

**Meeting of the Board of Water Commissioners
Of the Manhasset-Lakeville Water District
In the Town of North Hempstead
In the County of Nassau, New York
November 24, 2020**

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At a regular meeting of the Board of Water Commissioners of the Manhasset-Lakeville Water District, in the Town of North Hempstead, in the County of Nassau, New York, held at the Water District Office, 170 East Shore Road, Great Neck, New York, on November 24, 2020 at 4:00 pm (Prevailing time),

There were present:

Commissioner(s): Honorable Mark S. Sauvigne, Chairman of the
Board of Water Commissioners

 Honorable Steven Flynn, Water District
Treasurer

 Honorable Brian J. Morris, Water District
Secretary (via facetime)

Also present: Paul Schrader – Superintendent

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Meeting called to order by the Chairman at 4:00 pm

Minutes of the previous meeting to stand approved by the Board.

Incoming and outgoing communications were considered by the Board.

The Village of Plandome Board of Trustees discussed current water rates and structures.

Superintendent Schrader provided documentation with the activities of the Water District for the current week. General discussions were held relating to the operation of the District as follows. Discussions were held on each project.

Munsey Tank	Zheng willing to sign, currently in China. Cp to send letter agreement to Yenicag.
Valley Well rehabilitation	Well is on line as lead pump since November 4, 2020
Vepo Crossconnex	2288 out 4170 tests completed. RFP for testing under review
Shelter Rock #1 and #2	Full scale AOP design underway.
Searingtown	Both wells out of service for 1-4 dioxane. AOP Pilot study submitted to the NYSDOH.
Marcus Ave Water Main	Waiting on final invoice
Park Avenue Water Main	Recommendation of award. Budget transfer resolution
251 Searingtown	Bids due December 8 and December 15
IU Willets	Well out of service for PFAS. GAC Plant in design
Plandome Park	Waiting for signed IMA from VOPM.
Covid 19	Policy Review. Conrado Costa
Vacation	Buy Backs
Emergency Contaminants	MCL Deferral application due November 24, 2020

**RESOLUTION OF THE MANHASSET-LAKEVILLE WATER DISTRICT
RELATING TO APPROVAL OF CHECKS
ORGANIZATION NUMBER 8**

To the Treasurer:

I certify that the vouchers on the submitted check register were audited by the Board of Commissioners of the Manhasset-Lakeville WATER District on 11/24/20 and are allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount indicated on the opposite of his name.

Commissioner Morris
Manhasset-Lakeville Water District

Date: 11/24/2020

Commissioner Sauvigne proposed the following motion, seconded by Commissioner Flynn

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 11/24/20, have been found to be properly acknowledged as received or due, and have been audited according to the tenets of Town Law §176 (4a) and in compliance with the Procurement Policy of the Manhasset-Lakeville WATER District and,

WHEREAS, the audit of claims by the Board of Commissioners is a deliberate process to determine that the proposed payment is proper and just and satisfies the following criteria:

The proposed payment is for a valid and legal purpose.
The obligation was incurred by an authorized official.
The goods or commodities for which payment is claimed were actually rendered.
The obligation does not exceed the available appropriation.
The claim is in proper form; it is mathematically correct; it meets legal requirements; it does not include any charges for taxes from which the organization is exempt; it includes discounts to which the organization is entitled it does not include charges previously claimed and paid; and it is in agreement with an attached invoice.

NOW, THEREFORE, it is hereby

RESOLVED to approve payment to the vendors identified on Check Number 1400 Thru Check Number 1400 this date.

The adoption of the foregoing Resolution (#W162-20) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays: None

The Water District Superintendent reported to the Board of Commissioners ("the Board") that he and the District

Treasurer have developed the budget adjustments to the 2020 Budget and that such adjustments should, as a matter of record be approved by the Board and made part of the minutes.

On Motion Commissioner Sauvigne, seconded by Commissioner Flynn, the following resolution was adopted,

WHEREAS, the District Treasurer, and upon concurrence with the Water District Superintendent reported to the Board the adjustments to the 2020 Budget, the Board does hereby

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RESOLVE to make the following budget adjustments to the 2020 WATER District Budget:

			Increase	Decrease
1910	400			\$ 80,000.00
1930	400			
1950	400			
8310	100			
8310	100	A		
8310	210			
8310	210	A		
8310	210	B		
8310	210	C		
8310	225			\$ 50,000.00
8310	225	A		\$ 10,000.00
8310	250			\$ 50,000.00
8310	300		\$ 401,000.00	
8310	401			
8310	402		\$ 10,340.00	
8310	404			\$ 6,000.00
8310	419			
8310	437			
8310	441			
8310	445			\$ 12,000.00
8310	447			\$ 2,000.00
8310	450			
8310	451			
8310	452			
8310	452	A		
8310	454			
8310	463			
8310	466		\$ 3,170.00	
8310	474			
8310	475	F		
8310	493			
8310	495			
8310	499		\$ 1,520.00	
8320	100			
8320	420	A		\$ 30,000.00
8320	420	B		
8320	420	C		
8320	475	A		

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8320	475	B	Repairs General			
8320	475	C	Repairs Furniture and Fixtures			
8320	475	D	Repairs Maint and Buildings			
8320	475	E	Repairs Grounds			
8330	468		Water Analysis			
8330	470		Chlorine			\$ 9,250.00
8330	475		Caustic Treatment		\$ 11,900.00	
8330	475	A	Salt			\$ 27,000.00
8330	480		G A C Carbon Exchange			\$ 2,000.00
8340	100		Personnel 37%			
8340	260		Purchase Mains Valves and Hydrants			
8340	467		Gasoline and Oil			
8340	475	E	Repairs mains and Valves			\$ 50,000.00
8340	476		Road Repairs			\$ 50,000.00
9010	800		NYS Retirement			
9030	800		Social Security			
9035	800		MTA Transit Tax			
9040	800		Workers Compensation			
9045	800		Supplemental Longevity		\$ 320.00	
9060	800		Hospital and Dental			\$ 50,000.00
9060	800	A	Hospital Retirees			
9501	0		Fiscal Agent Fees			
9501	500		Town Admin Fees			
9710	600		Serial Bond Principal			
9710	700		Serial Bond Interest			
9730	600		BANS Prinicipal			
9730	700		BAN's Interest			
9951	0		Transfer out			
9953	0		Transfer to Repair Reserve			

Total \$ 428,250.00 \$ 428,250.00

The adoption of the foregoing Resolution (#W163-20) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris
Nays: None

**RESOLUTION OF THE MANHASSET-LAKEVILLE WATER DISTRICT
RELATING TO APPROVAL OF CHECKS
ORGANIZATION NUMBER 1**

To the Treasurer:

I certify that the vouchers on the submitted check register were audited by the Board of Commissioners of the Manhasset-Lakeville WATER District on 11/24/20 and are allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount indicated on the opposite of his name.

Commissioner Morris
Manhasset-Lakeville Water District

Date: 11/24/2020

Commissioner Sauvigne proposed the following motion, seconded by Commissioner Flynn

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 11/24/20, have been found to be properly acknowledged as received or due, and have been audited according to the tenets of Town Law §176 (4a) and in compliance with the Procurement Policy of the Manhasset-Lakeville WATER District and,

WHEREAS, the audit of claims by the Board of Commissioners is a deliberate process to determine that the proposed payment is proper and just and satisfies the following criteria:

- The proposed payment is for a valid and legal purpose.
- The obligation was incurred by an authorized official.
- The goods or commodities for which payment is claimed were actually rendered.
- The obligation does not exceed the available appropriation.
- The claim is in proper form; it is mathematically correct; it meets legal requirements; it does not include any charges for taxes from which the organization is exempt; it includes discounts to which the organization is entitled it does not include charges previously claimed and paid; and it is in agreement with an attached invoice.

NOW, THEREFORE, it is hereby

RESOLVED to approve payment to the vendors identified on Check Number 9872 Thru Check Number 9888 this date.

The adoption of the foregoing Resolution (#W164-20) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays: None

Commissioner Sauvigne proposed the following motion, seconded by Commissioner Flynn,

WHEREAS, the Board of Commissioners of the Manhasset Lakeville Water District (“the District”) solicited sealed bids for the Park Ave Water Main Replacement project, and on November 17, 2020 received bids for this contract, and

WHEREAS, a total of six (6) bids were submitted and the low bidder for both the Total Base Bid and the Total Alternate bid is Bancker Construction Corp. of Islip, New York with a total of \$1,207,960.00.

NOW, THEREFORE, based upon the recommendation of the District's Superintendent and the District's Engineers, the Board of Commissioners of Manhasset-Lakeville Water District hereby awards the aforesaid contract to the lowest responsible bidder, Bancker Construction Corp of Islip, New York, for the Total Alternate Bid amount of \$1,207,960.00, in accordance with that firm's written proposal and the conditions and specifications upon which it was based.

The adoption of the foregoing Resolution (#W165-20) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris
Nays: None

WATER DISTRICT COVID TRAVEL POLICY & RETURN TO WORK POLICY AFTER INFECTION OR EXPOSURE

WHEREAS, Governor Cuomo has recently issued Executive Orders requiring quarantine and/or Covid-19 testing for anyone traveling to New York from a non-contiguous state.

AND based upon the Governor's Travel Advisories, and in order to protect the health and safety of Water District personnel, the Water District has enacted this Policy, and proposed the following resolution:

RESOLVED,

Travel Policy

Any employee who voluntarily travels to any non-contiguous state or restricted country:

- 1- Shall be subject to the 14-day mandatory quarantine unless the employee satisfies the conditions imposed in the Governor's Travel Advisories to shorten the period of quarantine (see Section 7 below). Such employee may not return to work until the quarantine applicable to him or she is completed;
- 2- Shall not be eligible for COVID-19 sick benefits during the period of his or her quarantine.
- 3- Subject to the next clause, shall be considered on "unpaid leave" until his or her quarantine period has ended and the employee returns to work.
- 4- May elect to use his or her accumulated sick, vacation, or personal time in lieu of "unpaid leave".

Any employee deemed essential that voluntarily travels to any such restricted state or country shall:

- 5- Self-quarantine for 3 days upon returning to New York, and may return to work upon producing proof of a negative Covid-19 test administered after the third day of quarantine; provided, that such an essential employee will not be eligible for Covid-19 sick benefits for the time spent in quarantine.
- 6- Adhere to the following practices prior to and during his or her work shift:
 - a. Self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and self-monitor for signs of COVID-19 symptoms.
 - b. wear a face mask at all times while in the workplace for the first 14 days after returning from the travel triggering this policy;
 - c. Continue social distancing practices, including maintaining at least six feet of distance from others.
 - d. Continue to self-quarantine while not at work during that 14-day period.
 - e. clean and disinfect workspaces during that 14 day period
- 7- **In order to be eligible for a quarantine period shorter than 14 days, any employee who voluntarily travels to any such restricted state or country and who was out-of-state for more than 24 hours must:**
 - a. Obtain a Covid-19 virus test within three days of departure from the location out of New York for his or her return to New York.
 - b. Upon arrival in New York, quarantine for three days.
 - c. Not earlier than day 4 of his or her quarantine, obtain another Covid-19 virus test. If both Covid-19 virus tests are negative, then the employee may exit quarantine upon receipt of the second negative test.

Return to Work After Infection or Exposure

Employees should take the following actions related to COVID-19 infections or exposure.

1. If an employee tests positive for Covid-19 the employee may return to work upon completing 10 days of isolation after a first positive test.
2. If an employee has been exposed to a person with Covid-19, the employee may return to work upon completing 14 days of self-quarantine or upon receiving a negative Covid-19 test result on day 4 or later after exposure.
3. Exposure is considered being within 6 feet of a person with Covid-19 for at least 10 minutes

These Policies are intended to be consistent with the guidance issued by the New York State Department of Health, which is subject to amendments and modifications, which has been frequent during the course of the Covid-19 pandemic. The Board of Commissioners reserves the right to modify and amend these policies from time to time, and to grant exceptions to the rules contained herein, on a case by case basis, when the Board determines that doing so is in the best interests of the District and its employees.

Any violation of this Policy may subject an employee to discipline, up to and including termination of employment. We thank you for your cooperation and understanding.

The adoption of the foregoing Resolution (#W166-20) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays: None

**RESOLUTION OF THE MANHASSET-LAKEVILLE WATER DISTRICT RELATING TO
APPROVAL OF EXPENDITURES**

Commissioner Morris proposed the following motion, seconded by Commissioner Sauvigne

WHEREAS, the purchase of goods and services identified and presented to the Board of Commissioners this date, 11/24/20 have been found to be properly acknowledged as requested expenditures, according to the Procurement Policy of the Manhasset-Lakeville Water District,

NOW, THEREFORE, it is hereby

RESOLVED to approve purchase to the vendors identified on Board of Commissioners Expenditure Request form submitted to the Board by the Superintendent as follows

Approval of Expenditures:

VENDOR	DESCRIPTION	AMOUNT	BUDGET NUMBER	PURCHASE SUPPORT
H2M	Parkway Tank Replacement & Booster Station Rehabilitation Design Fees	\$239,800.00	Bond	PS
Johnson Controls Security Solutions	Camera system upgrades, repairs, and licensing	\$98,701.02	8310.300.0	NYS GC
Bancker Construction	Park Ave Mater Main Replacement	\$1,207,960.00	8310.300.0	WPB
	TOT. AMT. REQ.	\$1,546,461.02		

The adoption of the foregoing Resolution (#W167-20) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris
Nays: None

There was no board correspondence.

Meeting adjourned at 5:00 pm. I hereby certify the aforementioned is a true and exact copy of the Minutes of Meeting held on November 24, 2020.

Brian J. Morris, Secretary

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