

**MINUTES
BETHPAGE WATER DISTRICT**

DATE: April 30, 2026 – 3:00pm

Location: Bethpage Water District, 25 Adams Ave

Commissioners and others present:

John Coumatos Theresa Black Scott Greco
Michael Boufis Joseph Daub Diana Long Richard Humann Michael Weber
Gregory Carman Gary Cucci

Call to Order: 3:18pm

Minutes of previous meeting:

February 26th, March 12th, March 19th, March 26th, April 2nd, April 9th ready for signature. March 5th, April 16th and April 23rd pending review and approval.

Superintendent's Report: Michael Boufis

1. Supt. Boufis presented the Board with a copy of March 2026 Treasurer's report for review and approval.
2. Supt. Boufis presented the Board with a copy of a Cybersecurity proposal from PKF O'Conner Davies.
3. Meeting at BWD office with Cybersecurity Company. A cybersecurity grant available. It is \$50,000 grant for the assessment, plus a matching grant up to \$100,000.

Town of Oyster Bay Bond Claim Forms

H2M architects + engineers
BPWD2107 – Ion Exchange & AOP Treatment Plant-1
Invoice – #293662 Net Payable: \$1,850.00

H2M architects + engineers
BPWD2107 – Ion Exchange & AOP Treatment Plant-1
Invoice – #293663 Net Payable: \$6,692.48

H2M architects + engineers
BPWD1554 – North South Transmission Main
Invoice – #293670 Net Payable: \$1,975.00

H2M architects + engineers
BPWD2553 – WM Replacement on Dennis Ln & Elizabeth Dr
Invoice – #293191 Net Payable: \$2,060.00

H2M architects + engineers
BPWD2105 – Well House 7 & 8
Invoice – #292916 Net Payable: \$2,825.00

H2M architects + engineers
BPWD2602 – Wellhouse & Treatment for BGD-2
Invoice – #293192 Net Payable: \$9,120.00

Correspondance :

1. Tri-party collateral agreement. Capital One and Bank of NY Mellon at 105%. dated 04/20/2026.
2. Tri-party collateral agreement. Webster Bank and Bank of NY Mellon at 102%. dated 04/20/2026.
3. The district received an email from the Bethpage Community Council about the upcoming 2026 Bethpage Memorial Day Parade being held on Monday May 25,2026.
4. Bethpage Community Council email announcing the 2026 Bethpage Memorial Day Parade, which will be held on Monday, May 25th. Gathering will be at John F. Kennedy Middle School. Discussion on whether to bring the educational trailer. Commissioner Black indicated that she did not think we need to bring the trailer, because there is nowhere to stop at the end of the parade, it veers off, however, thought it would be good for the district. Commissioner Greco asked if we could get staff to bring the trailer. Supt. Boufis said that the person on call for that weekend can drive the trailer through the parade and that Andy Panetta drove it last year. Commissioner Black said that the Kiwanis is underwriting it with the Community Council because there was an issue with insurance and it is not a street fair, just a parade.

Attorney's Report: Gregory Carman

Mr. Carman reported that there was an investment policy dated September 17, 2012. Suggested we go back to the minutes for this date to see if it was adopted and propose updates to this policy if necessary.

Engineer's Report: Michael Weber

1. **Cybersecurity Memo:** Mr. Weber shared the draft memo with Supt. Boufis. Communicated that H2M has to deal with is applying for the grants. The deadline for that is May 15th. Mr. Weber wants to make sure if that's something we want H2M to do for BWD, they need to be authorized. If it is Unlimited IT or if someone else handling it, we need to advise H2M immediately because it is time sensitive.

2. **BPWD1554** - North to South Transmission Main – Phase 2 – (Central Ave.) – Bancker completed hydrant removal. Still have several punch list items to complete.

Phase 3(Park): Bancker asked to submit calculations to support justification for using a thinner walled sleeve pipe for the directional drill and associated monetary credit. H2M is still comfortable with the design as it was bid but are willing to look at calculations but will review substantiation. Commissioner Greco inquired why Bancker was proposing a thinner wall pipe?. Mr. Weber confirmed that Bancker did not indicate anything about availability, it was economic driven.

3. **BPWD2107** - Ion Exchange & AOP Treatment at Plant No. 1 – Start-up schedule for remaining systems:
 - DOH Walkthrough is scheduled for Friday (5/1).
 - SI is on site this week. SI and H2M to work through IO checkout and site startup.
 - PRI working on work remaining list.
4. **BPWD2501** – Exterior Overcoat of Adams Avenue Elevated Storage Tank – Bridgeway completed minor additional work that was requested based on recent bi-annual inspection observations – seal gap at wet riser foundation footing. Coordinating final payment and close out. Commissioner Greco reported that he thought he saw rust on the riser poles. Supt. Boufis and Asst. Supt. Daub saw that as well and after looking at this, confirmed it was bird droppings and not rust.
5. **BPWD2275** – Verizon Upgrade at Adams Avenue – Construction completed on 4/14. Troubleshoot of equipment completed on 4/22. Another troubleshoot is scheduled for 4/30/26.
6. **BPWD2601** – Wellhouse & Treatment for Well BGD-2 – Progress continues on design report. Aiming to submit to NCDH the third week of May. Pre-design work underway. Commissioner Greco asked when there is going to be a final cleaning of the ISEP building.
7. **BPWD2650** – Annual Water Supply Statement – Report approved by NCDH for review. File sent to PMG.

Old Business: Asst. Supt Daub

1. Auction Results & Asset Disposition (Auctions International)

- GMC Yukon: \$1,575.00 (no change)
- 1997 Explorer: \$810 (above expectations)
- Trailer-mounted welder: \$6,200 (significant late bidding increase)
- Well pumps: \$41 total (very low value) -Did not accept bids.
- Control room equipment: \$115 (considered undervalued) -0Did not accept bids.
- Flat screen monitors: mostly no bids; one lot sold for \$25.
- Ink jets: \$25.
- The Board (group discussion) agreed:
 - Accept strong bids (Yukon, Explorer, welder, ink jets)
 - Reject low-value bids (well pumps, control equipment)
 - Consider donation instead of selling low value items.

2. Donation Strategy for Equipment

- Asst. Supt. Daub and staff discussed alternatives to low auction returns:
 - Donate well pumps via NYWARN networks/portals
 - Offer control equipment to other water districts (Long Island or upstate)
- Staff emphasized items still have value to smaller districts using older technology.

3. Community Donations (Monitors)

- Asst. Supt. Daub proposed donating unused monitors.
- Staff discussion suggested:
 - Local church
 - School district or library
 - Daycare/community organizations
- Consensus:
 - Check with local church first before final decision.

4. Auction Process & Compliance

- Asst. Supt. Daub explained use of Auctions International for municipal sales.
- Confirmed:
 - Proper inventory and documentation will be maintained.
 - Disposal process complies with regulations.

5. Equipment Trials – Chlorine/PH Analyzer

- Asst. Supt. Daub reported:
 - Meetings with Swan and Halogen (vendors from Saratoga)
 - 45-day free trial of 5-in-1 analyzers
 - No cost unless equipment is retained.
- Staff confirmed:
 - Installation will be done in-house.
 - Prep work is already underway.

6. Operations & Equipment Discussion

- Staff discussion covered:
 - Welding equipment no longer needed due to operational changes.
 - Existing injection pumps (LMI) performing well.

7. Licensing & Staff Development

- Asst. Supt. Daub reported:
 - He and three staff completed D-license course.
 - Health Department scheduled onsite assessments (next week)
- Goal:
 - Obtain licensing.
 - Begin earning continuing education credits.

8. Facility & Grounds Improvements

- Asst. Supt. Daub reported:
 - Joe Pepitone visited to estimate sprinkler system installation
- Staff discussion included:
 - Coordination with future paving/concrete work
 - Planning for irrigation before landscaping
 - Electrical already in place for flagpole and future lighting

9. Miscellaneous / Follow-Ups

- Asst. Supt. Daub noted:
 - No response from Mr. Falcone (40 Sherman) despite follow-up attempts pending communication remains unresolved.

10. Commissioner Coumatos

- Raised concerns about missing and unposted minutes.
- Stated he will not vote on resolutions without:
 - Publicly posted agendas.
 - Accessible minutes
 - Opportunity for resident input before voting.
- Assistant Supt. Daub
 - Confirmed minutes can be posted and discussed pre-posting of resolutions.
- Attorney Carman
 - Recommended summary-style minutes instead of verbatim transcripts.
- Key issue:
 - AI-generated transcripts are increasing workload and may include inappropriate tone.

11. Policy Changes Proposed

- Commissioner Coumatos:
 - Require pre-posted agendas and resolutions.
 - Prevent same-day voting unless it is an emergency.

- Asst. Supt. Daub:
 - Suggested posting resolutions ahead of meetings.
- Attorney Carman:
 - Supported structured summaries and optional recordings.
- Agreement that attachments (e.g., public letters) should be included in minutes when appropriate.

12. Budget Discussion

- Commissioner Coumatos:
 - Claimed the district is \$6M over budget and criticized lack of transparency.
- Supt. Boufis
 - Clarified:
 - District is not over budget overall.
 - Project-specific overruns exist.
 - Expected year-end surplus (~\$5M).
- Commissioner Greco
 - Reinforced that overruns are project-specific, not overall.

13. Minutes Process & Workload

- Attorney Carman:
 - Suggested reducing detail and focusing on topics discussed.
- Supt. Boufis and Asst. Supt. Daub:
 - Highlighted that AI-based minutes are 10x more time-consuming.
- Supt. Boufis:
 - Proposed:
 - Hiring a temporary stenographer
 - Or reverting to prior summary format.
- Commissioner Coumatos:
 - Supported temporary stenographer to relieve staff burden.

14. Staffing & Hiring Updates

- Supt. Boufis:
 - Updates:
 - Account Clerk and Clerk Typist positions:
 - Canvassing underway
 - Many rejections so far
 - Interviews expected after May 12
 - Business Manager position:
 - Approved (CS4), but:
 - No salary set
 - Cannot proceed without board action.
- Commissioner Black
 - Advocated for:
 - Strategic hiring
 - Competitive salary benchmarking

- Commissioner Greco:
 - Emphasized prioritizing clerical hires first over business manager.

15. Business Manager Role Confusion

- Secretary to the Board Long
 - Explained:
 - Has been performing financial/treasurer duties.
 - Was informally told she functioned as a business manager.
 - Needs clarity on role if a new hire is made.
- Commissioner Black:
 - Stated she was unaware Diana Long was considered a business manager.
- Supt. Boufis:
 - Clarified:
 - Official title = Secretary to the Board.
 - Responsibilities expanded due to staffing shortages.
- Commissioner Coumatos:
 - Emphasized:
 - Need for clear division of responsibilities
 - Staff are overburdened.

16. Organizational & Operational Concerns

- Commissioner Coumatos:
 - Strongly criticized:
 - Lack of structure
 - Overworked staff
 - Insufficient staffing for operational demands
 - Called for immediate action and better organization.
- Supt. Boufis:
 - Acknowledged:
 - Staff are handling multiple roles.
 - Duties shifted due to past retirements and understaffing.
 - Commissioner Greco wants to optimize current staff before hiring.
 - Commissioner Black believes a Business Manager is needed to organize operations.

17. Governance Issues

- Commissioner Coumatos:
 - Criticized prior executive session with only two members.
 - Called for transparency and full-board participation.

18. Upcoming Events & Updates

- Commissioner Black:
 - Awards Ceremony (Poster Contest)
 - June 15, 5:30 PM
 - Location: Bethpage Public Library

- Poster contest canceled for this year for Island Trees District
- School tour for Island Trees is scheduled for May 19 and 21.

New Business: Supt. Boufis

1. Audit in progress with PKF O'Connor Davies

Review includes payroll, accruals, and compliance documentation.

Financial reports will be submitted later than scheduled due to revised town deadlines.

The Town has been notified and acknowledged the delay.

Audit process is proceeding without issue.

PMG: Gary Cucci

1. Poster Contest & School Programs

- The Bethpage poster contest is scheduled for May 15 at the library.
- Island Trees School District will not participate in the poster contest this year due to state testing demands.
- Poster contests are expected to resume next year with earlier planning.
- School tours are scheduled for:
 - May 19 (confirmed at Plant 6)
 - May 21
- The Board discussed attendance and agreed that participation on one day is sufficient, though final determination is pending.
- Posters have been collected and are currently being judged; quality of submissions was noted as high.

2. Public Relations & Media Coverage

- Coverage in *Long Island Press* (county-wide distribution).
- Coverage in a South Bay publication distributed to residents.
- The Board acknowledged the positive exposure.

3. Annual Water Quality Report (AWQR)

The Water Quality Report is completed, formatted and prepared for printing ahead of prior year schedule.

Consensus: Proceed with postcard mailing and email blast as the most efficient communication methods.

4. Newsletter & Communications Strategy

- Discussion held regarding timing of the next newsletter.
- Decision to delay publication to:
 - Include updated photos of the treatment plant.
 - Incorporate conceptual drawings and project visuals.
- Proposed enhancements:
 - Expanded format (multi-page layout)
 - Timeline of infrastructure improvements
 - Integration with website content
- Emphasis on highlighting ongoing and future treatment system projects (BGD2).

5. Public Outreach & Water Quality Messaging

- Supt. Boufis reported public concerns regarding water contamination.
- Clarification provided:
 - Modern testing detects trace levels that do not indicate unsafe water.
- Action:
 - Strengthen educational messaging in all communications to address misconceptions.

6. Email System & Customer Engagement

- New email system successfully implemented:
 - Approximately 4,000 email contacts collected.
 - Represents roughly 40–50% of district accounts.
- Duplicate entries were identified and removed.
- Additional outreach efforts include:
 - Website sign-up prompts (pop-ups/hover features)
- Bethpage Water District noted as having a high engagement rate compared to similar districts.

7. Website & Digital Content

- Ongoing updates to the district website include:
 - Upload of documents from prior meetings
 - Placeholder sections for future content
- Video updates:
 - Interviews conducted with Commissioner Black, Commissioner Greco and Supt. Boufis.
 - Professionally edited videos to be reviewed and uploaded to the website.

8. Promotional Materials

- Order of 1,000 branded water bottles confirmed.
- Delivery scheduled for May 14.
- Items will be delivered to the district on pallets.

Meeting Adjourned: 5:00PM

Respectfully submitted by Secretary Scott A. Greco


John F. Coumatos, Chairman


Theresa M. Black, Treasurer


Scott A. Greco, Secretary