

Northern Westchester Joint Water Works
NWJWW Board of Trustees Meeting – June 21, 2024

Amawalk Water Treatment Plant
2548 Route 35 Amawalk, NY

Convened at 12:07 P.M.

Adjourned at 12:45 P.M.

Present:

Robert Scorrano, Chairperson	Matthew Geho, Operations Director
Ed Lachterman, Vice Chairperson	Catherine Paget, Business Director
Richard Becker, Treasurer	Michael Cunningham, absent
Charles Peterson, Trustee	Donna Albanese, Recording Sec'y
Phil Walko, Chief Operator	

A motion was made by Trustee Lachterman to adopt the May 10, 2024 minutes. Motion was seconded by Trustee Becker. Motion approved 4-0.

Requests for bid awards and permissions to bid:

Request to award Bid# 2024.4 Chemical Supply and Residuals Removal

Mr. Geho reported that this is our one-year annual chemical bid. Both he and Mrs. Paget discussed adding language to the annual bid to allow for an annual renewal for up to 2 years. We need the chemicals and we are at the mercy of the manufacturers. The bid pricing has stabilized coming out of the pandemic. The Board was shown a comparison chart as well as the spreadsheet showing the lowest bidders. There is no total other than the number we will generate in the budget year.

The biggest driver for the Amawalk facility is the coagulant which is item #7 the Polyaluminum Chloride and that price has not changed. Using that number going forward we will look to properly budget it so that we do not have any surprises next year.

Mr. Geho received an email from the DEP stating that they are reviewing our consumption charts and noticed that we were offline at the Amawalk facility during April and May. In an attempt to try to save some money, we will continually shut the Amawalk Plant down because the amount of coagulant we have to use here is a lot. We budgeted \$28,000 for the Catskill Plant and to fully budget the Amawalk Plant, we would need about \$180,000. The Amawalk Plant does about 30% of the NWJWW total water demand. Our demand right now is about 9.2 million gallons of water which exceeds the Catskill Plant's capacity by 25%. The Amawalk Plant is producing about 2.7 million gallons of water a day. We use the Amawalk Plant to smooth the our demand curve as needed. Trustee Peterson asked what determines whether the Amawalk Plant is on or off and Mr. Geho said

water demand. Mr. Geho said there may be a NYCDEP initiated shutdown of the aqueduct in July for continued capital work, so we will keep the Amawalk Plant on now through September then look shut down again, as demand allows.

A motion was made by Trustee Becker to award Bid #2024.4 for chemicals and residuals to the lowest bidders and that in the absence of the lowest bidder being able to deliver the product in a timely manner, or if any issue as to quality occurs, then the next lowest bidder be authorized as an alternate. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Request permission to extend for additional one-year period the following previously awarded Bid# 2022.6 Electrical Contractor Services

Mr. Geho said that we are requesting Acorn Electrical to extend their services for an additional one-year period. We have been working with them for a number of years and they agreed to renew their contract with no rate increase. Acorn Electrical is called upon as an as needed basis. They do preventative maintenance for us. We had an issue with the electrical pole and they assisted us.

A motion was made by Trustee Lachterman to extend Bid #2022.6 Electrical Contracting Agreement with Acorn Electrical for as needed electrician services for a second one-year extension of services. A motion was seconded by Trustee Becker. Motion approved 4-0.

Request permission to extend for additional one-year period the following previously awarded RFP for Laboratory Services

Mr. Geho mentioned that Pace Analytical or our laboratory services is very good and receptive to our needs. Moving forward both the Town of Cortlandt and the Town of Yorktown are entering into the UCMR 5 testing period which is a 3-year testing period. He feels we should not change labs in the middle of this. Mr. Geho said that we should wait until the sampling is over in 2027 when everyone is done with their sampling events. Pace Analytical agreed to no rate changes.

A motion was made by Trustee Becker to extend the agreement with Pace Analytical's water testing agreement. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Request to permission to extend for an additional one-year period the previously awarded Bid# 2023.5 for Emergency Contractor Services, and cancel Bid# 2024.5 for same.

Mr. Geho stated that we put a bid out for the Emergency Contractor services not realizing we had put in the language that we could extend the agreement for another year with no rate change. If any of the members need emergency assistance, they can also call Ground Control Excavating if we cannot help them. Ground Control assists us with big main breaks when the NWJWW members are not available to assist. For clarification, we are cancelling Bid #2024.5 not 2024.4. Mr. Geho said that in 2023 we used the services of Ground Control once in 2023 with a water main break.

A motion was made by Trustee Lachterman to award a one-year extension to Ground Control Excavating Bid #2023.5 for emergency contractor services and cancel Bid #2024.5 which had been previously advertised. A motion was seconded by Trustee Becker. Motion approved 4-0.

Requests to approve budgetary items: Request to approve release of retainage for Benfield Electric Bids #2022.8 and #2023.2

Mr. Geho mentioned that when we have a big bid, we hold retainage for one year to make sure there is no issue with a warranty. We designate our bids at the beginning of the year. This bid was issued in 2022 but was delayed because we were coming out of the pandemic and there were supply issues so the work was done in 2023. After a year of the work being performed, this is a release of 10% of the bid project. Mrs. Paget stated that for Bid #2022.8 for Benfield Electric the retainage is \$4,950 and for Bid #2023.2 the retainage amount is \$3,295.

A motion was made by Trustee Lachterman to release retainage for Benfield Electric for Bid #2022.8 in the amount of \$4,950 and for Bid #2023.2 in the amount of \$3,295. Both projects were for the Catskill Variable Frequency Drives. A motion was seconded by Trustee Becker. Motion approved 4-0.

Request to approve release of retainage for Eventus Construction Bid #2023.1

Mr. Geho mentioned that last year we had a high lift pump #3 replaced at the Amawalk Plant by Eventus Construction. The motor is running as it should with no issues. The retainage is \$5,690 for Bid #2023.1. If we run into an issue with a contractor not finishing a job or we find after the fact, that forces them back to uphold the warranty which is standard practice.

A motion was made by Trustee Becker to release retainage for Bid #2023.1 in the amount of \$5,690 to Eventus Construction for the Amawalk High Lift Pump #3. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Request to renew rental agreement for 82 Locust Avenue

Mr. Geho said that Mr. Phil Walko, our Chief Operator, has been an upstanding tenant at 82 Locust Avenue. He takes very good care of the property and this is an annual lease we do every year for him. If something happens, he is literally right outside the plant which is advantageous for us.

A motion was made by Trustee Becker to renew a one-year extension lease beginning July 1, 2024 for 82 Locust Avenue in the amount of \$2,148. It is currently occupied by our Chief Operator, Mr. Phil Walko. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Discussion Topics:

Amawalk Plant property damage

When the subcontractor to the contractor (Wind River) that we awarded the lagoon dredging project to brought the dewatering tanks in, the driver caught the power line and snapped our electric pole in half. Since we were out of power, we had to bring in P and M Pole and Acorn Electrical to replace the pole and get us back online. We were offline line for about 48 hours. We ran the generator for the first 24 hours and burned through 1,500 gallons of fuel or so. The cost of the fuel is about \$3,000 which we put in that number for the claim reimbursement through the subcontractor's insurance. We are estimating the remediation from the damages to be about \$50,000. . We are deeming it an emergency because we had to get the work done. This event happened on a Thursday and we had power back on Saturday. NYSEG worked with us but told us they need to replace their pole. We will have to schedule a shutdown for them to do the electrical pole.

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Mrs. Paget mentioned that Star Indemnity and Liability is the insurance carrier. She had been contacted by their third-party administrator to gather some of the background information and we provided them a summary of the event and what the occurrence was. She has a claim number and once the bills come in, they will be forwarded to them.

A motion was made by Trustee Lachterman to deem the Amawalk Plant property damage as an emergency. A motion was seconded by Trustee Becker. Motion approved 4-0.

Attorney's Report

Mr. Cunningham was not present but Mr. Geho mentioned that he was working with Mr. Cunningham on the litigation on the PFOS. Everything has been submitted and he thinks that a decision is being made on funds sooner rather than later.

Finance and Administration

Ms. Albanese, Staff Assistant Finance and Administration, mentioned that she felt the need for a summer intern for the Finance Department. We have 2 storage units at Cortlandt Self Storage in which one unit has boxes for records management and every year there are boxes that meet the end of the retention period and are shredded. The other unit holds permanent records such as payroll which needs to be organized. In the past we had an intern who would come as needed working about 20 hours a week.

Both she and Mrs. Paget wrote a list of what they foresee to be accomplished long term. For example, there are many documents that should be on the server and scanned for easy access and to eliminate paper as well as storing the boxes in the first unit. There are old bid documents that should be on the server as well as various permanent contracts. Capital projects have to be kept permanently but it would be a good idea to have that as well on the server for easy access.

Ms. Albanese mentioned that in the first unit, the boxes are just put on top of each in no specific order since we had to move them from the DE Plant. She would like to see the boxes in order. Montrose, Yorktown, Cortlandt, Administration should each have their own individual space and organized by year so that it will be easier when each one has met their retention and the information in the boxes can be shredded. She suggested to bring someone in, take out all the boxes roughly 100 and put them in order. The other storage unit which holds permanent files goes back to the inception of the Joint Water Works and needs to be organized too. Currently, the files are in fire safe cabinets. I would like to see them organized by month and year with the proper payroll backup for the payroll end and other permanent files as well.

Mrs. Paget and myself started to organize the files a few years back but time did not allow us to complete the project because it is a timely process. As far as scanning, we have documents going back 10 years that should be scanned by year to the server. Once the paperwork is scanned, I will set up folders on the server for easy access then the files can be sent to the storage unit for retention but remain on the server.

Mrs. Paget said that we first had the boxes at the DE Plant and with a roof leak some boxes were ruined. We also had boxes at 74 Locust Avenue. We pay for one unit and the other unit is incorporated into the rental agreement which we have with the Town of Cortlandt. We pay about \$4,000 a year for the one storage unit.

Ms. Albanese mentioned that in the past we did not have to advertise. We hired interns who were referred by our employees. I would like to refer Mrs. Paget's son, Daniel Paget, who is pursuing a degree in Business. In speaking with him, Daniel is very conscientious and I think he will benefit us. We would plan the work out for him during his internship. Ms. Albanese mentioned that the Town of Cortlandt pays their interns \$18 an hour and Daniel will be going back to college in August.

Trustee Lachterman said that part timers and interns are exempt from the nepotism laws. Trustee Becker asked Ms. Albanese if she thought it could all get done and she believes we can get a lot done in that timeframe. It is strictly organizing financial documents. We are cutting down on paperwork in water billing for work orders by creating PDF's. Mrs. Paget stated that it is the documents from past years that we have to keep for the minimum retention period. The documents to be scanned would be for backup for expenditures like tools, equipment, etc. and the originals can be gone once they meet their retention time but the documents will remain on the server. Also, bid contracts will be scanned into the appropriate year the bid was awarded. Mrs. Paget said this is a trial and Ms. Albanese said she will bring in back to the Board in September to report what was accomplished.

A motion was made by Trustee Lachterman to authorize the Joint Water Works to hire a summer intern to organize storage facility material, scanning and other requests to help records management at an hourly rate of \$18 not to exceed 24 hours a week. A motion was seconded by Trustee Becker. Motion approved 4-0.

Operations Director's Report

Mr. Geho stated that he will be on vacation for 2 weeks and both Mr. Phil Walko, Chief Operator, and Mr. Mark Rowe, Assistant Chief Operator, will be available should anything arise while Mr. Geho is unavailable. If there is an emergency that the Board should know about, the members will receive an email from Mr. Walko or Mr. Rowe. Mr. Geho notified the member Distribution departments with contact information.

Mr. Geho reported that he is still working with Woodard and Curran to keep the tank project moving forward. He was able to provide the GPS coordinates for the 16-inch main through Blue Mountain Preserve. Mr. Cunningham had requested it so that he would like to have something more definitive.

Mr. Geho is communicating with the engineer for the Yorktown bridge replacement on Crompond Road. Trustee Lachterman said they had to wait for the trout spawning season to end. Con Ed had stuff tapped up to the bottom of it and Mr. Geho said that there is a lot of infrastructure right there. Trustee Lachterman said it is not an easy fix. Mr. Geho said that the initial conversation he had was that they were not going to relocate it but there is something that came down the line that the 24-inch main may need to be relocated. We will schedule that and we will do our best to not delay the project but there is a limit to when we can actually take that pipe offline. It can be done but not until the Fall. Trustee Lachterman said he is not sure when the trout spawning season starts again. The original proposal was that they were putting down new rip rap for the restoration. They were unable to jog to not hit our main and he sent an email to see if there was any update. Everything is around that low point and that is the highest pressure in the entire system. There was a leak off the intersection of Crompond Road and Route 202. Mr. Geho said that was a 12-inch main off of Yorktown which drained Cortlandt's tanks 3 feet instantly. It was such a big draw that it was pulling 900,000 gallons a

day though the pumps with the pumps offline. The pumps were spinning backwards because of the pressure drop.

A motion was made by Trustee Lachterman at 12:46 P.M to adjourn the meeting. Motion seconded by Trustee Becker. Motion approved 4-0.

Resolution #2024-57

A motion was made by Trustee Lachterman to adopt the May 10, 2024 minutes. Motion was seconded by Trustee Becker. Motion approved 4-0.

Resolution #2024-58

A motion was made by Trustee Becker to award Bid #2024.4 for chemicals and residuals to the lowest bidders and that in the absence of the lowest bidder being able to deliver the product in a timely manner, or if any issue as to quality occurs, then the next lowest bidder be authorized as an alternate. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Resolution #2024-59

A motion was made by Trustee Lachterman to extend Bid #2022.6 Electrical Contracting Agreement with Acorn Electrical for as needed electrician services for (2) one-year extensions of services. A motion was seconded by Trustee Becker. Motion approved 4-0.

Resolution #2024-60

A motion was made by Trustee Becker to extend the agreement with Pace Analytical's water testing agreement. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Resolution #2024-61

A motion was made by Trustee Lachterman to award a one-year extension to Ground Control Excavating Bid #2023.5 for emergency contractor services and cancel Bid #2024.5 which had been previously advertised. A motion was seconded by Trustee Becker. Motion approved 4-0.

Resolution #2024-62

A motion was made by Trustee Lachterman to release retainage for Benfield Electric for Bid #2022.8 in the amount of \$4,950 and for Bid #2023.2 in the amount of \$3,295. Both projects were for the Catskill Variable Frequency Drives. A motion was seconded by Trustee Becker. Motion approved 4-0.

Resolution #2024-63

A motion was made by Trustee Becker to release retainage for Bid #2023.1 in the amount of \$5,690 to Eventus Construction for the Amawalk High Lift Pump #3. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Resolution #2024-64

A motion was made by Trustee Becker to renew a one-year extension lease beginning July 1, 2024 for 82 Locust Avenue in the amount of \$2,148. It is currently occupied by our Chief Operator, Mr. Phil Walko. A motion was seconded by Trustee Lachterman. Motion approved 4-0.

Resolution #2024-65

A motion was made by Trustee Lachterman to deem the Amawalk Plant property damage as an emergency. A motion was seconded by Trustee Becker. Motion approved 4-0.

Resolution #2024-66

A motion was made by Trustee Lachterman to authorize the Joint Water Works to hire a summer intern to organize storage facility material, scanning and other requests to help records management at an hourly rate of \$18 not to exceed 24 hours a week. A motion was seconded by Trustee Becker. Motion approved 4-0.