

OYSTER BAY WATER DISTRICT

Minutes of the regular meeting of the Board of Water Commissioners of the Oyster Bay Water District, Town of Oyster Bay, Nassau County, New York held on January 2, 2025, at 9:00 a.m. at the office of the District.

Present: Robert J. McEvoy
Richard P. Niznik
Karen Testa
Donald Mackenzie, Esq.
Karl Dahlem
Dustin Rigos

The meeting was called to order at 9:00am by Commissioner McEvoy and started with the Pledge of Allegiance.

Michael Paleos of 267 Oyster Bay/Glen Cove Road, Mill Neck came before the Board to discuss installing a new service line to his premises and abandoning his service line which is connected to the Council Rock main. Mr. Paleos was advised he needed to contact a plumber and coordinate with the District when he would like the installation to take place. Office Manager Testa will provide Mr. Paleos with a list of licensed plumbers who are bonded with the District.

Commissioner Niznik took the Oath of Office for his term January 1, 2025, through December 31, 2027.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to authorize Office Manager Karen Testa as election clerk for the meeting.

Upon request for nominations, a motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to nominate Commissioner McEvoy as Chairman.

Upon request for nominations, a motion was made by Commissioner McEvoy, seconded by Commissioner Niznik, and carried to nominate Commissioner Niznik as Treasurer.

Upon request for nominations, a motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to nominate Commissioner Rich as Secretary.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried for the clerk to cast one ballot for the election of officers for the year 2025 as follows:

- >Robert J. McEvoy, Chairman
- >Richard P. Niznik, Treasurer
- >Michael F. Rich III, Secretary

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to turn the meeting over to Commissioner McEvoy.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to approve the salary changes for year 2025 and will be certified with Civil Service.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to approve the attached Job Classification Salary Schedule dated January 2, 2025.

Minutes of the meeting continued – January 2, 2025

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to adopt a six-hour Standard Workday Resolution for elected officials. A certified copy will be submitted to the Town of Oyster Bay to be posted on the Town's website and posted on the District's main office sign board for thirty days.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy and carried to hold regular meetings for the year on Thursday mornings at 9:00am. Schedule of meetings will be posted on the District's main office sign board, District's website and published in the District's official newspaper. Any deviations in meeting dates will be published accordingly except for Thursday, June 19th meeting which will be held on Friday June 20th, November 27th meeting, which will be held on Wednesday, November 26th and Thursday December 25th meeting, which will be held on Friday December 26th at 9:00am.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried that Valley Bank, Flushing Bank, Capital One, NYCLASS and Bank of America are designated depositories of the District for the year 2025.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy and carried to extend the contract for JKL Accounting Services to be the District's on-call accounting firm for another year same terms as previous.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy and carried to extend the contract for Nawrocki Smith LLP to be the District's independent auditing firm for another year with an increase from \$16,250.00 to \$17,000.00 as authorized in the District's contract.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to continue agreement with Auctions International for the sale of surplus equipment as per the Nassau County contract.

Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried the Dental/Optical/Appliance/Co-pay reimbursement for the year 2025 will remain the same as previously authorized.

Minutes of the previous meeting were read, motion was made, seconded, and carried that the minutes of the previous meeting stand approved as read.

Correspondence was received as follows:

Letter dated January December 20, from Office of the Town Comptroller enclosing forms for preparing the 2024 Component Unit Financial Report (CUFR) for the Town of Oyster Bay.

In the absence of Superintendent Dupre, Karl Dahlem reported the duty person was called in on December 31st at 11:30pm for a lost SCADA signal at Plant #5 Schoolhouse Place.

- >Optimum arrived the next day to replace the modem for SCADA at Plant #5 Schoolhouse Place.
- >Working with Eng. Rigos to address all recommendations from the DEC inspection report to be in compliance.
- >Two new taps are being installed at 263 & 265 Oyster Bay/Glen Cove Road.

Minutes of the meeting continued – January 2, 2025

Office Manager Karen Testa gave a weekly financial report. Bills in the amount of \$51,664.76 were presented to the Board for approval. Motion was made by Commissioner Niznik, seconded by Commissioner McEvoy, and carried to approve bills to be paid.

- >Rate for NYCLASS is 4.32% and Flushing Bank is 4.30%.
- >Presented to the Board Town of Oyster Bay claims for H2M to be signed for payment through the bond issue for the AOP(OBWD2101).
- >Scheduled a meeting with Nicole Morton, Salerno Brokerage to review the District's upcoming insurance renewal.

Eng. Rigos reported he is finalizing the paperwork to be submitted for the final grant disbursement for the Locust Valley Emergency Interconnection.

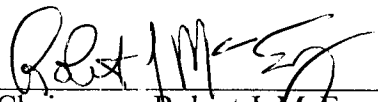
- >Will contact Calgon to discuss scheduling the GAC Changeout at Plant #2 Shutter Lane.

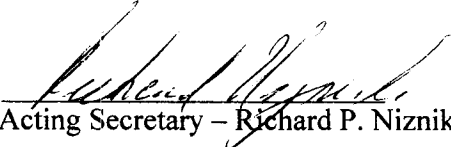
Atty. Mackenzie reported he will work with Office Manager Testa to draft a new banking procedure policy and a citizens notification policy for the District.

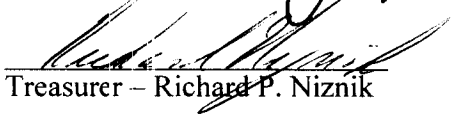
Karl Dahlem discussed with Eng. Rigos the procedure for updating the Lead & Copper Inventory when new water services are installed.

There being no further business, the meeting was adjourned at 10:10am.

Attest:


Chairman – Robert J. McEvoy


Acting Secretary – Richard P. Niznik


Treasurer – Richard P. Niznik

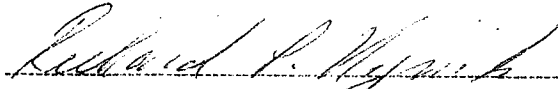
Constitutional Oath of Office

STATE OF NEW YORK,
COUNTY OF NASSAU,
TOWN OF OYSTER BAY. } ss.: RICHARD P. NIZNIK

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of

Commissioner, Oyster Bay Water District

according to the best of my ability. And I do further solemnly swear (or affirm) that I have not directly or indirectly paid, offered or promised to pay, contributed, offered or promised to contribute any money or other valuable thing as a consideration or reward for the giving or withholding of a vote at the election in which I was elected or appointed to said office and have not made any promise to influence the giving or withholding of any such vote.


RICHARD P. NIZNIK

Sworn to before me this

12 day of DECEMBER 2024



Notary Public, Nassau County, N. Y.

DONALD N. MACKENZIE
Notary Public - State of New York
No. 02MA6305070
Qualified in Nassau County
My Commission Expires: 06/02/2026

OYSTER BAY WATER DISTRICT

Minutes of the regular meeting of the Board of Water Commissioners of the Oyster Bay Water District, Town of Oyster Bay, Nassau County, New York, held on January 9, 2025, at 9:00 a.m. at the office of the District.

Present: Robert J. McEvoy
Richard P. Niznik
Michael F. Rich, III
Edward Dupre
Karen Testa
Donald Mackenzie, Esq.
Karl Dahlem

The meeting was called to order at 9:00am by Chairman McEvoy and started with the Pledge of Allegiance.

Minutes of the previous meeting were read, motion was made, seconded, and carried that the minutes of the previous meeting stand approved as read.

Correspondence was received as follows:

LIWC notice announcing the meeting will be held on Monday, January 27, 2025, at Westbury Manor.

NSWCA notice announcing a training seminar to be held on Wednesday January 15, 2025 at 6:00pm at the Westbury Fire Dept. The topic of discussion will be Litigation Cash Settlement Receipts. The training seminar is open to all Commissioners, Superintendents, Business Managers, Office Managers and Attorneys.

Email dated January 2 from Alessio Pipe & Construction stating the Nassau County Dept. of Public works will be enforcing its after hours policy for emergency work on Nassau County roadways which states an inspector will be on site and his overtime rate will be billed to the contractor or the District.

Letter dated January 3 from the Town of Oyster Bay Supervisor Joseph Saladino, congratulating Commissioner Niznik on his re-election.

Email dated January 3 from JKL Accounting enclosing an engagement letter for signature to prepare the year ended December 31, 2024, financial statements. Engagement letter will be signed by Chairman McEvoy and Office Manager Testa.

Proposal dated January 7 from H2M in the amount of \$13,000.00 for the semi-annual inspection of the District's five water storage tanks. Motion was made by Commissioner Niznik, seconded by Commissioner Rich, and carried to approve H2M to perform the semi-annual inspections.

Change order No. 7 dated January 2, 2025, for the additional cost to furnish and install a new remote annunciator in the amount of \$6,291.33 for the caustic storage tank at Plant #2 Shutter Lane. Motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to accept the change order and to be signed by Chairman McEvoy.

Minutes of the meeting continued – January 9, 2025

Supt. Dupre stated he is working on the DEC compliance recommendations with Eng. Rigos.

- >Updated the Board on the AOP(OBWD2101) at Plant #2 Shutter Lane.
- >District personnel have been checking all hydrants to make sure none are frozen due to cold temperatures.
- >Presented to the Board updated pumpage reports for their review.
- >Scheduled the District's policy review workshop for January 17, 2025.
- >Pumpage is higher than normal this time of year. District personnel are doing inspections District wide to locate a possible leak.
- >Discussed the upcoming fire line inspection.

Office Manager Karen Testa gave a weekly financial report. Bills in the amount of \$48,528.02 were presented to the Board for approval. Motion was made by Commissioner Niznik, seconded by Commissioner Rich, and carried to approve bills to be paid.

- >NYCLASS is 4.26% and Flushing Bank is 4.30%.
- >Posted Open Meetings Notice, Monthly Meeting Schedule, Standard Workday Resolution on District sign board, District website and Town of Oyster Bay website. Standard Workday Resolution was hand delivered to Town of Oyster Bay Clerk's office.
- >Cash Basis Filing due January 15th has been completed by JKL Accounting. Sent a copy by email to Richard Principe at Town Comptroller's office and hand delivered to Richard LaMarca, Town Clerk.
- >Presented to the Board invoices from Alessio Pipe & Construction in the amount of \$13,576.09 for emergency work to repair a water main break on Berry Hill Road and \$5,927.26 for road road restoration. Motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to authorize payment for the emergency repair including road restoration as per the District's requirements contract.
- >Presented to the Board 2025-2026 insurance renewal from Salerno Brokerage in the amount of \$77,074.23. Motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to continue coverage with Philadelphia Indemnity with an increase from \$73,076.00 to \$77,074.23

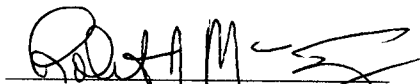
Atty. Mackenzie will meet with Office Manger Testa on Tuesday January 14th to draft a new banking procedure policy and a citizens notification policy for the District.

Karl Dahlem reported he is reviewing the District's inventory and capital assets with Supt. Dupre.

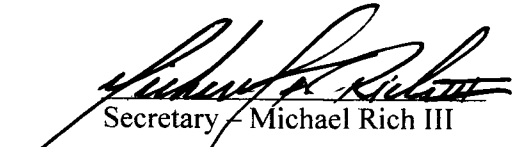
- >Discussed Lead & Copper inventory with Supt. Dupre.

There being no further business, the meeting was adjourned at 9:50am.

Attest:


Chairman – Robert J. McEvoy


Treasurer – Richard P. Niznik


Secretary – Michael Rich III

OYSTER BAY WATER DISTRICT

Minutes of the regular meeting of the Board of Water Commissioners of the Oyster Bay Water District, Town of Oyster Bay, Nassau County, New York, held on January 16, 2025, at 9:00 a.m. at the office of the District.

Present: Robert J. McEvoy
Richard P. Niznik
Michael F. Rich, III
Edward Dupre
Karen Testa
Donald Mackenzie, Esq.
Karl Dahlem
Dustin Rigos, P.E.

The meeting was called to order at 9:00am by Chairman McEvoy and started with the Pledge of Allegiance.

Minutes of the previous meeting were read, motion was made, seconded, and carried that the minutes of the previous meeting stand approved as read.

Correspondence was received as follows:

NSWCA notice announcing the meeting will be held Monday, January 20, 2025, at Rialto's in Carle Place.

Email dated January 10 from Sher Edling regarding the PFAS Settlement.

Email dated January 15 from Rob Darienzo, Town of Oyster Bay stating the Town will be renewing BANS in early March.

Supt. Dupre reported District personnel are listening on hydrants and will be conducting overnight inspections throughout the District to locate a possible leak.

- >Verizon is trouble shooting their equipment at Plant #8 Berry Hill Road.
- >Discussed payment to the Fire Marshall for the fire suppression test.

At 9:30am motion was made by Commissioner Niznik, seconded by Commissioner Rich, and carried to enter executive session to discuss personnel matters.

At 9:40am the regular meeting resumed, and no action was taken.

Office Manager Karen Testa gave a weekly financial report. Bills in the amount of \$76,436.13 were presented to the Board for approval. Motion was made by Commissioner Niznik, seconded by Commissioner Rich, and carried to approve bills to be paid.

- >NYCLASS is 4.24% and Flushing Bank is 4.30%.
- >Presented to the Board Town of Oyster Bay claims for Philip Ross Industries and Eldor Contracting to be signed for payment through the bond issue for the AOP(OBWD2101).
- >District auditors Nawrocki Smith have begun the 2024 audit with the assistance of JKL Accounting.
- >Motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to make the salary increase approved at the August 22, 2024 meeting retroactive to January 1, 2024.

Minutes of the meeting continued – January 16, 2025

Eng. Rigos is working with Supt. Dupre to complete all recommendations for the DEC to bring the District into compliance.

- >Preparing draft of water conservation plan.
- >Waiting for final approval from the NYS Health Department to begin design and preliminary work for the proposed GAC at Plant #6 Berry Hill Road.
- >Obtaining prices for a leak detection service for the District.

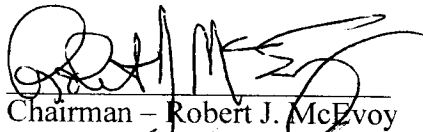
Atty. Mackenzie updated the Board on PFAS and 1,4 Dioxane litigation.

- >Drafted a new banking procedure policy and a citizens notification policy for the District to be approved and adopted at the policy meeting on January 17, 2025.

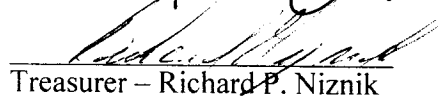
Karl Dahlem discussed an email dated January 13 from Eagle Control stating the existing SCADA VPN firewalls are entering end of life and will no longer be supported by the manufacturer. Eagle Control submitted a proposal to upgrade all SCADA VPN firewalls in the amount of \$21,050.00 After a brief discussion and the recommendations of Supt. Dupre & Karl Dahlem, motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to accept the proposal for the upgrade of all SCADA VPN firewalls.

There being no further business, the meeting was adjourned at 10:15am.

Attest:



Chairman – Robert J. McEvoy



Treasurer – Richard P. Niznik



Secretary – Michael Rich III

OYSTER BAY WATER DISTRICT


Minutes of the SPECIAL MEETING of the Board of Water Commissioners of the Oyster Bay Water District, Town of Oyster Bay, Nassau County, New York held on the 17th day of January 2025 at 9:00am at the office of the District.

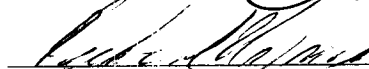
Present: Robert J. McEvoy
Michael F Rich III
Richard P. Niznik
Donald MacKenzie
Edward Dupre
Lisa Natale


A SPECIAL Meeting was held to review the existing District policies. Drafts of amended policies will be prepared for adoption at the regular meeting on January 23, 2025.

The meeting was adjourned at 10:00am.

Attest:


Chairman - Robert J. McEvoy


Treasurer - Richard P. Niznik


Secretary - Michael F Rich III

OYSTER BAY WATER DISTRICT

Minutes of the regular meeting of the Board of Water Commissioners of the Oyster Bay Water District, Town of Oyster Bay, Nassau County, New York, held on January 23, 2025, at 9:00 a.m. at the office of the District.

Present: Robert J. McEvoy
Richard P. Niznik
Michael F. Rich, III
Edward Dupre
Karen Testa
Karl Dahlem

The meeting was called to order at 9:00am by Chairman McEvoy and started with the Pledge of Allegiance.

Minutes of the previous meeting were read, motion was made, seconded, and carried that the minutes of the previous meeting stand approved as read.

Correspondence was received as follows:

Copy of letter dated January 10 from H2M to the Nassau County Health Dept. with responses to the health department's comments for the proposed GAC at Plant #6 Berry Hill Road.

Email dated January 16 from NYAWWA announcing the 2025 New York Water Event will take place from April 15-17, 2025, in Saratoga Springs, NY. Motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to approve Chairman McEvoy and Supt. Dupre to attend the conference. The regular board meeting scheduled for Thursday April 17th will be moved to Friday April 18th which will be posted on the District sign board, website, Town of Oyster Bay website and in the Glen Cove/Oyster Bay Record Pilot.

Supt. Dupre reported the remote annunciator has arrived and Eldor Contracting will install on Friday for the AOP(OBWD2101) at Plant #2 Shutter Lane.

- >Verizon will be troubleshooting their equipment at Plant #5 Schoolhouse Place.
- >Did not participate in the recent NRG events due to the extreme cold.
- >District personnel are painting the pipes at Plant #3 Singworth Street.
- >District personnel are still working to locate a leak within the District.
- >Dustin will have an update at the next Board meeting regarding pricing and scheduling with Calgon for the GAC changeout at Plant #2 Shutter Lane.
- >Alessio Pipe & Construction was called to repair a water main break on Hilltop Lane on January 16, 2025.
- >Eng. Rigos sent all necessary paperwork to the DEC addressing all their recommendations to be in compliance.

Office Manager Karen Testa gave a weekly financial report. Bills in the amount of \$37,445.62 were presented to the Board for approval. Motion was made by Commissioner Niznik, seconded by Commissioner Rich, and carried to approve bills to be paid.

- >NYCLASS is 4.22% and Flushing Bank is 4.30%.
- >2024 Minutes were delivered to Town Clerk Richard LaMarca's office on January 22nd.
- >Meeting with Debtbook on January 31st to discuss billing.

Minutes of the meeting continued – January 23, 2025

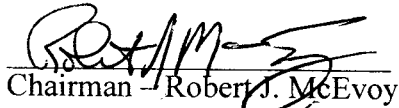
- >Received 2024 certified payroll from Civil Service.
- >Presented to the Board the amended 2025 administrative policies. Motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to adopt the following 2025 policies: Administrative, Claim Form, Code of Ethics, Covid, Credit Card Use, Cyber Security Citizens Notification, Fund Balance, Information Technology, Investment, Leak, Procurement, Public Information, Sexual Harassment, Travel, Vehicle and Wire Transfer/Online Banking.

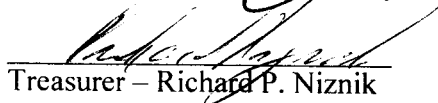
Karl Dahlem stated the leak in the District may be located on South Street near house #55. District personnel are continuing to investigate.

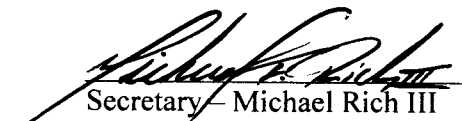
- >Discussed the charges billed by the District's answering service, Live Message America. Office Manager Testa will reach out to other Districts to see what services they use.

There being no further business, the meeting was adjourned at 10:00am.

Attest:


Chairman – Robert J. McEvoy


Treasurer – Richard P. Niznik


Secretary – Michael Rich III

OYSTER BAY WATER DISTRICT

Minutes of the regular meeting of the Board of Water Commissioners of the Oyster Bay Water District, Town of Oyster Bay, Nassau County, New York, held on January 30, 2025, at 9:00 a.m. at the office of the District.

Present: Robert J. McEvoy
Richard P. Niznik
Michael F. Rich, III
Edward Dupre
Karen Testa
Karl Dahlem
Donald Mackenzie, Esq.

The meeting was called to order at 9:00am by Chairman McEvoy and started with the Pledge of Allegiance.

Minutes of the previous meeting were read, motion was made, seconded, and carried that the minutes of the previous meeting stand approved as read.

Correspondence was received as follows:

Email dated January from Sher Edling regarding 1,4 Dioxane.

Supt. Dupre reported Alessio Pipe & Construction was unable to locate any leak on South Street. After a discussion with Eng. Rigos and his recommendation, a motion was made by Commissioner Niznik, seconded by Commissioner Rich to declare an emergency due to the high amount of water loss and contract Upstate Leak Detection to locate the leak within the District.

- >Met with H2M and Philip Ross Industries for a close-out coordination meeting for the AOP(OBWD2101) at Plant #2 Shutter Lane.
- >Reviewed all compliance recommendations from the DEC for Plant#2 Shutter Lane with H2M and Philip Ross Industries.
- >A coordinated shutdown with PSEGLI at Plant #2 Shutter Lane will take place on February 3rd & 4th.
- >Attended a LIWC workshop with District personnel. The topic of discussion was tank maintenance.

Office Manager Karen Testa gave a weekly financial report. Bills in the amount of \$40,995.01 were presented to the Board for approval. Motion was made by Commissioner Niznik, seconded by Commissioner Rich, and carried to approve bills to be paid.

- >NYCLASS is 4.23% and Flushing Bank is 4.30%.
- >Discussed NYS Comptroller unclaimed funds from a former resident Ichang Maa.
- >Gave a presentation to the Board regarding the checks and balances the District undertakes to preserve the integrity of the District's banking procedures. The Board was satisfied with the safeguards that are in place. These safeguards are reviewed annually with the District's accountant.
- >Reached out to other Districts to inquire as to what answering service they use. Almost all Districts use Live Message America and are billed the same as Oyster Bay Water District.

Minutes of the meeting continued – January 30, 2025

Eng. Rigos reported he is preparing a proposal with updated costs for the proposed installation of a new GAC at Plant #6 Berry Hill Road.

- >Preparing the AOP(OBWD2101) performance report and request for initial site inspection from the Nassau County Health Dept. in order to obtain final approvals.
- >Discussed the price from Calgon for the GAC changeout at Plant #2 Shutter Lane in the amount of \$165,835.00. Motion was made by Commissioner Niznik, seconded by Commissioner Rich and carried to utilize the contract #RLWD2201 of the Roslyn Water District for the necessary carbon changeout and will be funded from the District's reserve accounts.
- >Drafting an updated District Capital Plan.


Atty. Mackenzie updated the Board on PFAS and 1,4 Dioxane litigation.


Karl Dahlem inquired if the Backflow Testing report for 2024 was submitted to Nassau County Health Dept. Office Manager Testa stated the report was emailed and a copy was sent by mail.

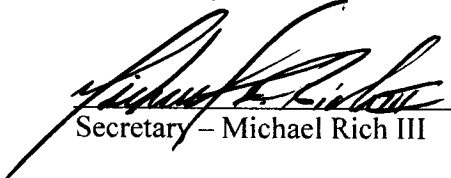
- >Suggested running the tag along generator to make sure it is working properly.

There being no further business, the meeting was adjourned at 9:55am.

Attest:


Chairman – Robert J. McEvoy


Treasurer – Richard P. Niznik


Secretary – Michael Rich III