

**WESTCHESTER JOINT WATER WORKS**  
**Board of Trustees Meeting**  
**Tuesday, December 9, 2014 at 4:00 p.m.**

The meeting was called to order at 4:08 p.m. with the following members present:

- Trustees Ron Belmont, Norman Rosenblum and Nancy Seligson
- Paul Noto, Esq.
- Anthony Conetta, Manager
- David Birdsall, Business Director

**Approval of Minutes**

The draft minutes were amended to reflect that the site of water main valve work related to the County paving project in TOM was on Murray Ave not Myrtle Blvd. Trustee Rosenblum made a motion to approve the minutes as amended for the November 25, 2014 Board meeting. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”

**Financial Reports and Approvals**

The Manager reviewed with the Board the current bank balances and claims to be approved. After review, Trustee Rosenblum made a motion to approve the 135 claims in the amount of \$448,714. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”

The Manager reviewed the status of the preliminary 2014 budget, capital projects and general administration with the Board members.

The Manager presented to the Board for their approval the results for the Used Equipment & Materials Online Auction. After discussion and review, Trustee Rosenblum made a motion to accept the auction results. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”

Trustee Seligson joined the meeting at 4:13 p.m.

The Manager presented to the Board for their approval the results for the Water Treatment Chemicals Bid. After discussion and review, Trustee Rosenblum made a motion to accept the bid results. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	“aye”
Trustee Rosenblum	“aye”
Trustee Seligson	“aye”

The Manager presented to the Board for their approval the results for the Paving & Fill Materials Bid. After discussion and review, Trustee Rosenblum made a motion to accept the bid results. Trustee Seligson seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

The Manager presented to the Board for their approval the results for the Water Distribution System Materials Bid. After discussion and review, Trustee Seligson made a motion to accept the bid results. Trustee Rosenblum seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

The Manager presented to the Board for their approval a resolution to authorize WJWW to create an IRS section 125 cafeteria plan for the purpose of pre-tax payment of the employee share of health insurance premiums. After discussion and review, Trustee Rosenblum made a motion to approve the resolution. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

The Manager presented to the Board for their approval the extension of the janitorial services contract, for one year at the same terms as 2014, with Century Building Services. After discussion and review, Trustee Rosenblum made a motion to accept the bid results. Trustee Belmont seconded the motion, all in favor:

Trustee Belmont	"aye"
Trustee Rosenblum	"aye"
Trustee Seligson	"aye"

The Manager discussed the current listing of overdue customer accounts.

### **Operations Status Reports**

The Manager reported on the following regarding various WJWW operational items:

- a. The year-to-date water production through the end of November 2014 was 4.492 billion gallons compared to 4.382 billion gallons through the end of November 2013 (an increase of 2.5%).
- b. Water Main Repairs and Facilities Improvements:

VOM/(Rye):

- Currently replacing approximately 800 feet of A/C water main on Toni La. /Sylvan La. and associated control valves.
- Replaced leaking service connection on Woodlands Rd.

TOH

- Replaced leaking 4" curb valve on Rockland Ave.
- Repaired water main break at intersection of Edgewater Pl. and Dillon Rd.
- Replaced leaking service connection on Woodlands Rd.
- Repair of leaking 16" line on Westchester Ave.

c. Storage Tank Rehabilitation/Repairs:

- Park Lane #1: Tank is expected to be available for use upon approval by WCDOH. The remaining exterior work will begin in Spring 2015.
- Engineering work and cost estimates have been completed by H2M for the Park Lane Booster Station. WJWW had discussions with representatives of the Town of North Castle regarding possible service connections.
- Engineering assessment is in progress for the Park Lane tank site and drainage improvements.
- Woodside Tank: Town of Harrison Board and WCDOH have approved the full rehabilitation of the tank. Bid opening is scheduled for December 18th.
- Chemical Bulk Storage tank regular annual inspections/reports proposed scope has been submitted by D&B and, after discussion and review, Trustee Rosenblum made a motion to approve D&B's proposal for a not-to-exceed cost of \$14,500. Trustee Seligson seconded the motion, all in favor:  
Trustee Belmont "aye"  
Trustee Rosenblum "aye"  
Trustee Seligson "aye"
- Water Quality Sampling Practices-Assistance/training scope has been submitted by H2M, and, after discussion and review, Trustee Rosenblum made a motion to approve H2M's proposal for a lump sum fee of \$950. Trustee Seligson seconded the motion, all in favor:  
Trustee Belmont "aye"  
Trustee Rosenblum "aye"  
Trustee Seligson
- Engineering Services for Annual Inspection of Water Storage Facilities scope has been submitted by H2M and, after discussion and review, Trustee Rosenblum made a motion to approve the proposal submitted by H2M for a lump sum fee of \$6,500. Trustee Belmont seconded the motion, all in favor:  
Trustee Belmont "aye"  
Trustee Rosenblum "aye"  
Trustee Seligson "aye"

d. Meter Reading and Billing Status:

- Meter reading for TOM (3,000 +/-) began December 1<sup>st</sup>.
- Billing is expected to be completed by mid-December.

e. NYCDEP Water Demand Management:

- WJWW staff provided additional data and information to the demand management consultant following the October meeting.
- WJWW will provide additional information on it's large volume customers, service area population growth and unmetered water use (i.e. hydrant flushing).
- NYCDEP consultant will provide a draft demand management plan in a few weeks.

f. NYSDWSRF Grant/Zero Percent Interest Loan

- WJWW pre-application for the standby generator has been approved by EFC.
- Application and supporting documentation requested was submitted before the December 1<sup>st</sup> deadline.
- H2M Design Service for the modular standby generator project is being refined for approval at a later date.
- A follow-up conference call is scheduled to discuss EFC's request for additional information.

**UV Alternative Status to Rye Lake Source**

- a. WJWW engineers are nearing completion of the draft conceptual design plan.
- b. WJWW has met with and is continuing discussions with the Town of Greenburgh and the City of White Plains regarding the project scope and opportunities for shared efforts.

**Date of Next Meeting**

The next Board meeting is scheduled for Tuesday, December 23, 2014 at 4:00 p.m.

**Executive Session**

At 5:11 p.m., Trustee Seligson made a motion to go into Executive Session to discuss personnel history of a particular person. Trustee Rosenblum seconded the motion, all in favor: "aye".

At 5:27 p.m., Trustee Rosenblum made a motion to leave Executive Session and return to the regular meeting. Trustee Seligson seconded the motion, all in favor: "aye".

Trustee Rosenblum made a motion to approve creation of the Civil Service title of Accountant with a salary range of \$75,000 to \$100,000. Trustee Seligson seconded the motion, all in favor: "aye".

With no further business to discuss, Trustee Rosenblum made a motion to adjourn the meeting. Trustee Belmont seconded the motion, all in favor: "aye". The meeting adjourned at 5:30 p.m.