

PORT WASHINGTON WATER DISTRICT

Organizational Meeting of the BOARD OF COMMISSIONERS

Held: January 10th, 2024

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 10, 2024.

Present: Commissioners:

David R. Brackett, Chairman
Peter Meyer, Secretary
Mindy Germain, Treasurer

Also Present: Paul Prignano, Superintendent
William DeWitt, District Attorney
Michael Savarese, District Engineer
Michelle Handley, Office Manager

Also Present: Charles Idol, Resident

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 January 3, 2024.

The Board of Commissioners proceeded with the business of appointing the officers for the year 2024, as follows:

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

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

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 Accountant (CPA): Robert A. Johnson, CPA
75 Prospect Street, Suite 402
Huntington, NY 11743

RESOLUTION: Employment of External Auditor (CPA): R.S. Abrams & Co., LLP
3033 Express Drive North
Islandia, NY 11749

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 / Port Times
Either or all 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 Prignano, Superintendent and Michelle Handley, as Record Access Officer for Freedom of Information requests made to the District, effective January 1, 2023.

RESOLUTION: To appoint Paul Prignano, Superintendent and Michelle Handley, as Records Management Officer (RMO) for the Port Washington Water District, effective January 1, 2023.

RESOLUTION: That the Treasurer will execute all required documents for Board approved grant applications.

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

A motion was made by Commissioner Brackett and seconded Commissioner Germain to approve all above Resolutions. The motion was unanimously approved.

The Board further reviewed the District's account balances as follows as of January 10, 2024:

General Checking	\$3,119,779.10
Money Market	\$28,705.71
Tap Fee Account	\$78,499.77
Repair Reserve Equipment	\$2,439,855.65
Repair Reserve Bldg. & Grounds	\$2,320,683.51

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

1. D & B Engineers & Architects, Engineering, 2 nd Half 2023 Sanitary Inspections	\$2,600.00
2. D & B Engineers & Architects, Engineering, 4 th Quarter Retainer 2023	\$3,500.00
3. D & B Engineers & Architects, Engineering, Neulist Electrical Improvements (Bond Issue)	\$9,186.07
4. D & B Engineers & Architects, Engineering, Water Main Replacement Project (Bond Issue)	\$9,331.43
5. D & B Engineers & Architects, Engineering, AOP Hewlett (Bond Issue)	\$12,337.54
6. D & B Engineers & Architects, Engineering, AOP Stonytown 10 (Bond Issue)	\$13,138.02
7. D & B Engineers & Architects, Engineering, AOP Morley Park & Grant (Bond Issue)	\$19,472.04
8. Philip Ross, Req.#11 Hewlett AOP Plumbing Construction (Bond Issue)	\$22,942.50
9. Bensin Contracting, Req.#8 Morley AOP Plumbing Construction (Bond Issue)	\$66,500.00
10. J. Antony Enterprises Inc., Req.#13 Morley AOP General Construction (Bond Issue)	\$99,556.87
11. Bensin Contracting Inc., Req.#5 Stonytown AOP Plumbing Construction (Bond Issue)	\$434,553.75

Superintendent Prignano reported on the following:

1. The generator at the Sandy Hollow business office is installed and working.
2. At Morley the temporary lighting has been installed. Bancker will be on-site today 1/10 to do test pits.
3. On January 23rd Trojan will be training the District employees on the AOP system.
4. In regards to Stonytown Well# 10 the vessels were not removed due to the weather and they will be removed next week.

William DeWitt reported on the following:

1. Received an email from Andrea Tsoukalas Curto, attorney for the Oasis, asking that the Village of Port North be excluded from the developer's contract. He will respond to her request.
2. In regards to the antenna installation near Manorhaven Park he has not received a response from Deputy Supervisor Scalero or Yael Spitzer.
3. He reached out to the County in regards to the smart controller rebate program, he is awaiting a response.
4. The Village of Manorhaven contacted him in regards to street openings for water main improvements and would like to have a conversation in regards to procedures.

Michelle Handley reported on the following:

1. Received the proposal from R.S. Abrams for the 2023 annual audit. The amount for the audit will be \$27,800.00. A motion was made by Commissioner Meyer and seconded by Commissioner Brackett to approve the proposal. The motion was unanimously approved.
2. Reviewed the bill from Bancker Construction for the water main repair on Park Avenue & Port Washington Blvd on 12/14/23.

The following resolution was made by and approved by the Board on January 10, 2024:

WHEREAS, a general discussion was held by the members of the Board of Commissioners concerning the certain improvements at the District's facilities and the related transfer of funds; and

WHEREAS, the Board of Commissioners has decided to expend a sum not to exceed \$23,573.64 from the building and grounds capital reserve fund, in accordance with General Municipal Law, for the cost of the repair to the water main on Park Avenue and Port Washington Blvd. by Bancker Construction on December 14, 2023.

NOW THEREFORE BE IT RESOLVED that, the Board of Commissioners of the Port Washington Water District, Town of North Hempstead, Nassau County, withdraw a sum not to exceed \$23,573.64 from the building and grounds capital reserve fund for the cost of the repair to the water main on Park Avenue and Port Washington Blvd. by Bancker Construction on December 14, 2023.

This Resolution is adopted subject to a Permissive Referendum.

The above RESOLUTION was offered by Commissioner Mindy Germain and was seconded by Commissioner Peter Meyer. The motion was unanimously approved.

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

1. PFAS treatment plan and PFAS data tracking Data Review – D&B will conduct review meeting as part of the board meeting on Wednesday, 01/17/24.
2. Sandy Hollow Native Plant Garden – Conducting meeting with Landscape Architect Michael Michel on Wednesday, 1/10/24 at 3:00 pm. Discussed the Rewild Application Authorization Letter
3. Hewlett AOP Treatment – D&B has received preliminary Day 2 sampling results. D&B still awaiting on final sample results from Pace but has begun assembling certification report package for submittal to DOH by early week of 1/15.
4. Morley Park AOP Treatment – The cupolas have been installed on the building. Bancker is tentatively scheduled to perform preliminary excavation this week and perform the tie-in of the 24” PCCP the week of 1/15/24.
5. Town of North Hempstead West Shore Road Tank Site Evaluation – Completed tank evaluation on Tuesday, 1/09/24.
6. Sandy Hollow Station PFAS Treatment Improvements and Station Upgrades – The basis of design report is progressing with the sections completed on historical contamination tabulation and sources. Review preliminary site and building plans with the board.
7. Water Main Improvement Program – Reviewed/sign Form 348 for submittal to NCDH.

At 9:05am, a motion was made to go into executive session. At 9:20am, the regular meeting resumed.

A motion was made by Commissioner Brackett and seconded by Commissioner Meyer to adopt the agreement between the District and the Union extending the employee contract until December 31, 2026 along with the new starting salary and step increases. The motion was unanimously approved.

Checks for payment of claims, due from the Port Washington Water District totaling \$128,325.60 were approved by the Board.

There being no further business to discuss, the meeting was adjourned at 9:25am.

I hereby certify that the above is a true and correct copy of the minutes of the meeting held on Wednesday, January 10, 2024.

Peter Meyer, Secretary