

**Northern Westchester Joint Water Works**  
**NWJWW Board of Trustees Meeting – July 15, 2022**

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

**Adjourned at 10:55 A.M.**

**Present:**

<b>Richard Becker, Chairperson</b>	<b>Ray Reber, Consultant, absent</b>
<b>Jeffrey Scott, Vice Chairperson</b>	<b>Tom Wood Esq., Attorney</b>
<b>Robert Scorrano, Treasurer, zoom</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 Scott to adopt the June 17, 2022 minutes. Motion was seconded by Trustee Slater. Motion approved 4-0.

**Review results and request award of Bid# 2022.8 Catskill Variable Frequency Drive Upgrade Project**

At the last meeting, Mr. Geho mentioned that we transfer \$18,500 from the 2022 operating budget to fund the additional variable frequency drives which we identified as being problematic for us. Mrs. Paget reported that we had 9 vendors who downloaded the bid document in which one vendor attended the walk through. The bid came in at \$49,500. When Mr. Geho spoke to the vendor the vendor said that there was a great deal of time that had to be budgeted for because of the way the spec was written and the components were becoming costly. He is requesting to the Board that given the nature of the VFD’s at this point that we move forward with the award and award the bid to Benfield Electric. We look to balance the remainder of the bid from the fund balance.

Mr. Geho explained to Trustee Becker what a Variable Frequency Drive is. Mr. Geho said that when you go to start a single phased 120-volt motor at home you flip on a light switch. When you get into bigger motors you have three (3) phases A, B and C. The VFD takes the 3 phased AC sign waves and converts to DC which then gives us control to adjust the in rush of amperage to prevent power surges. VFD’s are located in motor control center of the facility. They are like highly advanced electronics that aid in optimizing operations.

The currents units are 20 years old and are obsolete, so repairing failed units is not an option. Looking at the critical nature of these components, if they continue to fail we will be in a bad situation this year, in which we may not be able to meet demand. Mr. Geho said that the life span is 10 years so we will have a

10-year investment. We have 4 old VFD's and we are looking to replace 2. Next year we will budget to replace the other 2 VFD's. Mr. Geho said that \$32,500 would come out of fund balance.

A motion was made by Trustee Slater for Bid# 2022.8 for the Catskill Variable Frequency Drive to be awarded to Benfield Electrical Supply in the amount of \$49,500. A motion was seconded by Trustee Scott. Motion approved 4-0.

**Review results and request award of Bid# 2022.9 Catskill and Amawalk Plant Residuals Removal**

Mr. Geho mentioned that last month we awarded the chemical bids which normally include the residuals handling for both facilities. The vendors who normally turn in a bid for the residuals forgot. We had to rebid last month for residuals removal for both Plants. We received 2 residual bids one from TAM Enterprises and the other from Spectraserv. The prices came in at or about what we expected. This year we are paying 13 cents a gallon and next year the price is 21 cents per gallon. We have Item A and Item B so from a few years back we had changed the bid to include not only residuals pumped from our storage tank but the residuals in our facility that we need to have cleaned out. TAM Enterprises for Item B came in at 28 cents a gallon and Spectraserv at \$3.00 a gallon. TAM Enterprises performed the residuals removal in the past and know the necessity to bring in different manpower. Our recommendation is to award the bid to TAM Enterprises on both Items A and B. The disposal of the residuals is offsite in New Jersey.

Trustee Slater asked if we anticipated the price increase from a budgetary standpoint and Mr. Geho said we did not. Trustee Slater also asked how do we cover the difference? Mrs. Paget said that the City only raised the water rate by 1.4% and we planned for 10% so this will help offset both the chemical supply and residuals at least from this budget year and we will have to tackle next year's budget in the coming month. Mr. Geho feels that there will be a bigger significant increase next year in that line.

Over the past number of years, the Board has been funding the purchase of equipment so we can shelve it and now we are going to have to fall back on what we have in house and not buy as much as we want to offset that with keeping the lights on and the chemicals coming in.

A motion was made by Trustee Scott to award Bid# 2022.9 Catskill and Amawalk Plant residuals removal to TAM Enterprises. A motion was seconded by Trustee Slater. Motion approved 4-0.

**Request to modify specific awards made on Bid# 2022.5 Chemical Supply**

Mr. Geho stated that PVS Minibulk was the lowest bidder that we awarded the Sodium Hypochlorite and Liquid Caustic. They sent us an email stating that they made a mistake by submitting an incorrect price on the bids. They mentioned that it was a clerical error on their behalf. We had a discussion with Mr. Wood and Mr. Cunningham on how to move forward. Regardless, PVS Minibulk is still the lowest bidder. They originally bid \$1.78 for the Sodium Hypochlorite and now it is \$2.38. We requested and they provided an affidavit from them asserting that this was indeed the truth with an original spreadsheet which had a breakdown on how they computed the chemicals cost. They did not include the equations in the cell because they felt it was proprietary and they did not want that in the public domain. We have no other means of validating except for the affidavit. Their price is still the lowest of the cost we received and we need both chemicals to run the Plants. The contract that we have for chemical supply goes from Jul 1, 2021 to June 30, 2022.

On June 30<sup>th</sup> we called our existing vendor for a Sodium Hypochlorite delivery and he said since you are not awarding us the bid next term we will not help you out and even if we could you are not our customer anymore. When it comes to Sodium Hypochlorite we cannot operate without it. Mr. Geho recommends that we award the bid to PVS Minibulk and operationally we are going to stay in communication with the second vendor in case PVS cannot supply the chemical. Mrs. Paget mentioned that this resolution would acknowledging the price change. Since we buy Sodium Hypochlorite in bulk, Mr. Geho mentioned that moving forward we should talk about including the Town of Cortlandt's volumes and get a better rate. If

the Town of Cortlandt is getting NSF 60 approved it is the same. Trustee Becker feels they are paying more for that chemical in their pools.

Mrs. Paget mentioned that the original low bidder for Fluorosilicic Acid was Shannon Chemical who bid on a number of different items but their unit price was not the lowest in those items. They asserted to us that they did not want to be our customer if they were not awarded all the bids. This is the second year in a row that they made this assertion. Next year we should talk about not entertaining them as a vendor due to unresponsiveness. We had to change to Slack Chemical in order to get the product we need.

A motion was made by Trustee Scott to amend Bid # 2022.5 Chemical Supply to PVS Minibulk for Sodium Hypochlorite and Caustic Soda. Also, to award Slack Chemical Items 5A Fluorosilicic Acid Bulk Delivery and Item 5B Fluorosilicic Acid 250-gallon tote. A motion was seconded by Trustee Slater. Motion approved 4-0.

**Request to approve NWJWW Computer Network Server and Workstation Replacement proposals**

Mrs. Paget mentioned that we do not have the work station replacements included in the cost of the network server. The cost proposal is for the actual server, the configurations, firewalls and licensing. The employees who worked with Sullivan Data (currently Logically) are familiar with our network and are still serving us day to day even though the account managers are different. The total cost for the actual HP server, the project coordination fee, firewalls and any other configurations is \$66,417 to use the server over a 6-year period. With the virtualized servers, it is enhanced security. The server we have now is from 2008 and Microsoft will not warranty the server come the end of this year. From a security standpoint, it will not meet the new standards.

During this process from the last couple of months, Mrs. Paget explored with our software vendors that we use right now who has a cloud product and why should we go to the cloud product and what it will cost us. The Enterprise product we are using from KVS does not exist in the cloud and it is not going to. They have worked with 2 other companies and you have to change your subscription service and those products work in the cloud. On an annual basis for the Water Works to do that it will cost \$30,000 alone to migrate to that product, learn how to use it and pay that every year. Mrs. Paget feels it is a great deal of money for us and it is not in our best interest to consider this. We are using the same financial packages that our members are.

The water billing software is available in a hosted environment however, it will cost us another \$5,000 a year to pay for support and move into the hosted environment. Over a 6-year period if we have the in-house server, on an average it will cost us about \$19,400 which includes the licensing and the firewall to host the server in house. If we go to the cloud-based environment, just for them to host it with Microsoft Suite it will cost us over \$66,000 a year. From a financial standpoint, it does not make any sense. This will give us time to explore cloud-based software's in a financial realm and to maybe entertain the idea. We might be able to tag on or do a collective analysis if the NWJWW members are interested in the same software package and find it is mutually beneficial. Mrs. Paget mentioned that when she spoke to Springbrook they mentioned 4 to 6 months to start talking about project planning. Trustee Slater mentioned that the Town of Yorktown will be going with Springbrook and they should either be migrated or complete by the end of the year.

Mrs. Paget said that the server will get us to a point where we can do project planning and examine their variables and keep everything for operations. It will also give her time to explore the idea of a records management application because we have very limited records storage space. Currently, we are not using the server in a records management capacity. When we talked about planning the server, we examined the idea of adding a General Codes publisher so that we can use it for archive or just doing it ourselves using an Adobe product or an Access product and coming up with a document retention tree. We need to plan for cloud storage 6 years from now.

Trustee Becker asked that from a financial standpoint are we laying out \$66,400. Mrs. Paget said yes but it is not all upfront but we have to give them an initial payment first. We first have to order the hardware but currently it is on back order. We hope this will be done in the Fall and hopefully the full migration will be completed before the beginning of the year so that our server will be replaced before it gets out of warranty. Trustee Becker asked if the money is coming out of our 2022 budget. Mrs. Paget stated that the amount of \$45,000 is on our capital plan but due to inflation the price increased.

Mr. Geho mentioned that the \$17,000 is just for our firewall protection and for protecting anyone who has access here. This will keep us in good position when we go out for renewal of our cyber security plan in November. Mrs. Paget mentioned that if we were in an all cloud base environment the cost would be \$66,400 annually where in house we are at \$19,400 annually.

Trustee Scott asked the Board to look at the last bullet point on page 3 where it says this proposal is predicated on the acceptance of the backup's proposal. Mr. Geho mentioned that Logically is currently performing our backups. This is just to confirm that this agreement continues. Mr. Geho noted that our SCADA is backed up every 24 hours through their server and also backed up in Texas and Florida. Technically, we have 3 different backups.

A motion was made by Trustee Slater to enter into agreement with Logically Inc. for the installation of equipment and upgrade of firewalls in the amount of \$66,400. A motion was seconded by Trustee Scott. Motion approved 4-0.

#### **Request to reimburse Business Director for costs incurred for the June 2022 Amawalk meeting**

Mrs. Paget requested to be reimbursed for the Board meeting lunch on June 17, 2022 which was held at the Amawalk Water Treatment Plant.

A motion was made by Trustee Slater to reimburse Mrs. Paget \$212.19 for the June 17, 2022 Board meeting lunch. A motion was seconded by Trustee Scorrano. Motion approved 4-0.

#### **Attorney's Report**

Mr. Wood mentioned that we are following up on the union contract and redrafting it according to our settlement and resolved issues. Other than that, it is just generalized legalized support for the Administration.

#### **Business Director**

Mrs. Paget is continuing to work with the municipalities in regards to some final reporting for COVID deferral payments coming due by the end of this month. She is in contact with Mr. Michael Cunningham. It is a short report that each entity has to do to the Public Service Commission in regards to how many residents have asked for deferred payment agreements, how many people have been shut off because of which is not applicable for everyone. Trustee Becker asked if it looks like we will be refunding money and Mrs. Paget said she does not think so. She feels that they are trying to get an account of how many people actually are in a position to ask for and that we are in compliance with the regulation. Mr. Wood thinks that they implemented the rule to public suppliers but are really interested in the private water supply.

Mrs. Paget mentioned that we are starting to think about the 2023 budget and Trustee Becker stated that it is going to be a tough year to predict between inflation and COVID and supply chain issues which will continue. Mrs. Paget indicated that we will be working on the budget in the next 6 weeks and hopes to have a 2023 draft budget early in September and.

#### **Operation's Director's Report**

Mr. Geho said that operationally we are keeping up with demand which jumps at this time of the year.

We met and discussed 74 Locust Avenue and we discovered that the oil tank was leaking. We acted quickly, purchased a new above ground tank and transferred the fuel from the old tank to the new tank. Currently, the office which Justin, who is a paramedic, will be using has a 330-gallon tank in it with 275 gallons of oil in it. We will get a contractor in to get the old tank disposed of.

Mr. Geho reported that we have some old diamicaceous earth which has been sitting in the original plant since 2000. We have been trying to give it away to the state because they have an emergency site for water but they did not want it. In the lab classes he gives, he asked the class if anyone works with DE. It turns out the Town of Carmel does, they tested it and the Health Department approved it. They will take it to use in their filters. It was the original filtration media that the Montrose Improvement District used. We can finally move on and dispose of that plant.

Trustee Becker discussed with the Cortlandt Town Board and the staff about Mr. Geho's request for the diesel fuel at Arlo. They are looking into it and the way it works is that our employees which have access to vehicles and trucks have a card with their identification number. He will get the Town Board to approve it. Mr. Geho asked if it is a different rate that is being negotiated because we pay fair market rates. Mrs. Paget stated that we are currently doing the same thing with our vehicles. We would like to go to Arlo and get diesel fuel for our trucks. Mr. Wood said that we have to create a system to bill the Joint Water Works back. Mr. Wood does not believe we have a gauge on it. Trustee Becker stated that he will look into this further.

A motion was made by Trustee Scott to dedicate the Catskill Water Treatment Plant Building to Mr. Raymond Reber for his dedicated service for 51 years. It will either be a plaque inside the building or letters outside of the building with a price of no more than \$2,500. It will be called the Raymond Reber Raw Water Pump Station Building. A motion was seconded by Trustee Slater. Motion approved 4-0.

#### **Consultant's Report**

Mr. Reber was absent.

A motion was made by Trustee Scott at 10:55 A.M. to adjourn the meeting. The motion was seconded by Trustee Scorrano. Motion approved 4-0

#### **Resolution # 2022-63**

*A motion was made by Trustee Scott to adopt the June 17, 2022 minutes. Motion was seconded by Trustee Slater. Motion approved 4-0.*

#### **Resolution # 2022-64**

*A motion was made by Trustee Slater for Bid #2022.8 for the Catskill Variable Frequency Drive to be awarded to Benfield Electrical Supply in the amount of \$49,500. A motion was seconded by Trustee Scott. Motion approved 4-0.*

#### **Resolution # 2022-65**

*A motion was made by Trustee Scott to award Bid #2022.9 Catskill and Amawalk Plant residuals removal to TAM Enterprises. A motion was seconded by Trustee Slater. Motion approved 4-0.*

#### **Resolution # 2022-66**

*A motion was made by Trustee Scott to amend Bid # 2022.5 Chemical Supply to PVS Minibulk for Sodium Hypochlorite and Caustic Soda. Also, to award Slack Chemical Items 5A Fluorosilicic Acid Bulk Delivery and Item 5B Fluorosilicic Acid 250-gallon tote. A motion was seconded by Trustee Slater. Motion approved 4-0.*

#### **Resolution # 2022-67**

*A motion was made by Trustee Slater to enter into agreement with Logically Inc. for the installation of*

*equipment and upgrade of firewalls in the amount of \$66,400. A motion was seconded by Trustee Scott. Motion approved 4-0.*

***Resolution # 2022-68***

*A motion was made by Trustee Slater to reimburse Mrs. Paget \$212.19 for the June 17, 2022 Board meeting lunch. A motion was seconded by Trustee Scorrano. Motion approved 4-0.*

***Resolution# 2022-69***

*A motion was made by Trustee Scott to dedicate the Catskill Water Treatment Plant Building to Mr. Raymond Reber for his dedicated service for 51 years. It will either be a plaque inside the building or letters outside of the building with a price of no more than \$2,500. It will be called the Raymond Reber Raw Water Pump Station Building. A motion was seconded by Trustee Slater. Motion approved 4-0.*