

# Northern Westchester Joint Water Works

NWJWW Board of Trustees Meeting – November 17, 2023

Convened at 10:11 A.M.

Adjourned at 10:35 A.M.

**Present:**

<b>Jeffrey Scott, Chairperson</b>	<b>Matthew Geho, Operations Director</b>
<b>Robert Scorrano, Vice Chairperson</b>	<b>Catherine Paget, Business Director</b>
<b>Thomas Diana, Treasurer</b>	<b>Michael Cunningham, Attorney</b>
<b>Richard Becker, Trustee</b>	<b>Donna Albanese, Recording Sec’y</b>

Trustee Scott mentioned that it has been a pleasure working on the Board and that Mr. Charles Peterson will be the new Chairperson for the Montrose Improvement District in 2024.

A motion was made by Trustee Becker to adopt the October 13, 2023 minutes. A motion was seconded by Trustee Diana. Motion approved 4-0.

### **Request to approve Budget Transfers dated November 16, 2023**

Mrs. Paget stated that we are moving money around to cover areas that are either exceeding what we projected or were not forecasted at the time of budget planning. One example is storage rental which is for records that were stored at the DE Plant building. Earlier this year the roof was leaking so we needed to transport the files to another location. Since we no longer store records at 74 Locust Avenue, the records now reside at the Cortlandt Storage facility which is an additional cost of \$3,914. We are moving money from the Administrative Professional Services budget and the Billing Printing and Advertising budget to cover costs for Board meeting expenses, rental of storage, billing equipment and maintenance and billing postage.

In the Plant areas, we are moving monies from building and maintenance for the building of the Catskill facility, safety training and the chemical poly-aluminum chloride to fund other chemical purchases for this Plant’s operations. For Amawalk, we are moving monies from plant equipment and poly-aluminum chloride to offset residual removals and professional services.

The June 18, 2023 Blue Mountain event in the Distribution area would be funded from their equipment maintenance budget for a total request of \$53,993 to shift back and forth for those purposes.

A motion was made by Trustee Becker to approve budget transfers dated November 16, 2023 in the amount of \$53,993 with no lines expended and the total budget amount remains the same. A motion was seconded by Trustee Diana. Motion approved 4-0.

Mr. Geho mentioned that when we set the budget last year, we knew we were going to be short about \$250,000 for the full funding of the budget. Mrs. Paget mentioned that we had asked for an 11 cents rate increase last year but that did not happen. Mr. Geho said that we still have not had to tap into the fund balance and we were able to shuffle money around.

**Request to authorize renewal agreement with Arthur Gallagher for insurance broker services**

Mrs. Paget reported that this is our fourth insurance renewal since Arthur Gallagher has been our broker. The nominal increase that they are requesting for their broker services agreement is about \$1,200. The insurance renewal itself was budgeted and forecasted to come in at 10%, but through their marketing tactics, skill and because of our favorable experience, we came in at 4.45% on our commercial package renewals. The total cost of the broker services agreement is \$26,250. We were very pleased with their efforts.

A motion was made by Trustee Becker to authorize the renewal of the client services agreement held with Arthur Gallagher Risk Management for insurance broker services in the amount of \$ 26,250. A motion was seconded by Trustee Diana. Motion approved 4-0.

**Amend date of appointment for two 1A Operators in resolution #2023-83**

Mrs. Paget said that our intent when we appointed the two 1A operators at the last Board meeting was to have it align with the payroll period. We had the wrong date in the resolution and we would like it on record to amend the date of appointment from October 23, 2023 to October 16, 2023.

A motion was made by Trustee Diana to amend the date of the two appointed 1A operators from October 23, 2023 to October 16, 2023. A motion was seconded by Trustee Becker. Motion approved 4-0.

**Request approval to reimburse Business Director for expenses incurred for October 13, 2023 dedication ceremony and website server hosting**

Mrs. Paget mentioned that she would like approval to be reimbursed \$209.99 for the lunch we ordered from Uncle Giuseppe's for the October 13, 2023 Raymond A. Reber building dedication ceremony. She also mentioned that there was a break in service in our website hosting in which she paid \$215.64 to have it restored. We believe that Mr. Ray Reber over time used to pay for the website hosting through his consultant agreement and bill us back contractually. Suddenly, our website went away. It took herself, one of the technical advisors from Logically and our web master, Peter Kahn to sort out the situation. Go Daddy, the website, would not accept Mr. Kahn's information to restart it without certain information that none of us had been made aware of. The quickest way to resolve this was to pay for a new 3-year service agreement.

A motion was made by Trustee Becker to reimburse Mrs. Paget in the amount of \$209.99 for refreshments in the planning of the Raymond A. Reber Catskill Water Treatment Facility building dedication. Mrs. Paget will also be reimbursed \$215.64 for website server hosting for a 3-year period to remediate a break in service from the provider. A motion was seconded by Trustee Diana. Motion approved 4-0.

**Attorney's Report**

Mr. Cunningham reported that we started union negotiations this past week.

He wants to commend Mr. Geho in his ability to recall his minutia especially related to the PFOS litigation. We have been on with our outside counsel regarding the PFOS and Mr. Geho is right on

top of it. Mr. Cunningham does not think that the lawyers for the Towns of Yorktown and Somers have signed on to that litigation. He sent their lawyers the information a few months ago with details. He recently spoke to the PFOS attorneys and it was just the Town of Cortlandt and the Joint Water Works involved. He also spoke to Ms. Bernis Nelson, the lawyer for the Montrose Improvement District and stated that she did not like the retainer agreement and did not want to join it.

Trustee Scott asked if the certificate that the Montrose Improvement District owns is to draw water from the New York City system. Mr. Geho said the original agreement is with the City through Montrose but that has not officially been turned over to the Joint Water Works. Mr. Geho said that they never updated their water supply agreement.

Mr. Cunningham mentioned to Trustee Diana to just sign the retainer for the PFOS because theoretically the Towns are part of the class action suit. Mr. Cunningham does not want the both Towns to lose money that they can possibly receive.

Trustee Scott mentioned that MID has a permit for the aqueduct which is not contaminated.

### **Business Director's Report**

Mrs. Paget said that since this is the last meeting of the year, the next scheduled Board meeting will be January 12, 2024 and she will send out a notice.

### **Operations Director's Report**

Mr. Geho said that he is preparing for the 2024 year. He spoke with Mr. Ken Rundle, Yorktown Water Service Superintendent, and Mr. Fred McQuillan, Town of Somers Water Service Superintendent, and all 3 entities need to have the storage tank worked on in 2024. He would like to consolidate the work to be done on the storage tanks and it would be a great help on the financing of these tank projects. Trustee Scorrano is definitely on board with this. It would be a coordination of effort with the 3 entities by bidding it out together. The question is who would manage it and how would we take care of paying the finances which will all be worked out. We would like to bid this out by February and have the work done in April or May.

Trustee Diana said that he thinks Mr. Rundle has this bid out already and Mr. Geho said he is working to get the bid together. Mr. Rundle was going to reach out to the firm who did the relining and we would be going to reach out to Woodard and Curran to get an estimate from them. Mr. Geho said that he will probably come to the Board in February with multiple bids to be issued in 2024.

A motion was made by Trustee Becker at 10:31 A.M. to adjourn the meeting. The motion was seconded by Trustee Diana. Motion approved 4-0.

A motion was made by Trustee Becker at 10:32 A.M. to reopen the meeting. The motion was seconded by Trustee Diana. Motion approved 4-0.

Mr. Geho said that there is a Water Meter Reader position which is on the books for Distribution on the Joint Water Works side and has been funded for years but never fulfilled. Last Board meeting, the Board elected for the Joint Water Works overseeing the bulk water meters. In having that position filled would be advantageous to getting the work done. We have ordered and are having the new meters delivered for Quarry Acres and the Amazon pit which failed.

We have taken on calibration of the meters and to have the responsibility and not the staffing to get the work done would not be good. If we really want to have this program staffed, we need to have that position filled. The position would not be needed full time for that and it would be shared for meter reading, bulks and assisting any individual members who need that person and also service Montrose. We are requesting to canvas the list as it is a competitive position. Mrs. Paget said the position is Water Meter Reader Repairer, was created specifically for the Distribution system. It is also meant to fix meters on the commercial side, residential and individual entity.

A motion was made by Trustee Diana to authorize Mrs. Paget to canvas the Civil Service list for Water Meter Reader Repairer. A motion was seconded by Trustee Becker. Motion approved 4-0.

A motion was made by Trustee Diana at 10:35 A.M. to adjourn the meeting. The motion was seconded by Trustee Becker. Motion approved 4-0.

**Resolution # 2023-87**

*A motion was made by Trustee Becker to adopt the October 13, 2023 minutes. A motion was seconded by Trustee Diana. Motion approved 4-0.*

**Resolution # 2023-88**

*A motion was made by Trustee Becker to approve budget transfers dated November 16, 2023 in the amount of \$ 53,993 with no lines expended and the total budget amount remains the same. A motion was seconded by Trustee Diana. Motion approved 4-0.*

**Resolution # 2023-89**

*A motion was made by Trustee Becker to authorize the renewal of the client services agreement held with Arthur Gallagher Risk Management for insurance broker services in the amount of \$ 26,250. A motion was seconded by Trustee Diana. Motion approved 4-0.*

**Resolution # 2023-90**

*A motion was made by Trustee Diana to amend the date of the two appointed IA operators from October 23, 2023 to October 16, 2023. A motion was seconded by Trustee Becker. Motion approved 4-0.*

**Resolution # 2023-91**

*A motion was made by Trustee Becker to reimburse Mrs. Paget in the amount of \$209.99 for refreshments in the planning of the Raymond A. Reber Catskill Water Treatment Facility building dedication. Mrs. Paget will also be reimbursed \$215.64 for website server hosting for a 3-year period to remediate a break in service from the provider. A motion was seconded by Trustee Diana. Motion approved 4-0.*

**Resolution # 2023-92**

*A motion was made by Trustee Diana to authorize Mrs., Paget to canvas the Civil Service list for Water Meter Reader Repairer. A motion was seconded by Trustee Becker. Motion approved 4-0.*