

**Northern Westchester Joint Water Works**  
**NWJWW Board of Trustees Meeting – April 22, 2022**

**Convened at 10:10 A.M.**

**Adjourned at 11:00 A.M.**

**Present:**

<b>Richard Becker, Chairperson</b>	<b>Ray Reber, Consultant</b>
<b>Jeffrey Scott, Vice Chairperson</b>	<b>Tom Wood Esq., Attorney</b>
<b>Robert Scorrano, Treasurer, absent</b>	<b>Donna Albanese, Recording Sec’y</b>
<b>Matthew Slater, Trustee</b>	
<b>Matthew Geho, Operations Director</b>	
<b>Catherine Paget, Business Director</b>	

A motion was made by Trustee Slater to adopt the March 18, 2022 minutes. Motion was seconded by Trustee Scott. Motion approved 3-0.

**Request from Town of Cortlandt: Discuss potential use of 74 Locust Avenue**

Trustee Becker reported that the paramedics from the Town of Cortlandt, Lake Mohegan and Peekskill have to vacate their space on the hospital campus at New York Presbyterian Hospital. We met at 74 Locust Avenue which is owned by the Northern Westchester Joint Water Works and the Town of Cortlandt is thinking of helping the Joint Water Works and renting 74 Locust Avenue. The Town would renovate the vacant building and do whatever needs to be done and put together some sort of agreement. The Town of Cortlandt would take it year by year to lease the property.

Down the road there will be other opportunities to renovate other structures in a permanent way that the Joint Water Works may need for storage. The paramedics agree that they would like to be independent and the Town of Cortlandt will support them. The paramedics are volunteers and the Town of Cortlandt will help them hire more full-time paramedics and provide a better service. Mr. Wood stated that they want to use the old birthing cottage at New York Presbyterian for doctors on site who are on call 24 hours a day.

Mr. Reber asked about parking space and Trustee Becker mentioned that there is an area which is already cleared for vehicles. They use SUV’s not ambulances and there will also be a carport. Mr. Geho said that they can put the structure at the end of the garage and have 4 cars parked there. There would only be 2 paramedics on call at a time. Mr. Geho said if need

be there is also a parking spot on Locust Avenue. Mr. Wood stated that we will formalize a proposal and bring it back to the Board for approval.

Mr. Geho mentioned that we also have to address 78 Locust Avenue. We are always looking for a place for our records. We may be able to do something as a joint venture with the Town of Cortlandt that they take the upper floor and we take the lower floor to store records at that house. Mrs. Paget mentioned that the records at 74 Locust Avenue are secure and not subject to deterioration. Mrs. Paget said that Mr. Geho is referring to the DE building where the records there need another place to be stored. We also need to address the DE building. Mrs. Paget said it would be ideal to comingle everything into one location so it would be easier to monitor the records.

Mr. Wood asked Trustee Slater if he has had any issues with reimbursement from the Lake Mohegan ambulance corps because the Town of Cortlandt has a tremendous problem with getting people to talk to them. He feels that he has to take stronger steps. Trustee Slater will reach out to them. They are supposed to reimburse the Town of Cortlandt for the paramedic part. They do not even respond to their volunteer attorney. Trustee Slater will communicate directly with the President and get back to Mr. Wood.

### **1<sup>st</sup> Quarter 2022 revenue and expenditure report**

Mrs. Paget reviewed the expenditure report. Regarding the water treatment expenditures which is what you pay for in the rate per thousand, at the end of March collectively we are at 16% of budget and in the aggregate we expect that. As we get into the higher demand like the summer months and fall, that will catch up to budget appropriations. Variation from that is the electricity which is formulated on a quarterly basis more so than the demand basis. We had a 25% increase in the production rate which is part of the New York Power Authority rates that affects this year's budget and which we planned for.

Salaries are budgeted at the 2021 pay rate and we are at 22% of budget. Everything is where it should be. We agreed to budget \$110,000 in Central Garage and Distribution for any possible breaks in the transmission line where we would need an outside contractor and so far, it has not been the case.

Administration and Billing expenses are where they should be. Billing department equipment maintenance is at 68% where we pay our support costs for water billing software and folding machine. Mrs. Paget mentioned we are not sure if we are going to replace the folding machine or outsource the services. We had agreed to go out to bid but we have not gotten around to it yet. Other than the clarifier project, we have not had any capital expenses yet which may be forthcoming.

Mrs. Paget reviewed the revenue and reported that water sales to the members are at 24% of budget in the aggregate. This is a formula basis and a fixed rate for the year. You will see that difference versus the water purchase expense back in the expenditure section at only 13%. This was because we are probably going to have a rate increase from the City of New York in July so we will see that impact on the purchases line at that time. The City raises the rate every year except they did not have a rate increase during the pandemic. There have not been any notifications as to when they are holding their public hearing to discuss the rate increase and the meeting is usually in May. One year prior we had a 24% rate increase but we always

plan for a 10% rate increase and Mr. Geho mentioned that water purchase is 60% of our budget.

Mr. Reber said we used to get a very thorough annual report from the City and Mr. Geho said we still do and we protested based on the other employee benefits being passed on to the Upstate communities. Trustee Slater said that it is frustrating because of their increase in the cost to treat the water then they turn around and sell back to us and increase the cost to purchase.

Mrs. Paget said that the electric surcharges is the cost of pumping treated water directly to the member's distribution systems. In the aggregate, we are at 23% at the end of March. Due to some revised calculations for 2021, Montrose is in a credit situation. . Our other fee-based services do not get billed until the end of the year.

Water surcharges are the cost for Buchanan excess as well as water consumed by Mill Pond and Putnam Valley water districts. Those go through Yorktown and are billed back to those communities. They reimburse the Water Works for what is billed from the City and in Buchanan's case there is also the additional 30% surcharge.

Our Excess revenue for capital needs is coming in at \$112,000 which is 25% of budget. Trustee Slater asked if we have any inclination on what we expect for water restrictions for the summer months and Mr. Geho said we have no plans for any water restrictions.

Mr. Geho mentioned that the work for the clarifiers is done and we are back at full production.

**Request permission to bid: Emergency Contractor Services  
Distribution main materials and supplies**

Mr. Geho mentioned that we have the transmission mains for the 24", the 16" and the 20" that goes over to Peekskill. Since staffing is an issue with everyone, we are looking to have at our disposal a contractor who we can call in for any emergency if we need assistance to handle a break of various magnitude. Last year Montrose issued a bid for emergency services and the Joint Waters piggybacked off of them. This year we want to issue it for the larger transmission mains and have Montrose piggyback off of us if they need to. This would also include the 16" going through Blue Mountain.

A motion was made by Trustee Scott to go out to bid for Emergency Contractor Services. A motion was seconded by Trustee Becker. Motion approve 3-0.

Mr. Geho mentioned that we had budgeted \$27,000 to purchase a 24" gate valve for our transmission main which would be shared with the Town of Yorktown. Yorktown and the Joint Water Works are responsible for the 24' transmission main. This is one piece of material we do not have in stock and the lead is 10 to 12 weeks. We would like to purchase this valve and because of the cost, we would need to bid the valve out. We are requesting to bid out some distribution mains along with piping and supplies. This would also include 12 hydrants for Montrose. Instead of Montrose putting out a bid too, we would do one bid and look at one lump sum. We would then bring this back to the Board for approval and knowing that the hydrants would be covered by Montrose. We want to build up the inventory and have

supplies on hand. We have been doing this over the past 10 years so we readily have access to the supplies. When we make that purchase, we open it up through our WARN association. If anyone needs something, we can offer it and they would pay it back in kind. This is something we do in the industry to help each other out. The MID board approved the acquisition for the hydrants.

A motion was made by Trustee Scott to approve the bid for materials and supplies for the Distribution system inventory. A motion was seconded by Trustee Slater. Motion approved 3-0.

**Request approval to attend Public Employer Risk Management Association May 25 through May 27, 2022**

Mrs. Paget mentioned that this is our worker's compensation carrier. Every year they hold their annual conference which is also a safety and health fair and she feels that this must be included in the premium. There is no cost for the first attendee to participate. If an additional employee attends you have to pay an additional charge for attendance which is \$200. We want to get it on attendance from a records standpoint that someone in the organization can attend.

A motion was made by Trustee Becker for an employee of the Northern Westchester Joint Water Works to attend the Public Employer Risk Management Association Seminar May 25 through May 27, 2022 at the Sagamore Hotel in Saratoga Springs, NY. A motion was seconded by Trustee Scott. Motion approved 3-0.

A motion was made by Trustee Becker at 10:33 A.M. to enter into Executive Session. A motion was seconded by Trustee Scott. Motion approved 3-0.

A motion was made by Trustee Becker at 10:51 A.M. to exit Executive Session. A motion was seconded by Trustee Scott. Motion approved 3-0.

A motion was made by Trustee Slater to provisionally appoint Ms. Dawn Kennedy to the position of Office Assistant Financial Support effective May 16, 2022 at an annual salary of \$50,000. A motion was seconded by Trustee Scott. Motion approved 3-0.

A motion was made by Trustee Becker to acknowledge the retirement of Ms. Julie Busha, Intermediate Account Clerk, in the Billing department effective May 31, 2022 and thanking her for her service. A motion was seconded by Trustee Slater. Motion approved 3-0.

A motion was made by Trustee Becker to hire 2 seasonal positions for the Northern Westchester Joints Water Works and the Montrose Improvement District. A motion was seconded by Trustee Scott. Motion approved 3-0.

Trustee Slater mentioned that NYWIIA (New York Infrastructure Improvement Act) is on round 2 with their water funding grant and the money that the State has. The Joint Water Works should be looking into putting an application in as it relates to the 16" and the joint service. The Town of Yorktown already has put an application in. The Joint Water Works should see what projects we have to put in for. They awarded \$600 million in grants across the State. Consolidated funding applications are due at the end of July. Trustee Slater said that

between that and the CFA they are throwing money around so we should be able to get on something that will benefit the Joint Water Works and all of our communities. How will the Joint Water Works apply whether it be through one of the grant writers through one of the municipalities or in house. Mr. Geho said we need assistance with it to be advantageous and then signed off. Mr. Wood said you can come up with the technical proposal.

Mr. Wood mentioned that there is a program for people who cannot afford to pay their water bill. They can apply to this program and the State will pay their water bill. Mrs. Paget said that we did receive a few payments this way and the communities have to opt into this program.

### **Report on results of Bid# 2022.2 Landscaping and Grounds Maintenance**

Mrs. Paget mentioned that we are requesting a resolution to reject the Landscaping and Grounds maintenance bid.

A motion was made by Trustee Slater to reject the Landscaping and Grounds Maintenance bid. A motion was seconded by Trustee Becker. Motion approved 3-0.

A motion was made by Trustee Slater to receive and file the 1<sup>st</sup> quarter 2022 Operation Director's report. A motion was seconded by Trustee Scott. Motion approved 3-0.

Mr. Geho reported on how the clarification project was going. When we issued the bid last year for the clarifier project, we had some suspicion that the superstructure in clarifier #2, the actual steel components, would not be amenable to painting. We had a proposal written that if we did not paint that clarifier there would be a refund/change order. We did some testing on the clarifier and the steel itself is no longer capable of being painted. We blasted right through the clarifier itself and the unit is not going to be painted. We have a change order coming back to us in the amount of \$285,000. In the future we have to budget for replacement of that clarifier which can get very costly. Trustee Scott asked what makes the steel not able to be painted and Mr. Geho said that it is corroded and rusty. Once we started taking away the rust, we blasted right through it and there was nothing left of it.

Clarifier #1 was built in 1970 with American steel and clarifier #2 was built in the 90's with some other steel and that is the steel that failed us. We are not going to follow through with painting the clarifier but in 2024 we will put out a bid to replace the clarifier. He wants to see if the steel industry calms down because steel is very expensive. We looked at replacing the components with stainless steel so that it would never have to be painted again. It costs us about \$250,000 every ten years.

Mr. Geho said that the generator project was approved last month and will be started and completed next week. The DEP has been notified that this plant is on line. If we lose power out there for storms, we will not have backup for those 4 days and use the Catskill Plant for water.

*A motion was made by Trustee Slater at 11:00 A.M. to adjourn the meeting. Motion seconded by Trustee Scott. Motion approved 3-0.*

**Resolution # 2021-34**

*A motion was made by Trustee Slater to adopt the March 18, 2022 minutes. Motion was seconded by Trustee Scott. Motion approved 3-0.*

**Resolution # 2021-35**

*A motion was made by Trustee Scott to go out to bid for Emergency Contractor Services. A motion was seconded by Trustee Becker. Motion approve 3-0.*

**Resolution # 2021-36**

*A motion was made by Trustee Scott to approve the bid for materials and supplies for the Distribution system inventory. A motion was seconded by Trustee Slater. Motion approved 3-0.*

**Resolution # 2021-37**

*A motion was made by Trustee Becker for an employee of the Northern Westchester Joint Water Works to attend the Public Employer Risk Management Association Seminar May 25 through May 27, 2022 at the Sagamore Hotel in Saratoga Springs, NY. A motion was seconded by Trustee Scott. Motion approved 3-0.*

**Resolution # 2021-38**

*A motion was made by Trustee Slater to provisionally appoint Ms. Dawn Kennedy to the position of Office Assistant Financial Support effective May 16, 2022 at an annual salary of \$50,000. A motion was seconded by Trustee Scott. Motion approved 3-0.*

**Resolution # 2021-39**

*A motion was made by Trustee Becker to acknowledge the retirement of Ms. Julie Busha, Intermediate Account Clerk, in the Billing department effective May 31, 2022 and thanking her for her service. A motion was seconded by Trustee Slater. Motion approved 3-0.*

**Resolution # 2021-40**

*A motion was made by Trustee Becker to hire 2 seasonal positions for the Northern Westchester Joints Water Works and the Montrose Improvement District. A motion was seconded by Trustee Scott. Motion approved 3-0.*

**Resolution # 2021-41**

*A motion was made by Trustee Slater to reject the Landscaping and Grounds Maintenance bid. A motion was seconded by Trustee Becker. Motion approved 3-0.*

**Resolution # 2021-42**

*A motion was seconded by Trustee Becker. Motion approved 3-0.*

*A motion was made by Trustee Slater to receive and file the 1<sup>st</sup> quarter 2022 Operation Director's report. A motion was seconded by Trustee Scott. Motion approved 3-0.*