provide professional engineering services for the preparation of a five year capital plan for the water District. Fee for the professional service to be based on hourly rates not to exceed \$42,000.00. A motion was made by Commissioner Brackett to the authorizes the professional engineering services for the preparation of a five year capital plan. Seconded by Commissioner Meyer. The motion was unanimously approved.

RESOLUTION 2019-29

Authorizes the purchase of four chemical feed pumps at a unit cost of \$2,972.00 per pump for a total cost of \$11,888.00. A motion was made by Commissioner Meyer to authorize the purchase of four chemical feed pumps for a total cost of \$11,888.00. Seconded by Commissioner Brackett. The motion was unanimously approved.

A motion was made by Commissioner Brackett to enter into executive session to discuss employee matters at 8:40am. The regular meeting resumed at 8:55am.

Checks for payment of claims, due from the Port Washington Water District totaling \$110,732.19 were approved for payment by the Board.

There being no further business to discuss the meeting was adjourned at 9:05am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on January 16, 2019.

Peter Meyer, Secretary