

PORT WASHINGTON WATER DISTRICT

Organizational Meeting of the BOARD OF COMMISSIONERS

Held: January 8th, 2020

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 8, 2020.

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

Also Present: Italo J. Vacchio, *Superintendent*
Peter Fishbein, *District Attorney*
Michael Savarese, *District Engineer*
Michelle Handley, *Office Manager*

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 31, 2019.

The Board of Commissioners proceeded with the business of appointing the officers for the year 2020, as follows:

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

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

First National Bank
572 Plandome Road
Manhasset, NY 11030

Dime Community Bank
805 Port Washington Boulevard
Port Washington, NY 11050

M & T Bank
1 M & T Plaza
Buffalo, NY 14203

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 Auditor (CPA): Cullen & Danowski, LLP
1650 Route 112
Port Jefferson Station, 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 Italo J. Vacchio, Superintendent and Michelle Handley, as Record Access Officer for Freedom of Information requests made to the District, effective January 1, 2020.

RESOLUTION: To appoint Italo J. Vacchio, Superintendent and Michelle Handley, as Records Management Officer (RMO) for the Port Washington Water District, effective January 1, 2020.

RESOLUTION: To reaffirm all existing policies of the Port Washington Water District

The Board further reviewed the District's account balances as follows as of January 8, 2020:

General Checking	\$306,704.30
Money Market	\$28,381.95
Tap Fee Account	\$6,739.55
Repair Reserve Equipment	\$343,002.58
Repair Reserve Bldg & Grounds	\$111,786.62

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

- | | |
|---|-------------|
| 1. D & B Engineers & Architects, Engineering, Water Main Improvements (Bond Issue) | \$2,606.29 |
| 2. D & B Engineers & Architects, Engineering, Pilot Testing Stonytown Well 10(Bond Issue) | \$3,541.07 |
| 3. D & B Engineers & Architects, Engineering, Pilot Testing Hewlett Well 4 (Bond Issue) | \$15,646.57 |
| 4. PWWD, Reimbursement, Hewlett Well 4 Lab Monitoring (Bond Issue) | \$21,423.00 |

It was agreed that the Commissioners and Superintendent would attend a meeting of the Long Island Water Conference on January 27, 2020 in Syosset.

Superintendent Vacchio reported on the following:

1. Reviewed with the Board, the December pumpage report and total pumpage for 2019.
2. Discussed with Board the quote from Dime Bank, 1000 Port Washington Blvd. It was approved to use the Dime Bank as the District bank.
3. Reviewed with the Board the 2019 Budget vs. Actual Revenues and Expenses.
4. Advised the Board that February 19, 2020 will be the bid opening for the maintenance of grounds will be held.

Michael Savarese, P.E. reported on the following:

1. Morley Park AOP Treatment – Discussed potential to schedule a meeting with Nassau County for input on revised site plan, building plan and elevation, as well as compensation for land.
2. Hewlett AOP Treatment – Conducting final, optimal AOP pilot test runs. Conducting site topographic survey and mark out.
3. Stonytown AOP Treatment - Scheduling site topographic survey and mark out.
4. Soundview Water Main Replacement – Pre-construction meeting scheduled for Thursday 1/16/20.

Checks for payment of claims, due from the Port Washington Water District totaling \$180,890.17 were approved by the Board.

At 8:35am, a motion was made to go into executive session to discuss an employee matter.

At 9:07am, the regular meeting was resumed.

There being no further business to discuss, the meeting was adjourned at 9:11am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 8, 2020.

Peter Meyer, *Secretary*