

**MEETING OF THE BOARD OF DIRECTORS OF  
THE WATER AUTHORITY OF GREAT NECK NORTH  
HELD ON JANUARY 13, 2020,  
AT 50 WATERMILL LANE, GREAT NECK, NEW YORK.**

**PRESENT:**

Michael C. Kalnick, Chairperson  
Jean Celender, Director  
Carol Frank, Director  
Jay Johnas, Director  
Dan Levy, Director  
Susan Lopatkin, Director  
Michael Smiley, Director

Village of Kings Point  
Village of Great Neck Plaza  
Town of North Hempstead  
Village of Great Neck  
Village of Saddle Rock  
Village of Kensington  
Village of Great Neck Estates

**ALSO PRESENT:**

Ralph J. Kreitzman, Vice-Chairperson  
Robert Graziano, Deputy Chairperson  
Gregory Graziano, Superintendent  
Sue Huang, Civil Engineer  
Judith Flynn, Treasurer  
Debra Ray, Secretary  
Stephen Limmer, Counsel  
Gary Stuart, Principal Engineer

Water Authority of Great Neck North  
Water Authority of Great Neck North  
Water Authority of Great Neck North  
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Water Authority of Great Neck North  
Water Authority of Great Neck North  
McLaughlin and Stern, LLP  
CDM Smith, Consulting Engineers

**NOT PRESENT:**

Steven Weinberg, Director  
Michael Rispoli, Assistant Superintendent

Village of Thomaston  
Water Authority of Great Neck North

The Board meeting was called to order at 6:00 p.m. Six members (Chairperson/Director Kalnick, Directors Frank, Johnneas, Levy, Lopatkin, and Smiley) were present, constituting a quorum.

On the motion of Director Levy, seconded by Director Johnneas, by Resolution #20-01-01, the Minutes of the Board's December 9, 2019, meeting were reviewed by the Directors and were approved. The vote was 6 for, 0 against, 0 abstentions. A copy of the Minutes is on file with the Secretary.

On the motion of Director Levy, seconded by Director Lopatkin, by Resolution #20-01-02, the Board reviewed and approved the Abstract of Claims for January. The vote was 6 for, 0 against, 0 abstentions. A copy of the abstract is on file with the Secretary.

On the motion of Director Levy, seconded by Director Frank, by Resolution #20-01-03, the Board reviewed and approved the Treasurer's Monthly Report for January. The vote was 6 for, 0 against, 0 abstentions. A copy of the Report is on file with the Secretary.

The Treasurer stated that the Authority currently utilizes Rynkar, Vail & Barrett, LLP to provide internal audit services and to assist in the preparation of financial statements. In 2017, the Authority received a three-year proposal for fees. In accordance with that proposal, the 2020 fee would be \$16,750, which is 2.13% more than the 2019 fee. The Treasurer requested that the Board approve the retention of Rynkar, Vail & Barrett, LLP for 2020, and stated that a new request for three-year proposals will be solicited in 2020. On the motion of Director Levy, seconded by Director Lopatkin, by Resolution #20-01-04, the Board approved the retention of Rynkar, Vail & Barrett, LLP to provide internal audit services and to assist in the preparation of financial statements in accordance with Rynkar, Vail & Barrett, LLP 2017 proposal. The vote was 6 for, 0 against, 0 abstentions. A copy of the 2017 proposal is on file with the Secretary.

Director Celender entered the meeting at 6:05 p.m.

Gary Stuart presented the Engineer's Report:

1. **SMLP Project** – Improvements at several well sites to address flooding issues including the raising of well houses above flood elevations. **<EFC has granted extension until July 2021>**

Well 2A (Watermill Lane) – Demolition of existing building and construction of new well house that will be approximately 8 feet higher than existing. Reusing the existing well but replacing the existing pump with a new one. Includes new chemical feed system and generator in enclosure. Construction underway.

- Major construction items completed in the last month include the installation of: yard piping; last two utility poles; electrical conduits for Well 2A switchgear, motor control center, SCADA, transformer, and generator; conduits for new heaters in booster station; excavation and backfill for the generator pad and transformer; retaining wall; and booster station flood control frames.

Well 6 (Juniper Drive – "Lighthouse") – Demolition of portion of existing building and construction of new well pump portion of building such that new pump and associated equipment is above flood elevation. Project will also include 1,4-dioxane treatment system. Authority is pursuing WIIA grant funding via WIIA. Anticipated construction start is July 2020.

- Pilot testing equipment was delivered and set up during week of 12/16. NYSDOH comments on pilot testing protocol have been addressed and the protocol resubmitted. Pilot testing will be moving forward based on the last set of comments. Design continues.

Well 8 (Weybridge Road) – Construction of new well house atop the existing below grade structure and installation of new pump and associated equipment above flood elevation in new building. Anticipated construction start is September 2020.

- Design continues.

2. **Weybridge Road Tank Catwalk Structural Project** – Funding has been provided by cellular companies for improvements to catwalk for new cellular equipment to be installed on tank. Catwalk structural improvements have been completed.
  - AT&T has completed its work. Sprint wants to come back to complete additional work on the site related to equipment upgrades; however, this work is not budgeted and, once the status of the budget is confirmed, Sprint will be asked for additional monies prior to being allowed on the site.
3. **SCADA Upgrade** – Installation of new control panels, communications equipment, and associated work at all Authority facilities/sites so that all SCADA equipment is consistent and up-to-date. Work at some sites are being funded through SMLP program.
  - a. Well 9 (Watermill Lane) and A-Plant (Watermill Lane) SCADA control panels are in operation as the contractor is addressing any remaining punch list items.
  - b. Installation of the Well 10A and Wildwood Booster SCADA panels have been completed and are undergoing testing.
  - c. SCADA system training for system operation and historical reporting is being scheduled.
  - d. Eagle Control has submitted shop drawings for Community Drive, and CDM Smith is in the process of reviewing them.
4. **Greenway Terrace Water Main** – Installation of approximately 800 feet of water main for new development. Correspondence with developer in September indicated project may be ready for construction later this year or in Spring 2020 but no word since.
  - a. No status change since last meeting.
5. **Well 7 (Morris Lane) Electrical and Instrumentation Upgrades** – Various upgrades to improve reliability including new electrical service, motor control center, transformer, wiring, and chemical safety panel have been completed and the pump station has been put back into operation. This work is being performed as a change order to the SCADA Upgrade project.
  - Construction is 99% complete. Miscellaneous punch list items remain (transducer installation and software update) related to SCADA.
6. **East Shore Road (Kings Point) Water Main Improvements** – Replacement of approximately 7,200 feet of water main including valves, hydrants, and 59 services along East Shore Road, from approximately Twin Ponds/Foxwood Road to Hick's Lane.
  - Construction is complete other than punch list items. Lawn restoration will occur in spring.
7. **Middle Neck Road Water Main Improvements** – Replacement of approximately 6,000 feet of water main including valves, hydrants, and services along Middle Neck Road from approximately Appletree Lane to Great Neck Road, and transfer of services from approximately 4,000 feet of 8-inch to existing 12-inch main with abandonment of the 8-inch. Bidding in Winter 2020 is anticipated with construction start slated for Spring 2020.
  - 90% design was submitted to the Authority on 1/10/20.
8. **Pheasant Run (Kings Point) Water Main Extension** - Installation of approximately 1,280 feet of water main for new development.
  - No change. Waiting for developer to update stormwater drainage plan before finalizing design.
9. **Old Mill II Water Main Extension** - Installation of approximately 1,110 feet of water main for new development.
  - Recently received notice that the developer is ready to proceed. Currently scheduling surveyor.

10. **Bromley Lane (Elizabeth Baker School) Water Main Extension** - Installation of approximately 265 feet of water main from end of Bromley Lane to new school auditorium.
  - Received developer requirements for trench restoration. Finalizing plans and specs.
11. **West Shore Road Hydraulic Evaluation** – Modeling to evaluate potential impacts of proposed subdivision at 190 West Shore Road.
  - Project complete.

Suet-Yee Huang presented the Civil Engineer's Report:

The Authority solicited proposals from engineering firms to provide Bi-Annual Inspection Services and Reports for the Authority's three water storage tanks in 2020. Proposals were received from H2M Architects + Engineers and D&B Engineers and Architects. H2M's proposal came in at \$2,800 less than D&B, has satisfactorily performed tank inspection services in 2018 and 2019 for the Authority, and has proposed to conduct the same work in 2020 without a price increase. Engineer Huang recommended that H2M be awarded the contract for Engineering Services to provide Bi-Annual Inspection Services and Reports for the Authority's three water storage tanks for \$3,100 for each bi-annual inspection, a total of \$6,200 for the year. On the motion of Director Celender, seconded by Director Levy, by Resolution #20-01-05, the Board approved the Civil Engineer's recommendation that H2M Architects + Engineers be awarded the contract for Engineering Services to provide Bi-Annual Inspection Services and Reports for the Authority's three water storage tanks for \$3,100 for each bi-annual inspection, a total of \$6,200 for the year. The vote was 7 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

Gregory Graziano presented the Superintendent's Report:

Superintendent Graziano submitted his draft of the Annual Performance Review for Calendar Year 2019 to the Board and stated that the Authority is in compliance with the Authority's Performance Measurements. On the motion of Director Levy, seconded by Director Celender, by Resolution #20-01-06, upon the recommendation of the Superintendent, the Board reviewed and approved the Annual Performance Review for 2019 and authorized its filing with the Authority Budget Office and its posting on the Authority's website. The vote was 7 for, 0 against, 0 abstentions. A copy of the Review is on file with the Secretary.

Superintendent Graziano stated that CDM Smith, by letter dated August 24, 2018, proposed to provide engineering services related to preparation of easement documents for the not-to-exceed fee of \$2,600 for the Bromley Lane Water Main Project. CDM will invoice the Authority for its services on an hourly basis, plus expenses, in accordance with its Annual Services Agreement. Superintendent Graziano recommended authorization of CDM to perform those tasks for the not-to-exceed fee of \$2,600. On the motion of Director Levy, seconded by Director Johnneas, by Resolution #20-01-07, the Board accepted CDM Smith's proposal, by letter dated August 24, 2018, to provide Engineering Services for the Authority's Bromley Lane Water Main Project, for a not-to-exceed fee of \$2,600.00. The vote was 7 for, 0 against, 0 abstentions. A copy of the proposal is on file with the Secretary.

Superintendent Graziano submitted a proposed amendment to the Authority's Rules and Regulations as it relates to water charges to non-resident buildings with multiple tenants. The amendment would modify Article III, Part 5 to add a new section e and Article IV, Part 2, as follows:

1. ARTICLE III, PART 5 of the Rules and Regulations is hereby modified by adding a new section e, to read as follows:
  - e. Notwithstanding anything within this Part 5 to the contrary, the following shall apply to all buildings that are used in whole or in part for non-residential purposes:
    - i. Whenever a building has tenants whose water services are all served through one meter, even if on the owner's side there are submeters to allow the owner to pass on the Authority's water charges to its tenants based upon their water

usage, all of the water charges related to that meter to the building will be billed to the owner of the building, who will be primarily responsible to the Authority for payment.

- ii. No new water services will be provided to separate premises within one building.
- iii. It shall be the responsibility of the owner of the building, at its cost and expense, to provide a service adequate for the water needs of the building both initially and as those needs may change from time to time.
- iv. It shall be the responsibility of the owner of the building, at its cost and expense, to abandon all existing services when a new service to the building is required or otherwise provided.
- v. All new buildings shall have only one meter for the water service to the building.
- vi. As to all existing buildings that have more than one meter, if the building hereafter
  - (a) is substantially expanded, reconstructed, or otherwise modified, or
  - (b) has a substantial change in its use,the owner of the building, at its cost and expense, shall abandon all existing services and provide one new service to the building.

As to condominiums, the term “owner,” as used in this section e, shall mean the board of managers of the condominium and the term “tenants” includes condominium unit owners.

The determination of substantiality shall be made by the Superintendent. In the event an owner disagrees with the Superintendent’s determination, the owner may appeal to the Board of Directors, whose determination shall be final.

2. ARTICLE IV, PART 2 of the Rules and Regulations is hereby modified by changing the last sentence to read as follows:

Substantial remodeling” as used herein with regard to residential buildings shall mean an increase of 25% of the living area within any 5-year period.

and by adding the following sentence at the end of the Part.


The determination of substantiality shall be made by the Superintendent. In the event an owner disagrees with the Superintendent’s determination, the owner may appeal to the Board of Directors, whose determination shall be final.

On the motion of Director Levy, seconded by Director Johnas, by Resolution #20-01-08, the Board approved the amendments to Article III, Part 5 and Article IV, Part 2. The vote was 7 for, 0 against, 0 abstentions. A copy of the Rule Change is on file with the Secretary.

Governance Committee Chairperson Smiley reviewed the Annual Governance Committee 2019 Report with the Board and advised the Board that the Committee is satisfied that the Authority is following all necessary and appropriate procedures and rules, and that the Authority actively seeks cost saving and environmental efficiencies wherever possible. The Committee will continue to review the Authority’s policies and procedures and to offer suggestions as necessary. After said review, the Committee resolved to recommend to the Board that it readopt the existing Procurement Policy, Mission Statement and Performance Measures, Investment Policy, Disposition of Property Policy, Defense and Indemnification Policy, Salary and Compensation Policy, Time and Attendance Policy, Travel and Meeting Policy, Whistleblowing Policy, Workplace Violence Policy, Non Harassment Policy, Workplace Violence Prevention Policy Statement, and Sexual Harassment Prevention Policy without any modifications, and submit them to the Authority Budget Office. The Committee also resolved to recommend to the Board that it reappoint Superintendent Gregory C. Graziano as the Contracting Officer. Copies of the policies are on file with the Secretary and will be posted on the Authority’s website.

On the motion of Director Celender, seconded by Director Levy, by Resolution #20-12-09, the Board approved the re-adoption of the above-mentioned policies and the designation of Gregory Graziano as the Contracting Officer for 2020. The vote was 7 for, 0 against, 0 abstentions.

The meeting was adjourned at 6:20 p.m.

Approved by Secretary: 

Date: February 10, 2020