

WESTCHESTER JOINT WATER WORKS

Pre-Meeting Packet

For

Tuesday, March 8, 2022 at 3:30 p.m.

Board Meeting

NOTICE OF MEETING

WESTCHESTER JOINT WATER WORKS BOARD OF TRUSTEES MEETING

A virtual only Westchester Joint Water Works Board of Trustees Meeting has been scheduled for:

DATE: March 8, 2022

DAY: Tuesday

TIME: 3:30 p.m.

LOCATION: Westchester Joint Water Works
1625 Mamaroneck Avenue
Mamaroneck, NY 10543

In light of the ongoing statewide health emergency and in keeping with WJWW's goal of protecting public health and safety, the Board of Trustees meeting will be conducted **[100% virtually] [using a hybrid format using virtual technology]** which will comply with Chapt.147 of the Laws of 2021, as extended by Chapter 1 of the Laws of 2022. As a result, the public will not have the opportunity to attend the meeting in-person; instead, all interested parties may observe or listen using a web-based videoconferencing service by: (i) typing "join.zoom.us" on your web browser and entering the Meeting ID 929 1306 4695 and Passcode 002934; or (ii) using the direct link <https://zoom.us/j/92913064695?pwd=eVV5VGRzMFRQwRGx6MnZQazVVaklJdz09>; or (iii) dialing the one-tap phone number 929-205-6099.

If you have any questions, please call (914) 698-3500, extension 610.

WESTCHESTER JOINT WATER WORKS
1625 Mamaroneck Avenue, Mamaroneck, NY 10543

BOARD OF TRUSTEES MEETING AGENDA

Tuesday, March 8, 2022 at 3:30 p.m.

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I. INTRODUCTIONS

II. APPROVAL OF MINUTES

- February 23, 2022 Board Meeting

III. FINANCIAL REPORTS AND APPROVALS

- Bank Balances
- Approval of Claims
- General Administration

IV. OLD BUSINESS

- Rye Lake Filtration Plant
 - o SEQR Update
- Project, System Maintenance and Operational Updates

V. MANAGER'S REPORT

WJWW Chlorination Facility at the City of Yonkers Crisfield Pump Station

VI. NEW BUSINESS

- Approval of Joint Capital Project A-1384, Replacement of Transite Water Main on Brevoort Lane, Rye (~ 425 Linear Feet), Approx. \$400,000 (Inclusive of All Engineering and Construction Related Costs)
- Approval of Wasp Engineering Engineering Services Proposal for Transite Water Main on Brevoort Lane, Rye, \$27,300

VII. CONSIDERATION OF EXECUTIVE SESSION

VIII. DATE OF NEXT MEETING - TBD

WESTCHESTER JOINT WATER WORKS
Board of Trustees Meeting
Wednesday, February 23, 2022 at 3:30 p.m.

Present:

- Trustees: Thomas Murphy (in-person), Richard Dionisio (in-person), Jaine Elkind Eney (in-person)
- Lori Lee Dickson, General Counsel (in-person)
- Paul Kutzy, Manager (via videoconferencing)
- David Birdsall, Business Director (via videoconferencing)
- Frank Arcara, General Superintendent (via videoconferencing)
- Jacqueline Briggs, Assistant Civil Engineer (via videoconferencing)
- Zach Wasp, Assistant Civil Engineer (via videoconferencing)

Approval of Minutes

Trustee Elkind Eney made a motion to approve the minutes of the February 8, 2022 Board meeting. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

Financial Reports and Approvals

David Birdsall, Business Director, reviewed bank balances and presented claims to the Board highlighting significant items, among them: Water Purchases from NYC (NYC Water Board), NYSHIP Health Insurance Premiums for Two Months (State of New York), Payroll Costs (Two Weekly Pay Periods), Electrical Contractors and Supplies (Lanza Electric, Filingeri Electric and Vitolite), Distribution System Materials/Parts (Carmel Winwater and Harper Haines), Rye Lake Filter Plant Project Architectural Consultant (Nexus Creative), Electric Power (New York Power Authority) and Rye Lake Filter Plant Project SEQR Consultant (Nelson Pope Voorhis)

Approval of Claims: Trustee Elkind Eney made a motion to approve 137 claims totaling \$1,280,177. Trustee Dionisio seconded the motion, all in favor:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

General Administration: No General Administration to discuss at this time.

Old Business

- Rye Lake Filtration Plant:

- SEQR Update: Lori Lee Dickson, General Counsel, reported that there were no further updates at this time. She reminded the Board that once the DEIS is reviewed and adopted by the Board, it will be published, circulated and posted as necessary. WJWW will be announcing the schedule and location of all necessary and mandated public hearings, at that time. Counsel also shared that the public hearings will be held in the largest location of one of the member municipalities and that the public hearing notices will be explicit and will provide all necessary information for the public.
- Project, System Maintenance and Operational Updates: Frank Arcara, General Superintendent, provided the following system and operating updates:
 - There was a transite water main break in Greenhaven in Rye on Brevoort Lane near Shore Road in the Village of Mamaroneck. Two WJWW crews were running temporary water to all customers who were affected in that area. WJWW will be replacing the portion on the transite water main and customers have been notified. A robocall will also go out tonight to inform any customers who weren't home at the time.
 - WJWW crews performed 2 curb stop replacements and ELQ crews performed 2 service line repairs, one 6" water main repair and one fire hydrant replacement. The Service Department responded to 173 service calls and the Operations Department took a total of 109 samples - all came back within normal ranges.

Manager's Report

No Manager's Report at this time.

New Business

No New Business to discuss at this time.

Executive Session

No Executive Session was needed at this time.

Date of Next Meeting

The next Board of Trustees meeting is scheduled for Tuesday, March 8, 2022 at 3:30 p.m.

With no further business to discuss, Trustee Elkind Eney made a motion to adjourn the meeting. Trustee Dioniso seconded the motion:

Trustee Murphy	"aye"
Trustee Dionisio	"aye"
Trustee Elkind Eney	"aye"

The meeting adjourned at 3:46 p.m.

**WESTCHESTER JOINT WATER WORKS
REPORT OF BANK ACCOUNT BALANCES WITH WEBSTER BANK
JANUARY 1, 2022 TO MARCH 8, 2022**

[illegible]

DATE OF MEETING	01/11/22	01/25/22	02/08/22	02/23/22	03/08/22
TOTAL NUMBER OF CLAIMS:	96	104	133	137	98
TOTAL NUMBER OF CHECKS:	86	96	124	128	89
AMOUNT OF CLAIMS & CHECKS	\$869,822	\$1,226,101	\$1,500,962	\$1,280,177	\$368,781
MAJOR CATEGORIES					
PAYROLL & BENEFITS	\$137,355	\$160,137	\$139,627	\$124,531	\$132,752
CHEMICALS, MATERIALS, PARTS	\$14,114	\$90,748	\$131,173	\$92,809	\$74,186
PERMITS/INSURANCES	\$1880	\$8,756	\$19,938	\$163,945	\$83,082
PROFESSIONAL/ENGINEERING/LEGAL	\$33,206	\$19,133	\$20,688	\$57,539	\$12,632
NYC WATER BOARD/UNITED WATER	\$538,468	\$0	\$0	\$535,026	\$0
OFFICE & COMPUTER	\$19,398	\$17,087	\$14,618	\$44,989	\$17,814
UTILITIES & TELEPHONES	\$5,280	\$6,092	\$42,449	\$41,416	\$9,380
EMPLOYEE EDUCATION/EXPENSE	\$387	\$1,800	\$9,821	\$5,147	\$294
MEDICARE REIMBURSEMENTS	\$0	\$0	\$0	\$0	\$19,110
CUSTOMER REFUNDS	\$0	\$215	\$0	\$1,272	\$0
BLDGSGROUNDS IMPROVEMENTS	\$5,917	\$8,963	\$2,499	\$3,126	\$8,556
TAXES	\$34,487	\$0	\$0	\$9,866	\$0
AUTHORIZATIONS	\$80,330	\$225,298	\$600,542	\$200,511	\$10,975
O/S CONTRACTORS	\$0	\$210	\$519,607	\$0	\$0
TOTAL CLAIMS/CHECKS:	\$869,822	\$538,439	\$1,500,962	\$1,280,177	\$368,781
REIMB. FOR SEWER RENTS	\$0	\$687,662	\$0	\$0	\$0
DISTRIBUTIONS TO MUNIS	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL:	\$869,822	\$1,226,101	\$1,500,962	\$1,280,177	\$368,781

[illegible]

**WESTCHESTER JOINT WATER WORKS
GENERAL FUND ACCOUNTS
TUESDAY, MARCH 8, 2022**

CASH BALANCE IN WEBSTER BANK:

GENERAL FUND	3/1/2022	\$	4,060,604.96
MONEY MARKET	3/1/2022	\$	1,208,192.36
TOTAL:		\$	5,268,797.32

**NET ACTIVITY: FROM 3/1/2022 TO 3/8/2022
WEBSTER BANK**

\$	(85,145.55)
\$	(85,145.55)

CASH AVAILABLE TO PAY CLAIMS:

GENERAL FUND:	3/8/2022	\$	3,975,459.41
MONEY MARKET	3/8/2022	\$	1,208,192.36
TOTAL:		\$	5,183,651.77

LESS: UNAPPROVED CLAIMS:

\$ (242,752.02)

OUTSTANDING CHECKS PRIOR PERIODS:

\$ (670,417.36)

CASH BALANCE AFTER PAYING CLAIMS: \$ 4,270,482.39

CLAIMS PAYABLE:

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	
24-Feb-22	2202256	2202275	\$ 71,861.21
Check Nos.	64245	64264	
28-Feb-22	2202276	2202276	\$ 420.00
Check Nos.	64265	64265	
2-Mar-22	2203001	2203051	\$ 74,106.35
Check Nos.	64266	64316	
3-Mar-22	2203053	2203067	\$ 96,364.46
Check Nos.	64317	64331	

TOTAL CLAIMS PAYABLE:

\$ 242,752.02

PAYROLL CLAIMS

(ZERO BALANCE CHECKING ACCOUNT)

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	
24-Feb-22	2202251	2202254	\$ 57,762.84
Check Nos.	2305	2305	
3-Mar-22	2203068	2203072	\$ 68,265.91
Check Nos.	2306	2306	

TOTAL PAYROLL CLAIMS:

\$ 126,028.75

TOTAL ALL CLAIMS:

\$ 368,780.77

Prepared by: _____ David Birdsall, Business Director

Submitted by: _____ David Birdsall, Business Director

Approved by: _____ Thomas Murphy, Chairperson
Board of Trustees

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002202256	ROBERT HALF	204.72	P/E 2/18/22 TEMP WORKER CAREN ANNUZZELLI
002202257	ROBERT HALF	972.58	P/E 2/18/22 TEMP WORKER CALEH MCCLEAN
002203053	ANALYTICAL SERVICES, I	435.00	(1) GIARDIA & CRYPTO 2/10/22
002203054	B & A AUTOMOTIVE INC	3,088.55	1/25/22 11FORD F-350SD; FUEL TANK,RR CALIPER,MOUNT
002203055	CENTURY BUILDING SERVI	1,659.88	FEBRUARY 2022 CLEANING SERVICES
002203001	CON EDISON GARAGE	4,479.50	1/21/22-2/22/22 GAS HEAT GARAGE
002203002	CON EDISON -PRV DISTR	44.16	1/19/22-2/17/22 ELECTRICITY STRATTON RD PUMP
002203003	CON EDISON -PRV DISTR	58.89	1/21/22-2/22/22 PRV PURITAN RD ELECTRICITY
002203004	CON EDISON -PRV DISTR	35.15	1/21/22-2/22/22 160A OSBORNE RD ELECTRICITY
002203005	CON EDISON -PRV DISTR	322.88	1/21/22-2/22/22 ELECTRICITY PRV 1 ANDERSON HL RD
002203006	CON EDISON -PRV DISTR	266.48	1/21/22-2/22/22 PRV TIMBER TRAIL ELECTRICITY
002203007	CON EDISON -PRV DISTR	156.14	1/24/22-2/23/22 676 PURCHASE ST PUMP ELECTRICITY
002203008	CON EDISON	956.95	1/21/22-2/22/22 OFFICE GAS HEAT
002203009	CON EDISON	107.03	1/21/22-2/22/22 1ST PRV ELECTRICITY
002203010	CON EDISON	114.19	1/21/22-2/22/22 1200 MAMARONECK AVE PRV ELECTRICIT
002203011	COYNE CHEMICAL CO., IN	9,178.56	(48) ACCUTABS / WEAVER ST PLANT
002203012	GEORGE BELSITO	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203013	STEPHEN BISCEGLIA	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002202258	DANIEL COPPOLA	93.93	REIMBURSEMENT OF PAYING COST OF WORK BOOTS
002203014	ORS C DEAK	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203015	DONALD DEFALCO	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203016	THOMAS A. DELCO	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203017	JENNIE DELITTO	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203018	RALPH FAGA	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002202259	SAL GARUFI III	200.00	REIMBURSEMENT OF PAYING COST OF WORK BOOTS
002203019	JOHN G HOCK	1,632.90	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203020	DORIS LECHNER	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203021	DORIS LECHNER	6,440.00	FEBRUARY 2022 ACCOUNTING CONSULTING SERVICE
002203022	EDWARD MURRAY	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203023	BENNY ORSINO	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203024	JOHN QUADAGNO	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203025	DANIEL ROEDER	2,041.20	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203026	RICHARD A RUGE	534.90	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203027	LOUIS SANTORO	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203028	LINDA STAIGER	1,632.90	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203029	MARTIN VIAPIANO	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203030	GRACIELA ZAMBRANO	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002202260	FEDERAL EXPRESS CORP.	38.83	2/14/22 1 SHIPMENT BATCHING DEPT
002203056	FEDERAL EXPRESS CORP.	82.77	2/18 & 2/22/22 2 SHIPMENTS BATCHING DEPT
002202261	ARTHUR J. GALLAGHER &	46,599.20	11/1/21-11/1/22 AUTOMOBILE; COMMERCIAL PKG,PUBLIC
002203031	GLOBAL MONTELLLO GROUP	1,435.39	1/31/22 (475.50) GALS OF DIESEL
002203057	GRAINGER	2,593.97	(1) ICE MAKER
002203032	HACH COMPANY	15,785.39	5500SC PHOSPHATE LOW RANGE ANALYZER
002203033	HACH COMPANY	76.04	REAGENT FOR ALL PLANTS
002203058	HARPER HAINES FLUID CO	32,142.05	(1) 12" MACY RD PILOT CONVERSION
002203059	JCI JONES CHEMICALS, I	7,800.00	(24) 150 LB CYLINDER OF CHLORINE/RYE LAKE
002203060	JOHNSON CONTROLS SECUR	3,042.81	2021 4/19-21-12/21/21 GARAGE SERVICE
002203061	JOHNSON CONTROLS SECUR	3,625.95	2020 8/3 & 11/9 SERVICE AT PURCHASE BOOSTER,OFFICE
002203034	LANZA'S ELECTRICAL CON	1,150.00	A1366 JOINT 1 ANDERSON HILL RD PRV
002202262	METLIFE	4,569.43	MARCH 2022 DENTAL, LIFE & AD&D INSURANCE
002202263	MCI COMM SERVICE	36.63	FEBRUARY 22 PHONE LINE FOR GENERATOR/LONG DIST SER
002202264	MCI COMM SERVICE	36.63	FEBRUARY 22 PURCHASE ST INTERNET & TELEPH
002202265	MCI COMM SERVICE	36.63	FEBRUARY 22 LAKE ST PLANT LONG DIST SERV
002203035	MCI COMM SERVICE	37.00	FEBRUARY 2022 RYE LAKE LONG DISTANCE SERVICE

VB REFERENCE	VENDOR NAME.....	AMOUNT DUE	DESCRIPTION
002203036	MCI COMM SERVICE	39.72	FEBRUARY 2022 OFFICE ALARM LINE
002203037	MCI COMM SERVICE	36.63	FEBRUARY 2022 WEAVER ST PLANT LONG DIST SERVICE
002202266	MCCARTHY FINGAR LLP	833.34	JANUARY & FEBRUARY AMENDED RATE/PROF SERV
002203038	ROBERT ANDREWS SR	1,020.60	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203039	FRANCES CYMBROWSKY	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203040	ERMELINDO MAUCIERI	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203041	GRACE MONTEIRO	510.30	1ST QUARTER 2022 MEDICARE REIMBURSEMENT
002203052	NYS AND LOCAL RETIREME	5,545.66	FEBRUARY 2022 NEW YORK STATE RETIREMENT SYSTEM
002203062	NORTHERN SAFETY CO., I	225.79	(36) HYDROGEN PEROXIDE 16 OZ BOTTLE/PLANTS
002203063	NYC DEPT.ENVIRON.PROTE	29,342.69	LAND USE PERMITS/VARIOUS LOCATIONS
002203042	OPTIMUM	177.94	2/23/22-3/22/22 OPTIMUM 200 INTERNET
002203043	PARACO GAS	1,890.61	2/4/22 (914) GALS OF PROPANE PIPELINE HEAT RYE LAK
002203064	PRECAST CONCRETE SALES	1,750.00	A1378 JOINT WEAVER ST PUMP STATION & PRV UPGRADES
002202267	PRINTCRAFT, INC	639.04	(5,000) LETTERHEADS & #10 WINDOW ENVELOPES
002203065	LARRY SPROVIERI	125.00	(1) CLEARED STOPPAGE FROM LADIES TOILET 2/18/22
002203044	SPRAGUE OPERATING RESO	847.26	2/9/22 (310) GALS OF GASOLINE
002203045	SPRAGUE OPERATING RESO	875.21	2/16/22 (313) GALS OF GASOLINE
002202268	TOTAL TECHNOLOGY SOLUT	6,823.03	2/14/22 CANON IMGE SCANNER
002202269	TOTAL TECHNOLOGY SOLUT	665.17	FEBRUARY 2022 PAX8 MICROSOFT OFFICE 365
002202270	TOTAL TECHNOLOGY SOLUT	444.80	FEBRUARY/MARCH 22 BARRACUDA ESS COMPLETE EMAIL SEC
002202271	TOTAL TECHNOLOGY SOLUT	4,700.00	2/11/22 N20-20 HOUR NETWORK TIMEBLOCK
002202272	TOTAL TECHNOLOGY SOLUT	4,420.00	MARCH 2022 ESP MANAGED SERVICE
002203046	TRI CITY AUTO PARTS	137.53	(1) EXIDE BATTERY 14 FORD PICKUP F350 SUPER-DUTY
002203047	TOWN OF MAMARONECK	1,495.00	1/20/22 (11.5) HOURS TRAFFIC DETAIL/PRYOR MANOR
002202273	VERIZON	218.28	2/13/22-3/12/22 OFFICE FAX LINE
002202274	VERIZON	201.99	2/11/21-3/10/22 OFFICE ALARM LINE
002202275	VERIZON BUSINESS FIOS	126.98	2/16/22-3/15/22 RYE LAKE INTERNET
002203048	VISION SERVICE PLAN	655.50	MARCH 2022 VISION INSURANCE
002203049	VITOLITE ELECTRIC SALE	24.84	A1373 JOINT PURCHASE BOOSTER STATION PRV /2021
002203050	WESTERN PEST SVCS	103.00	MARCH 2022 MONTHLY PEST CONTROL
002202276	WEST.CTY.DEPT.HEALTH	420.00	A1384 BREVOORT LN WATR MAIN/APPR PLAS FOR EXTENSIO
002203051	WEST CTY DEPT OF LABS	2,524.00	DECEMBER 2021 LABORATORY ANALYSES
002203066	WASP ENGINEERING GROUP	8,050.00	A1372 JOINT BREVOORT LN WATER MAIN REPL.
002203067	WASP ENGINEERING GROUP	2,400.00	2/18-2/25/22 GARAGE FLOOR REPLACEMENT PROJECT

** 242,752.02

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09	002202251	STERLING NATIONAL BANK	15,045.97	#8 P/E 2/19/22	FEDERAL PAYROLL TAXES WITHHOLDING
09	002203068	STERLING NATIONAL BANK	18,851.61	#9 P/E 2/26/22	FEDERAL PAYROLL TAXES WITHHOLDING
09	002202252	NYS DEFERRED COMPENSAT	2,687.01	#8 P/E 2/19/22	NYS DEFERRED COMP
09	002203069	NYS DEFERRED COMPENSAT	3,017.41	#9 P/E 2/26/22	NYS DEFERRED COMP
09	002202253	NYS INCOME TAX	2,767.11	#8 P/E 2/19/22	NYS PAYROLL TAXES WITHHOLDING
09	002203070	NYS INCOME TAX	3,467.09	#9 P/E 2/26/22	NYS PAYROLL TAXES WITHHOLDING
09	002202255	PAYROLL	36,793.35	#8 P/E 2/19/22	PAYROLL SUMMARY
09	002203071	PAYROLL	42,460.40	#9 P/E 2/26/22	PAYROLL SUMMARY
09	002202254	UTILITY WORKER UNION L	469.40	#8 P/E 2/19/22	UNION DUES
09	002203072	UTILITY WORKER UNION L	469.40	#9 P/E 2/26/22	UNION DUES

** 126,028.75

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368,780.77