

MINUTES OF REGULAR MEETING OF THE BOARD OF WATER COMMISSIONERS OF THE
SOUTH FARMINGDALE WATER DISTRICT (SFWD), held in the Board Room of the SFWD
Office, at 40 Langdon Road, Farmingdale, New York, on January 13, 2026, at 4:00 P.M.

All members of the Board were present: Chairman Ralph Atoria, Treasurer John Hirt and Secretary Gary Brosnan. Also present were SFWD employees, Superintendent Jim Edgette, Business Manager Judy Walter, CPA. Also present from H2M Architects and Engineers was Chris Weber. Also present was Willis B. Carman, Esq., of Carman, Callahan and Ingham, LLC, Attorneys for the SFWD.

Minutes of the meeting held on December 23, 2025 were read aloud, unanimously approved by the Board and signed by Secretary Gary Brosnan.

Reorganization for the year 2026 was discussed, and upon motion made by Commissioner Hirt, Treasurer, seconded by Commissioner Brosnan, Secretary, and unanimously carried, it was

RESOLVED, that for the reorganization year, the regular meetings of the SFWD Board of Commissioners shall continue to be held on the second and fourth Tuesday of January through December, at 4:00 PM. Except for the second Tuesday of December, the meeting will be held at 7:00PM due to the annual election for Commissioner. All meetings will be held in the Board Room of the SFWD Office, unless otherwise posted. It was further

RESOLVED, that whenever a holiday shall fall on a scheduled public meeting day, that public meeting will be held on the preceding Thursday at 4:00PM, unless otherwise posted. It was further

RESOLVED, that Ralph Atoria shall be Chairman, John Hirt shall be Treasurer, and Gary Brosnan shall be Secretary of the Board of Water Commissioners for the reorganization year. It was further

RESOLVED, that James Edgette continue as the Superintendent.
It was further

RESOLVED, that Christopher Brosnan continue as the Assistant Superintendent. It was further

RESOLVED, that Joseph Licci continue as Supervisor of Water Plant Operations. It was further

RESOLVED, that Judy Walter, Certified Public Accountant continue as the Business Manager. It was further

RESOLVED, that Mike Martens continue as the Treasurer and acting Office Manager. It was further

RESOLVED, that the salaries for the management staff of the SFWD were decided upon and are on file at the SFWD. It was further

RESOLVED, that for reporting purposes, each eight (8) hours worked shall be reported to the New York State and Local Employees Retirement System (NYSLERS) as one day worked for managers, shop employees, and for office employees hired January 1, 2020 or thereafter. It was further

RESOLVED, that for reporting purposes, each seven and one half (7.5) hours worked shall be reported to the NYSLERS as one day worked for office employees hired prior to January 1, 2020.

The Board discussed the standard workday for elective Commissioner as it pertains to the NYSLERS.

Whereas the Commissioners of the SFWD are eligible to participate in the NYSLERS, and **whereas** the New York State Comptroller has been delegated the authority to promulgate rules and regulations for the reporting of services and salary information for all system participants under the Retirement and Social Security Law 34, and **whereas** the Comptroller has previously adopted reporting rules in 2 NYCRR 315, and **whereas** the Comptroller has now promulgated amended reporting rules for 'elected and appointed officials' under 2 NYCRR 315.4 effective January 1, 2010, and **whereas** the district is covered by these new rules by virtue of the elected positions of its three (3) Commissioners, and **now therefore**, in compliance with the Comptroller's Reporting Rules, upon motion duly made and seconded, be it

Unanimously RESOLVED, as follows:

1: The standard workday for the elective office of Water District Commissioner for the purposes of retirement reporting shall be six (6) hours per day.

2: Records of the actual hourly time worked by the elected Commissioners shall be utilized for reporting time earned in the retirement system and these written time records shall be maintained by the SFWD.

3: The elected official encompassed by the standard six (6) hour workday and the respective term expiration date is: Gary Brosnan, term ending date December 31, 2028.

4: A copy of this resolution shall be posted on the SFWD website and in the lobby of the SFWD administration building for a minimum of thirty (30) days.

5: After said thirty (30) day posting has expired, a certified copy of this resolution and an affidavit of posting shall be filed with the New York State Comptroller.

It was RESOLVED, that the mileage rate for reimbursement for personal cars used in service of the SFWD shall be equal to the rate set by the Internal Revenue Service. It was further

RESOLVED, that the official newspapers for the SFWD for the reorganization year shall be the Nassau Observer. Publication in this paper shall represent official notice of public announcements. It was further

RESOLVED, that from time to time it may be necessary to place legal notices in a daily paper and that paper shall be Newsday. When a notice is placed in Newsday, the same notice shall also appear in the official newspaper of the SFWD as soon as possible. It was further

RESOLVED, that Retention and Disposition Schedule for New York Local Government Records (LGS-1) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. It was further

RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods. It was further

RESOLVED, that the SFWD shall not have Unassigned, Unreserved, or Undesignated funds in excess of twenty five percent (25%) of the subsequent budget. It was further,

RESOLVED, that PKF O'Connor Davies, LLP, are hereby appointed to make the accounting of the books and records of the SFWD for the reorganization year and to be paid on a progression scale. It was further

RESOLVED, that Cullen & Danowski, LLP Certified Public Accountants, are hereby appointed to make the audit of the books and records of the SFWD for the reorganization year and to be paid on a progression scale. It was further

RESOLVED, that the Board recognizes the CSEA, Nassau Chapter, as the sole bargaining agent for the union employees of the SFWD. It was further

RESOLVED, that for the reorganization year, Secretary Gary Brosnan be the "Records Officer," and Treasurer John Hirt be the "Grievance Officer," for the SFWD. It was further

RESOLVED, that the employees of the SFWD will, for the reorganization year, be covered by the New York State Employees' Health Plan, known as the Empire Plan, Core Plus Enhancements and subject to any current changes. The SFWD will continue to pay the entire cost of the premium for the health plans now in effect for Management and Commissioners. For all other SFWD employees, the cost of the premiums shall be paid pursuant to the terms of the Collective Bargaining Agreement (CBA) by and between the SFWD and CSEA. It was further

RESOLVED, that the employees of the SFWD and their dependents will have a family dental plan / vision plan through the CSEA Employee Benefit Fund, the cost of the program to be paid in accordance with the terms of the CBA by and between SFWD and CSEA. The SFWD will continue to pay the entire cost of the premium for the dental / vision plans now in effect for Management and Commissioners. It was further

RESOLVED, that the retired employees, managers and Commissioners, of the SFWD and their eligible dependents, will have a family dental plan through the CSEA Benefit Fund, so long as the age (including retirement incentives) and length of service requirements are met, the cost to be paid by the SFWD. It was further

RESOLVED, that effective June 23, 2020, employees, managers and Commissioners retiring, and their eligible dependents, will have a family vision plan through the CSEA Benefit Fund, so long as the age (including retirement incentives) and length of service requirements are met, the entire cost to be paid by the SFWD. It was further

RESOLVED, that Island Occupational Medical Resources, P.C., Amityville, New York and Land, Sea, & Air Medical P.C., Lindenhurst, New York shall be the SFWD official medical facility, for pre-employment physicals, annual assessments and "back to work" clearance. It was further

RESOLVED, that Land, Sea, & Air Medical P.C., Lindenhurst, New York shall be the SFWD drug and alcohol testing facility, for federal and non-federal drug and alcohol testing. It was further

RESOLVED, that the employees of the SFWD will continue to be covered by Met Life Insurance for Group Term Life Insurance, as approved by the Board of Water Commissioners, with the district paying the full cost of said life insurance. It was further

RESOLVED, that temporary full-time and part-time service help, employed periodically based on the needs of the SFWD, be paid at a rate no less than the minimum per hour rate as set forth by the New York State Labor Laws for the reorganization year, and will not be afforded any of the provisions granted permanent full-time employees under the Civil Service Employees' Association (CSEA) Collective Bargaining Agreement. It was further

RESOLVED, that a bi-weekly employee pay schedule will be continued by the SFWD for the reorganization year, with the first checks to be dated January 8, 2026, and thereafter, to be computed on a fourteen-day basis, ending Sundays, at 12:01 A.M., and distributed on Thursday mornings. It was further

RESOLVED, that the SFWD shall continue to use the firm Infini Source Inc., (isolved Inc.) Charlotte, N.C., for its payroll processing and payroll tax preparations for the reorganization year. It was further

RESOLVED, that the schedule of salaries of the SFWD union employees, remain in accord with the January 1, 2025 through December 31, 2029 CBA and any successor agreement, between the SFWD and the CSEA. It was further

RESOLVED, that water bill rate changes shall become effective on April 1 each reorganization year. It was further

RESOLVED, that for the reorganization year, SourcePass Total LLC, Melville, New York will continue as the SFWD information technology consultant and maintenance provider, for the SFWD network computer system and its other administrative computer equipment, with services

as outlined and at a rate pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED, that for the reorganization year, Long Island Software Solutions, Inc., Smithtown, New York (formerly Friendly Bytes Software, Inc., Hauppauge), will be the SFWD consultant / software program for its Election software.

RESOLVED, that for the reorganization year, Univerus Inc. / SAP, Chadds Ford, Pennsylvania will be the SFWD enterprise resource planning (ERP) software, at a rate pursuant with the approved agreement authorized by the Board of Commissioners on December 27, 2022. A copy of all agreement documents are available at SFWD It was further

RESOLVED, that for the reorganization year, Lexington Technologies, Farmingdale, New York, will continue as the SFWD consultant / programmer for the Supervisory Control and Data Acquisition (SCADA) computer system, at an hourly rate pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED, that for the reorganization year, Carman, Callahan and Ingham, LLP, shall be the Attorneys for the SFWD at a rate pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED, that for the reorganization year, Guercio and Guercio, LLP, Farmingdale, New York, shall be the attorneys for the SFWD, for all matters regarding Civil Service and District personnel, at a rate pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED that Sher Edling LLP, of San Francisco, California shall be the attorneys for the SFWD for all matters regarding negotiations with Principal Responsible Parties (PRP) of the Superfund Site at Northrop Grumman, Bethpage, and other affected related sites, at a rate pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED, that for the reorganization year, PMG Strategic Inc., Hauppauge, New York shall be retained as the SFWD public relations firm at a rate pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED, that for the reorganization year, H2M Architects and Engineers shall continue as the SFWD engineering firm. It was further

RESOLVED, that the retainer fee for the engineering firm for the SFWD, H2M Architects and Engineers, shall be payable monthly, with the understanding that this fee shall cover all but extraordinary items for services rendered, pursuant with the agreement in place. It was further

RESOLVED, that for the reorganization year, Pace Analytical Services Inc., Minneapolis, Minnesota shall do periodic physical, chemical and bacteriological testing of the water of the SFWD pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED, that for the reorganization year, Victor Elefante Technical Services, Inc., Center Moriches, New York, shall be the SFWD consultant / inspector for all work related with SFWD wells, pumps, and booster pumps, pursuant with the approved agreement authorized by the Board of Commissioners. It was further

RESOLVED, that for the reorganization year, membership and participation in the following organizations has been determined by the SFWD Board of Commissioners as being beneficial to the SFWD. Membership costs and costs for attending meetings and conferences of the organizations is approved: American Water Works Association; New York State Section of the American Water Works Association; Long Island Water Conference; Nassau Suffolk Water Commissioners Association; Farmingdale Rotary; Farmingdale Chamber of Commerce; National Government Finance Officers' Association; and New York Government Finance Officers' Association. It was further

RESOLVED, that Valley National Bank, Farmingdale, New York; TD Bank, Farmingdale, New York; and Cooperative Investors Service Corporation MBIA, Armonk, New York, a New York Cooperative Liquid Assets Securities System (NYCLASS), continue as the designated depositories of the SFWD, in which the SFWD shall deposit all moneys of revenue. It was further

RESOLVED, that the SFWD General fund Money Market shall remain at TD Bank for the reorganization year. It was further

RESOLVED, that the checking account entitled SFWD Utility Fund Account, shall remain at TD Bank for the reorganization year. It was further

RESOLVED, that the checking account entitled SFWD Payroll Account shall remain at TD Bank, for the reorganization year. It was further

RESOLVED, that pursuant with New York State General Municipal Law, Article 2, the following officers are authorized to disburse or transfer funds of the SFWD by means of electronic or wire transfer:

Secretary Gary Brosnan; Treasurer John Hirt; Chairman Ralph Atoria and Business Manager Judy Walter.

RESOLVED, that the Board of Commissioners have designated Business Manager Judy Walter as the FOIL officer.

The Board discussed the following:

WHEREAS, the Board of Commissioners of the SFWD are cognizant that the distribution of water in the SFWD has evolved into a complex operation; and **WHEREAS**, many laws, regulations and restrictions have been enacted by the New York State Department of Environmental Conservation, the County of Nassau and the SFWD; and **WHEREAS**, the Board of Commissioners is aware of the responsibilities involved in connection with the distribution of potable water and the daily operation of the SFWD, and **WHEREAS**, the SFWD has protective liability insurance and this is supplemental to insurance already provided; and

WHEREAS, the Board of Commissioners of the SFWD is aware of and desirous of availing themselves of the provisions of Section 18 of the Public Officers Law,

NOW, THEREFORE, BE IT RESOLVED

1. **THAT**, the Board of Commissioners of the SFWD does adopt all of the applicable provisions of Section 18 of the Public Officers Law entitled "Defense and Indemnification of Officers and Employees of Public Entities" as said Law relates to and affects the Commissioner and all employees as defined in said Law. The SFWD agrees to confer the benefits of this section upon the employees of the SFWD and further agrees to be held liable for costs incurred under the provisions of Section 18 of the Public Officers Law.

2. **THAT**, the Board of Commissioners adopts this Resolution for the purpose of affording protection to the Commissioners and employees of the SFWD in accordance with Section 18 of the Public Officers Law as the term employees is defined therein.

3. **THAT**, compliance with Public Officers Law, Section 18 Subdivision 5 is a condition precedent which must be met before all other provisions of Section 18 of the Public Officers Law can become operative.

4. **THAT** this coverage under Section 18 of the Public Officer Law shall supplement and be available in addition to defense of indemnification protection conferred by any other statutory enactments.

The Board discussed the Investment Policies and Guidelines for the SFWD in accordance with Section 39 of the General Municipal Law:

WHEREAS, the scope of this Investment Policy applies to all monies and other financial resources available for investment by the SFWD; and **WHEREAS**, the objectives of the Investment Policy of the SFWD are to minimize risk, to provide that investments mature when the cash is required to finance operations, and to obtain a competitive rate of return, and to provide a policy for the staff of the SFWD;

NOW, THEREFORE, BE IT RESOLVED THAT, the SFWD is authorized to invest in the following investments:

A. Certificates of Deposit, Money Market Accounts, Time Deposit Accounts or Savings Accounts issued by a bank or trust company authorized to do business in New York State, insured by the Federal Deposit Insurance Corporation and designated by the Board of Commissioners from time to time by Resolution; and

B. Obligations of the United States Government and Obligations of the State of New York; and

C. In a Cooperative Investment Program with another governmental entity pursuant to Article G of the General Municipal Law when specifically authorized by the Board of Commissioners.

D. Repurchase Agreements for purchase and resale of U.S. Government Securities with a bank or trust company or a reporting dealer affiliated with the New York Federal Reserve Bank as a primary dealer in U.S. Government Securities. The District may use a bank or trust company as agent to administer such Repurchase Agreements.

RESOLVED, that all SFWD officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts. It was further

RESOLVED, that all investments made pursuant to this Investment Policy shall comply with the following:

1. COLLATERAL

All deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporation (FDIC) or by:

(i) Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.

(ii) Obligations issued or fully insured or guaranteed by New York State, obligations issued by a municipal corporation, school district or district corporation of New York State. Collateral shall be delivered to the SFWD or a SFWD Custodial Bank with which the SFWD has entered into a Custodial Agreement. The Market value of collateral shall at all times be equal to or exceed the principal amount of all deposits. Collateral shall be monitored no less frequently than monthly.

2. WRITTEN CONTRACTS

It is the policy of the SFWD to require written contracts for the purchase of all Certificates of Deposit and all contracts with the Custodial Bank.

3. OPERATIONS, AUDIT AND REPORTING

The Board of Commissioners shall authorize the purchase and sale of all securities and execute contracts for Certificates of Deposit on behalf of the SFWD. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The SFWD shall pay for purchased securities upon the delivery or book entry thereof.

The SFWD will encourage the purchase and sale of securities through a competitive process involving telephone solicitation of bids for each transaction, keeping in mind that the concentration of investments in one financial institution shall be avoided.

At the time independent auditors conduct the annual audit of the accounts and financial affairs of the SFWD, the independent auditors shall audit the investments of the SFWD for compliance with the provisions of these Investment Guidelines.

4. DESIGNATION OF CUSTODIAL BANK

Any bank or trust company chartered by the State of New York or United States of America may be designated to act as custodial Bank of the SFWD.

5. SECURED DEPOSITS - COLLATERAL

Secured deposits shall be monitored not less frequently than monthly.

6. DELIVERY OF SECURITIES

Deposits with any bank or purchase of Certificates of Deposits from any bank will not be made until the collateral is delivered to the Custodial Bank, or in the case of a book entry transaction, when the collateral is credited to the Custodial Bank's Federal Reserve System Account. All transactions shall be confirmed in writing. All deposits shall be made to the credit of the SFWD. It was further

RESOLVED, that all deposits more than the amounts insured by the FDIC shall be secured as hereinafter set forth:

UNSECURED DEPOSITS - COLLATERAL

1. The offices of the SFWD making the deposit may accept a pledge of "eligible securities" as defined in Section 10 of the General Municipal Law having in aggregate a market value at least equal to the aggregate amount together with a Security Agreement from the bank or trust company.

The Security Agreement shall provide that such "eligible securities" are being pledged as security for the deposits, together with agreed upon interest, if any, and any costs or expenses

arising out of the collection of such deposits upon a default. It shall also provide for the conditions under which the securities held may be sold, presented for payment, substituted or released, and the events of default which will enable the SFWD to exercise its rights against the pledged securities.

2. Unless registered or inscribed with the name of the SFWD, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the SFWD, or to the bank or trust company with which the District has entered into a written Custodial Agreement.

3. The Custodial Agreement shall provide:

a) That the pledged securities will be held by the Custodian as agent of and Custodian for the SFWD, will be kept separate and apart from the general assets of the Custodian, and will not under any circumstances be commingled with or become part of the backing for any other deposit or other liabilities.

b) The manner in which the Custodian shall confirm the receipt of the collateral.

c) For the frequency of re-evaluation of collateral by the Custodian and the substitution of collateral when a change in the rating of a security causes ineligibility pursuant to paragraph f of subdivision 1 of Section 10 of the General Municipal Law.

d) Any additional provisions that the Board of Commissioners may deem necessary.

4. Whenever "eligible securities" delivered to a Custodian are transferred by entries on the books of a Federally regulated entity without physical delivery of the evidence of such obligations, the records of the Custodian shall show at all times the interest of the SFWD in such securities as set forth in the Security Agreement.

5. All securities pledged or collateral for deposits of the SFWD shall be valued in accordance with Subdivision 3C of Section 10 of the General Municipal Law. It was further

RESOLVED, that the Board of Commissioners shall review, amend and modify, if necessary, this investment policy at least annually, and if practicable, do so at its annual organizational meeting.

The Board discussed Purchase Contracts and Public Works Contracts,

WHEREAS, as of August 30, 2010 the threshold for competitive bidding under the General Municipal Law (103) covering public works contracts were established at \$35,000.00 and purchases contracts \$20,000.00; and **WHEREAS**, contracts under the threshold limits will be

exempt from formal public bidding; and **WHEREAS**, the General Municipal Law will now require the SFWD to establish procurement policies and proceedings for those contracts which do not exceed the bidding thresholds to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the SFWD; and **WHEREAS**, comments concerning the procurement policies and procedures have been received from the SFWD Superintendent, Business Manager, Engineer and Counsel and reviewed by the Board of Commissioners;

NOW, THEREFORE, be it resolved that

1: The SFWD shall make an initial determination whether the procurement contract or contract for public works exceeds the competitive bidding thresholds. In making such determination, the Board may utilize recommendations of the SFWD Engineer, Superintendent and/or Business Manager regarding the estimated cost of the contract. These recommendations may be based upon professional experience, past history of this particular type of contract and informal inquiry to qualified contractors.

2: All contracts subject to competitive bidding shall be in conformance with existing statutory and case law and awarded to the lowest responsible bidder.

3: All contracts which are subject to competitive bidding shall be authorized by resolution and contain a brief scope of the work or description of the goods or services to be provided.

4: The SFWD Superintendent and SFWD Business Manager are authorized to make purchases, without prior Board approval, up to the amount of five thousand dollars (\$5000.00). All purchases from five thousand dollars and one cent (\$5000.01) and above must be pre-approved by the Board through the Purchase Order System.

5: For all contracts which are not subject to competitive bidding, the SFWD will use reasonable efforts under the appropriate circumstances of each particular job to solicit quotations for the proposed contract utilizing the following procedures:

<u>Estimated Amount of Purchase</u>	<u>Method</u>
\$5,000.01 - \$9,999.99	2 verbal quotations
\$10,000.00 - \$19,999.99	3 written quotations or written request for proposals mailed or delivered to 3 probable bidders.

<u>Estimated Amount of Service</u>	<u>Method</u>
\$5,000.01 - \$14,999.99	2 verbal quotations
\$15,000.00 - \$34,999.99	3 written quotations or written request for proposals mailed or delivered to 3 probable bidders

If any contract is not awarded to the lowest responsible offer, a written statement setting forth the reasons such award furthers the purposes of Section 104-b of the General Municipal Law, and this procurement Policy, shall be placed in the file.

If the SFWD is unable to obtain the required number of proposals or quotations, the attempts made at obtaining the proposals will be documented in writing. The failure to obtain the minimum proposals will not bar the procurement.

It is preferred but not required that purchases be made from vendors within the State of New York, Suffolk and Nassau Counties.

6: The SFWD shall document the solicitation of quotes and the written proposals or quotations submitted in response thereto. All documentation shall be attached with the payment voucher and each voucher shall contain the following:

- A. A record of all solicitations for quotations or proposals, contacts and negotiations.
- B. Copies of all written quotations and proposals submitted.

7: The SFWD recognizes the statutory exceptions to this procurement policy set forth in Section 175(b) of the State Finance Law, Section 186 of the Correction Law, as well as all other exemptions provided by law for professional services, true leases and sole source procurements. The SFWD also reserves to itself its rights to forgo this procurement policy under emergency circumstances. The SFWD further reserves to itself its statutory and common law rights to reject all bids which its Board, in its sole discretion, determines are not in the best interests of the SFWD.

8: District staff will provide proof of compliance with these procurement and purchasing guidelines with claims submitted for audit to the Board of Water Commissioners. Original invoices, electronic invoices and invoices received via e-mail and facsimile will be accepted if the invoice includes a unique invoice number that can be entered into the District's accounting system to avoid duplicate payments from occurring. In cases where there is no invoice or other forms of

billing presented, then the claimant must provide a claim form or voucher that must be certified or verified by the claimant. (per Board resolution dated June 25, 2024).

8A: Payments in advance of audit by the Board of Water Commissioners are authorized to be made on the following:

1. Public Utility Services
2. Postage
3. Freight and Express Charges
4. Petty Cash Payments

However, these claims should be audited as soon as possible after payment.

9: By prior experience the SFWD has determined that the quotation process authorized by GML 104 (b) is not cost effective for several general categories of minor goods and services. Accordingly, the Superintendent and the Business Manager are authorized to use their best executive discretion to purchase the items set forth below providing that they do not exceed the annual aggregates set for each category. Even in those situations where minor items are procured without formal quotation through executive discretion of the Superintendent and the Business Manager, the primary purpose of the policy is to obtain quality goods and services at the lowest reasonable price:

CATEGORIES	ANNUAL AGGREGATE LIMIT
Lawn Maintenance including Fertilizers, plants, sod, etc.	\$8,000.00
Water Conservation including Pamphlets, shower heads, kits, etc.	\$7,500.00
Safety Equipment including, traffic control devices, eye & ear protection, emergency vehicle lighting, first aid kits.	\$12,500.00
De-icer and salt de-icer	\$5,000.00
Employees Uniforms and protective clothing.	\$16,000.00
Paint & Brushes, road marking paint.	\$4,000.00
Repairs to gas powered, electrical powered and air powered power tools and equipment.	\$7,000.00

Janitorial Supplies Cleaners Degreasers.	\$5,000.00
Small Tools	\$5,000.00
Sand, gravel, hot and cold patch.	\$19,999.00
Printing	\$19, 999.00
Lubricants and coolants for wells and generators.	\$7,000.00
Office Supplies including; Pens, pencils, rubber stamps, calendars, diaries, binders, copy paper, mailing supplies, toner, developer, etc.	\$8,000.00
Computer Supplies including; Printer cartridges, ribbons, paper, etc.	\$6,500.00
Maintenance and Repairs to Vehicles, Trucks, Backhoe, etc.	\$15,000.00

The Superintendent, Assistant Superintendent and the Business Manager will use their best efforts to purchase and stock automobile and truck parts from vendors who have been pre-approved under New York State bid, pursuant to General Municipal Law 104. To the extent that the SFWD's needs cannot be accommodated by purchasing under state bid, the Superintendent and the Business Manager may exercise their executive discretion to procure automobile and truck parts where the annual aggregate does not exceed Five Thousand (\$5,000.00) dollars.

10: In the event of a major emergency caused by hurricanes, earthquakes, ice storms, blizzards, wind storms, "nor-easters" or any act of God, including but not limited to non-acts of God, such as "Do Not Use/Drink" or "Boil Water" notifications and the Board declares a State of Emergency for the SFWD, the Superintendent and Business Manager can forgo this procurement policy as outlined in seventh point. The Superintendent and the Business Manager may exercise executive discretion to procure any goods or services where the aggregate does not exceed the threshold for competitive bidding under the General Municipal Law (103).

11: The Board of Commissioners shall annually review its procurement procedures.

Board discussed a Schedule of Rates, Charges, Procedures and Specifications

WHEREAS, the Board of Commissioners ("Board") amended and revised its Code of Ordinances, effective January 1, 2026; and

WHEREAS, the Ordinances require the Board to formulate and file a Schedule of Rates, Charges, Procedures and Specifications; and

WHEREAS, the Superintendent and Business Manager have reviewed the current Rates, Charges, Procedures and Specifications and have reported their findings and recommendations to the Board; and

WHEREAS, after due deliberation and motion duly seconded, it was unanimously,

RESOLVED, that pursuant with Article II, Section 2.3, the fees, deposits and installation charges shall be:

Application fee \$ 250.00

All equipment and appurtenances required for the installation of a water service line shall be charged an amount equal to the amount paid by the water district plus a twenty five percent (25%) administration charge.

It was further

RESOLVED, that pursuant with Article III, Section 3.1 the water rents and rates for metered services shall be:

METERED SERVICES – Allowances Per Day

Tap Size 5/8, 3/4, and 1 inch:

First 66.6666 gallons @ \$.00406959 cents per gallon / minimum

Next 155.5555 gallons @ \$.00265341 cents per gallon

Next 111.1111 gallons @ \$.00317393 cents per gallon

Next 111.1111 gallons @ \$ 0.00368176 cents per gallon

Remaining gallons @ \$ 0.00449429 cents per gallon

Tap size 1 1/2 inch:

First 433.3333 gallons @ \$.00192643 cents per gallon / minimum

Next 11.1111 gallons @ \$.00368176 cents per gallon

Remaining gallons @ \$ 0.00449429 cents per gallon

Tap Size 2 inch:

First 700.0000 gallons @ \$.00210575 cents per gallon / minimum

Remaining gallons @ \$ 0.00449429 cents per gallon

Tap Size 3 inch:

First 1333.3333 gallons @ \$.00225132 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 4 inch:

First 2333.3333 gallons @ \$.00232026 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 6 inch:

First 5333.3333 gallons @ \$.00237197 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 8 inch:

First 9333.3333 gallons @ \$.00238920 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 10 inch:

First 14777.7777 gallons @ \$.00239767 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 12 inch:

First 21333.3333 gallons @ \$.00240213 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

It was further

RESOLVED, that pursuant with Article III, Section 3.2 the water rents and rates for services outside the District shall be:

METERED SERVICES – Allowances Per Day

Tap Size 5/8, 3/4, and 1 inch:

First 66.6666 gallons @ \$.00406959 cents per gallon / minimum

Next 155.5555 gallons @ \$.00265341 cents per gallon

Next 111.1111 gallons @ \$.00317393 cents per gallon

Next 111.1111 gallons @ \$.00368176 cents per gallon

Remaining gallons @ \$.00449429 cents per gallon

Tap size 1 1/2 inch:

First 433.3333 gallons @ \$.00192643 cents per gallon / minimum

Next 11.1111 gallons @ \$.00368176 cents per gallon

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 2 inch:

First 700.0000 gallons @ \$.00210575 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 3 inch:

First 1333.3333 gallons @ \$.00225132 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 4 inch:

First 2333.3333 gallons @ \$.00232026 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 6 inch:

First 5333.3333 gallons @ \$.00237197 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 8 inch:

First 9333.3333 gallons @ \$.00238920 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 10 inch:

First 14777.7777 gallons @ \$.00239767 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

Tap Size 12 inch:

First 21333.3333 gallons @ \$.00240213 cents per gallon / minimum

Remaining gallons @ \$.00449429 cents per gallon

It was further

RESOLVED, that pursuant with Article III, Section 3.3 (a), the annual rental for fire hydrants charged to the Fire Districts within the confines of the South Farmingdale Water District shall be charged seventy dollars (\$70.00) per hydrant. It was further

RESOLVED, that pursuant with Article III, Section 3.3 (b), the annual rental for private fire hydrants placed upon private property or situated within the premises of a consumer shall be charged eighty one dollars (\$81.00) per hydrant. It was further

RESOLVED, that pursuant with Article III, Section 3.3 (c), the semi-annual charge for fire protection sprinkler systems shall be:

<u>Connection Diameter</u>	<u>Semi-Annual Charge</u>
2 inch	\$ 107.12
3 inch	\$ 134.97
4 inch	\$ 174.61
6 inch	\$ 292.44
8 inch	\$ 460.62
10 inch	\$ 674.86
12 inch	\$ 921.23

It was further

RESOLVED, that pursuant with Article III, Section 3.4, the new service charge shall be a set fourth in Article II, Section 2.3. It was further

RESOLVED, that pursuant with Article III, Section 3.5, the discontinuance and restoration of service charge shall be fifty dollars (\$50.00) for discontinuance and fifty dollars (\$50.00) for restoration during normal District hours. The discontinuance and restoration of service charge shall be one-hundred dollars (\$100.00) for discontinuance and one-hundred dollars (\$100.00) for restoration after normal District hours. Consumers must complete the appropriate form before service is performed. It was further

RESOLVED, that pursuant with Article III, Section 3.6 a one-hundred dollar (\$100.00) service fee may be charged for each billing period to all water service accounts that do not have the current District approved water meter installed. A fifty dollar (\$50.00) service fee may be

charged for each billing period to all water service accounts that do not have the current District approved remote read device installed. It was further

RESOLVED, that pursuant with Article III, Section 3.6, a service fee may be charged to all water service accounts an amount equal to the amount expended by the District for any remote water meter reading device that has been damaged, removed, is lost or is missing. It was further

RESOLVED, that pursuant with Article III, Section 3.7 the following miscellaneous charges shall be:

Returned checks	\$30.00
Returned credit card payments	\$30.00
Returned ACH payments	\$15.00
Final Bills	\$25.00

Testing of Water Meters:

1. Water meters 5/8" through 1-1/2" in size must be tested by a certified New York State tester approved by the District.
2. Water meters 2" and larger must be factory tested as approved by the District. The District shall collect a deposit from the consumer equal to the factory charges, shipping costs and other costs which may be incurred.
3. In the event the water meter is found to be operating within the limits established by the American Water Works Association Standards for Testing Cold Water Meters (AWWA C-700, latest edition), all costs, including but not limited to, testing costs, shipping costs, factory costs and other costs, shall be paid by the consumer.
4. In the event the water meter is found to be operating outside the above mentioned limits in item three (3), there shall be no charge to the consumer. An adjustment shall be made to the last billing period only for the greatest percent the water meter is operating outside the "Standard".
5. The District reserves the right to test any meter at any time at its own cost.
6. A water meter will also be tested by the District upon request of the consumer pursuant to the above mentioned items one (1) through four (4).

Equipment	Rate per Hour
Utility Truck & Tools (unit 18)	150.00
Compressor (Tow Along)	30.00
Dump Truck	100.00
Backhoe	150.00
Road Cutting Saw	15.00
Two Inch Pump	15.00
Three Inch Pump	20.00
Valve Exerciser Machine	150.00
Pickup Truck	25.00

It was further

RESOLVED, that pursuant with Article IV, Section 4.2 the penalties for non-payment and arrearages in excess of thirty (30) days shall be charged an additional ten percent (10%) penalty charge. If water and service charges are not paid within sixty (60) days from the due date, the water supply may be turned off at the discretion of the Board. Such water supply shall not be restored until all charges and penalties are paid including and additional service charge. It was further

RESOLVED, that pursuant with Article V, Section 5.2, Service Lines, the following specifications must be followed:

1. Notification of a minimum of 48 hours before a tap is made.
2. Tap hole to be at least 36 inches wide by 48 inches long, dimensions from top to bottom of hole.
3. Hole to be dug at least 12 inches on opposite side of main of house to be tapped.
4. Service line to be installed a minimum of 48 inches below finished grade line.
5. No splices of any kind to be made in service line between either curb box and house or curb box and main.
6. Curb box to be installed between sidewalk and curb.

7. The entire service line and appurtenances must be completely installed before tap is performed, and trench to be left open the full length for inspection by a water district representative.
8. A Ball Valve must be installed on each side of meter in meter setter.

It was further

RESOLVED, that pursuant with Article V, Section 5.10 the amount of Comprehensive General Liability, naming the District as additional insured, must be at least one million dollars (\$1,000,000.00). It was further

RESOLVED, that pursuant with Article V, Section 5.14, a five (5) day notice must be provided to the District before any inspection of an abandoned service is inspected. It was further

RESOLVED, that pursuant with Article V, Section 5.17, consumers must complete the appropriate form before service is performed. It was further

RESOLVED, that pursuant with Article V, Section 5.20, the standards and specification for a fire sprinkler system shall be;

1. All installations shall be equipped with a Double Check Backflow Prevention Valve approved by the New York State Department of Health.
2. Wet-pipe systems utilizing antifreeze, corrosion control additives or any other foreign substance, or systems which are located near an alternative source of supply (canals, ponds, etc.) shall be equipped with an approved Reduced Pressure Zone Backflow Prevention Valve.
3. No installation will be permitted where the size of the proposed main will materially interfere with the supply of water to other consumers.
4. Installation of service lines shall be made by a contractor approved by the Town of Oyster Bay and shall be a wet-cut installation with no interruption of normal service.

It was further

RESOLVED, that pursuant with Article VI, Section 6.2, the specifications for the installation of a meter pit shall be in accordance with the typical installation plans that are on file with the District. No pex piping shall be used.

It was further

RESOLVED, that pursuant with Article VII, Section 7.4, the following are the specifications for backflow prevention devices:

1. All new residential services must be equipped with, at the very least, an approved double check value assembly (DCVA).
2. All non-residential services must be inspected at least annually to determine the degree of hazard and if a backflow prevention device is needed.
3. All fire service lines must be equipped with an approved DCVA.
4. Where irrigation systems employ chemicals, an approved RPZ device shall be required.
5. Services with a private well must be equipped with an approved RPZ device.
6. All irrigation systems must have installed a minimum of a Pressure Vacuum Breaker (PVB).

It was further

RESOLVED, that pursuant with Article VIII, Section 8.4 the fees for temporary and seasonal permits for fire hydrants shall be:

- A. All construction contractors approved to use a hydrant shall pay three hundred dollars (\$300.00) per hydrant for each and every 30 days or portion thereof.
- B. Landscaping contractors shall pay a one-hundred dollar (\$100.00) application fee plus twenty dollars (\$20.00) for each truck, per calendar year.
- C. Fundraisers - there is no fee charged for water usage, but a one-hundred (\$100.00) deposit may be collected for use of a loaner hydrant fitting and loaner hydrant wrench.

It was further

RESOLVED, that pursuant with Article VIII, Section 8.7, the fee for a hydrant flow test shall be two hundred dollars (\$200.00) per flow test.

It was further

RESOLVED, in accordance with NYS Regulations, SFWD tests water quality at locations throughout the District. At the end of each year, all accounts who have allowed access for the full year will have credited to their water account \$95, which will more than pay for water used.

It was further

RESOLVED, that pursuant with Article X, Section 10.1, the Nassau County Water Conservation Plan; Ordinance No. 248-A-1987; Section 2; Pursuant to Article XII of the county government law; pertaining to Lawn Sprinkling reads in part :

During the hours of 10:00 a.m. to 4:00 p.m., no person shall water, hose, sprinkle or otherwise irrigate any outdoor lawn, field garden, hedge or shrub, except in accordance with the following:

1. Persons occupying residences or other establishments with even number addresses may water, hose, sprinkle or otherwise irrigate other than during the above hours on even-numbered days of the month.
2. Persons occupying residences or other establishments with odd-number addresses may water, hose, sprinkle or otherwise irrigate other than during the above hours on odd-numbered days of the month.
3. Persons occupying residences or other establishments without number addresses may water, hose, sprinkle or otherwise irrigate other than during the above hours on even-numbered days of the month.
4. Provided further that nothing in this section shall be construed to limit, restrict, or prohibit, irrigation of any sort which is done by means of water obtained from sources other than the Nassau County sole source aquifer system.

That is the conclusion of the Reorganization work.

Mr. Weber gave an update on current projects. He presented H2M Proposal No. LP251621 for Geographic Information Systems (GIS) Support Services 2026 for a fee of \$7,500.00. After discussion, the Board unanimously **RESOLVED** to accept the proposal. A copy is on file at the District.

Mr. Carman presented his report. He gave an update on the continuing negotiations between the District and AT&T on the antenna lease agreement that expired on October 31, 2025.

Mrs. Walter presented her report.

Mr. Edgette gave an update on current operations.

The Board unanimously **RESOLVED** to extend the Landscaping maintenance contract with JT Masonry and Landscaping, of Levittown, New York, including all terms and conditions, for the additional period covering March 15, 2026 through December 15, 2026 for the bid amount of \$21,661.70.

The Board was presented with New Water Service Applications for 238 N. Pine St, North Massapequa and 155 N. Hawthorne St, North Massapequa. The Board reviewed, approved, and Chairman Atoria signed the applications.

Two bond vouchers from H2M Architects and Engineers, invoice #287855 for \$13,756.92, and invoice #287856 for \$2,400 relating to the PI 6 AOP project, were reviewed, approved and signed by the Board.

There being no further business, motion to adjourn was carried.

I certify that the above is a true copy of the minutes.



Gary Brosnan, Secretary
SFWD Board of Commissioners