

**KINGSTON BOARD OF WATER COMMISSIONERS
REGULAR MEETING
October 10, 2018**

The regular meeting of the Board of Water Commissioners was called to order at 5:02 p.m. on October 10, 2018 in the Department's offices at Jansen Avenue. Present were President Dennis Crosswell, Mayor Steven Noble, Commissioners Robert Niedzielski, Margaret Gruner, Harold Goldman and Joanne Seche. Also in attendance were Superintendent Judith Hansen, Assistant Secretary Matthew Dysard, Attorney William Cloonan, Council Liaison Jeffrey Ventura Morell and Consulting Engineer James Caggiano. Present to address the Board was Matthew VanDerbeck of Pattison, Koskey, Howe & Bucci, CPAs (PKHB).

The minutes of the previous meeting were approved on a motion made by Commissioner Seche and seconded by Commissioner Niedzielski. Motion carried by unanimous vote.

Matthew VanDerbeck of PKHB presented the Board with the proposal for the 2018 annual financial audit. The audit will be completed no later than May 31, 2019 and upon completion PKHB will present the audit to the Board. A motion was made by Commissioner Gruner and seconded by Commissioner Goldman approving the agreement with Pattison, Koskey, Howe & Bucci to perform the annual audit for the 2018 fiscal year at a cost of \$20,600. Motion carried by unanimous vote.

Bills in the amount of \$100,598.94 dated September 19, 2018; \$113,671.27 dated September 26, 2018; \$83,736.52 dated October 3, 2018 and \$744,198.32 dated October 9, 2018; were ordered paid as audited on a motion by Commissioner Niedzielski and seconded by Commissioner Seche. Motion carried by unanimous vote.

The Board discussed the Cooper Lake Improvements Project. Superintendent Hansen reported the required tree clearing plan has been received from Schnabel Engineering. Superintendent Hansen has reached out to the DEC for a list of loggers and foresters in the area. Also, Superintendent Hansen reported that meetings will continue in regards to the plans for how much to drop the water level during construction.

The Board discussed the SCADA System Project. It was reported that the project is ready to move forward. Superintendent Hansen to meet with County Officials this month to determine if they are willing to fund the Golden Hill portion of the project to include it in the SCADA System.

The Board discussed the GIS Project. Superintendent Hansen detailed a potential project for 2019 which would allow the Water Department to electronically map out the distribution system. This project could possibly start next year and be funded out of the operating budget.

The Board discussed the Binnewater UPS Installation Project. Superintendent Hansen reported a conference call is scheduled with Mitsubishi, project Engineers, and KWD staff. The call is to troubleshoot and determine if the system operated as designed during a recent power outage at the site.

The Board discussed the Transmission Main Rehab Project. Superintendent Hansen reported that more discussion is necessary to determine the best time for the commencement of the project due to the necessary shutdowns in parts of the system the project will require.

The Board discussed the Johnson Control's meter audit. The Board determined that Johnson Control's proposal for replacing the water meters was not a viable project for the Department to move forward with.

The Board discussed the purchase of a vehicle for the Maintenance Supervisor. Superintendent Hansen reported that bids had been received and the purchase could be funded by the current year's budget. A motion was made by Commissioner Seche and seconded by Commissioner Gruner to purchase a Ford F-150 for \$29,659.94. Motion carried by unanimous vote.

Superintendent Hansen and Council Liaison Ventura Morell stated the tour of the water distribution system for the City's Aldermen would be scheduled for early November.

The September 2018 Superintendent's Report was read and ordered filed on a motion by Commissioner Niedzielski and seconded by Commissioner Goldman. Motion carried by unanimous vote.

Assistant Secretary Dysard presented the Board with a new sexual harassment policy in accordance with new State requirements. On a motion by Commissioner Goldman and seconded by Commissioner Seche the sexual harassment prevention policy was adopted. Motion carried by unanimous vote.

A motion to move into Executive Session was made by Commissioner Niedzielski and seconded by Commissioner Seche at 6:24 pm. A motion to come out of Executive Session was made by Commissioner Goldman and seconded by Commissioner Gruner at 6:32 pm. Motions carried by unanimous vote.

On a motion from Commissioner Niedzielski and seconded by Commissioner Goldman, permanent appointment for Jeremy Williams to the position of Water Plant Operator/Lab Aide at a salary of \$26.0117 per hour effective October 13, 2018. Motion carried by unanimous vote.

Motion to adjourn was made by Commissioner Goldman and seconded by Commissioner Gruner at 6:33 pm. Motion carried by unanimous vote.

Matthew Dysard

Assistant Secretary