

COMMISSIONER, DAY OF SERVICE LOG

DATE:

January 9, 2025

COMMISSIONERS AND OTHERS PRESENT:

John Coumatos Theresa Black Scott Greco Sal Greco Michael Boufis
Joseph Daub Michael Ingham Denise Spinelli Diana Long

LOCATION: Bethpage Water District, 15 Grumman Road West, Suite 1450

PURPOSE OR REASON FOR SERVICE:

The purpose of this day of service was to review the following issues of the District.

Attorney Michael Ingham called the meeting to order for the 2025 Re-Organization Meeting of the Bethpage Water District.

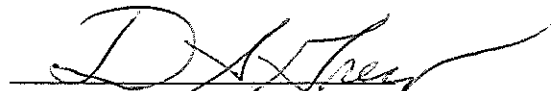
Attorney Ingham presented a Draft of the 2025 BWD Re-Organizational Document for the Board's review and Approval. Motion made by Commissioner Black, Seconded by Commissioner Greco and unanimously carried by the Board.

See Attached.

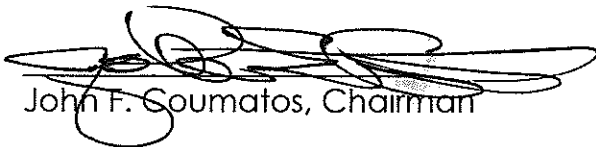
Respectfully submitted by Secretary Scott A. Greco



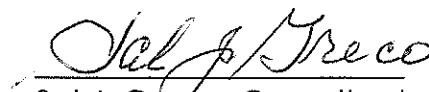
Theresa M. Black, Treasurer



Scott A. Greco, Secretary



John F. Coumatos, Chairman



Sal J. Greco, Consultant

MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS
of
BETHPAGE WATER DISTRICT

held at the office of the District in Bethpage, Nassau County, New York, on the 9th day of January, 2025 at 2:00 pm.

Present:	Commissioners	John F. Coumatos Theresa M. Black Scott A. Greco
	Superintendent	Michael J. Boufis
	Asst Superintendent	Joseph H. Daub
	Treasurer BOC	Denise Spinelli
	Secretary BOC	Diana Long
	Attorney	Michael F. Ingham
	Attorney	Gregory W. Carman, Jr.
	Consultant	Salvatore J. Greco
	Engineer	Richard Humann
	Engineer	Michael Weber

Reorganization Meeting was then held as follows:

"WHEREAS, in order to provide for the orderly operation of the District, the Board of Commissioners has decided to reorganize the operations of the District as follows". Unless otherwise noted, the following Resolutions were unanimously adopted by the Board.

RESOLVED that titles for Commissioners are to be as follows:

John F. Coumatos	- Chairman
Theresa Black	- Treasurer
Scott A. Greco	- Secretary

Petty Cash

RESOLVED that the Districts reaffirms the petty cash fund in the amount of \$100.00 (One-Hundred Dollars) and the cash drawer in the amount of \$200.00 (Two-Hundred Dollars) will be combined and directs that said fund be utilize in accordance with the requirements of Town Law §215 subparagraph (1-c). Superintendent is authorized to disburse funds from petty cash. Petty cash will be increased to \$500.00 (Five Hundred Dollars)

Mileage Reimbursement

RESOLVED that reimbursement for the use of personal vehicles in performing District business be set in accordance with the prevailing IRS mileage reimbursement allowance in accordance with the District's Vehicle Policy.

Consulting Engineers

RESOLVED that H2M be retained as Engineers for the District for the year 2025.

Official Testing Lab

RESOLVED that Pace Analytical Systems and Eurofins Eaton Analytical, LLC be retained as the Testing Laboratory for the District for the year 2025.

District General Counsel

RESOLVED that Michael F. Ingham of Carman, Callahan & Ingham be retained as Attorneys for the District for the year 2025.

District Accountants

RESOLVED that JKL Municipal Accounting Solutions, LLC be retained as Auditors for the District for the year 2025.

District Auditors

RESOLVED that PFK O'Connor Davies, LLP be retained as Auditors for the District for the year 2025.

District Official Newspapers

RESOLVED that the Newsday be designated as the official newspaper of the District for the year 2025.

Designation of Depositories

RESOLVED that Flushing Bank, Capital One Bank, The First National Bank of Long Island, NYLAF-PMA Financial Network & First American Asset Advisory, LLC, were designated as depositories of the funds for the Bethpage Water District for the year 2025.

District's Insurance Broker

RESOLVED that Salerno Brokerage be retained as Insurance Broker for the District's for the year 2025.

District's Consultants

RESOLVED that Salvatore Greco, Business Management; Richard Baldwin, Jr., Unlimited IT Solutions; Kevin Saal, LI Software Solutions, Inc.; Marc P. Menzies, Overview Technology Solutions Inc, SecureCom, Security System; System Integrated, SCADA; LI Control, Instrument and Control; and Lexington Technologies, Instrumentation and Control; SAP America, Inc., Univerus Inc. be retained as the District's Consultants for the year 2025;

Annual Memberships and Meetings

RESOLVED that the Commissioners authorize the membership to and the attendance of training sessions, workshops, conferences and meetings for the Commissioners, Superintendent, and or designated staff for the following organizations:

New York State American Water Works Association (NYSAWWA)
Nassau Suffolk Water Commissioners Association (NSWCA)
Long Island Water Conference (LIWC)
NYS Government Finance Officers Association (NYSGFOA)

Purchasing Officer

RESOLVED that the Superintendent, Michael J. Boufis, is authorized to act at the District's Purchasing Officer and incur liabilities on behalf of the District within budgetary and bidding limitations, and to execute appropriate documents.

FOIL Access Officer

RESOLVED, that the Superintendent, Michael J. Boufis is hereby designated as the FOIL Access Officer for the District's records.

Record Retention Officer

RESOLVED, that the Superintendent, Michael J. Boufis is hereby designated as the Record Retention Officer for the District's records.

Standard Work Day Resolution

The Superintendent informed the Commissioners that the New York State Comptroller had promulgated and amended reporting rules for "elected and appointed officials" under 2 NYCRR 315.4 that requires the District to adopt a Standard Workday Resolution at each Reorganization Meeting. After discussion, and upon motion duly made and seconded, the attached Resolution was adopted.

Procurement Policy

Discussion was then held on the District's current policy for procurement procedures. The Superintendent and District's counsel did not recommend any changes to the District's Procurement Policy. After discussion and further review by the Commissioners, it was decided that the District's procurement policy will be reaffirmed in its current state.

RESOLVED that the Procurement Policy is hereby re-ratified by the Board of Commissioners.

Investment Policy

Discussions were then held on the District's current Policy for Investment Procedures. The Superintendent informed the Commissioners that there were no changes this policy. After discussion and further review by the Commissioners, it was decided that the District's Investment Policy will be re-ratified.

RESOLVED that amended Investment Policy is hereby adopted by the Board of Commissioners;

Water Rates for 2025

RESOLVED that under Section 4.2 Rates, Article 4 entitled Water Rates, Charges, Fees and Deposits appearing in the Ordinances enacted by Bethpage Water District reaffirms that the water rates set on January 7th, 2021 will be in effect for 2025 which are as follows:

0 to 10,000 gallons	\$1.50 per 1,000
10,001 to 25,000 gallons	\$2.05 per 1,000
25,001 to 45,000 gallons	\$2.30 per 1,000
45,001 to 60,000 gallons	\$2.65 per 1,000
60,001 to 80,000 gallons	\$3.15 per 1,000
Over 80,000 gallons	\$3.25 per 1,000

Price List and Fees

Discussion was then held on the District's price list for sale of water supplies. The Superintendent informed the Commissioners that the price list was updated in accordance with the 2024 Water Supplies Bid.

RESOLVED that the District set the 2025 'Price List and Fees' and will keep the schedule on file at the District. (2025 Price List and Fee Schedule is Attached to the end of these minutes.)

District Meeting Dates and Times

RESOLVED that the District's official meeting time is every Thursday at 3:00 pm unless otherwise noted at the District's Temporary Headquarters located at 15 Grumman Road West, Suite 1450, Lower Level, Bethpage, New York. (2025 Board Meeting Calander is Attached to the end of these minutes.)

There being no further business, the meeting was, upon motion duly made and seconded, adjourned


Secretary

BETHPAGE WATER DISTRICT

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www.bethpagewater.com
Email: info@bethpagewater.com



COMMISSIONERS

John F. Coumatos
Chairman

Theresa M. Black
Treasurer

Scott A. Greco
Secretary

Michael J. Bouffis
Superintendent

Joseph H. Daub
Asst. Superintendent

Michael F. Ingham
Counsel to the District

Date of Meetings:

January 2, 2025

January 9, 2025 – 2:00pm Start - Reorganizational Meeting

January 16, 2025

January 23, 2025

January 30, 2025

February 6, 2025

February 13, 2025

February 20, 2025

February 27, 2025

March 6, 2025

March 13, 2025

March 20, 2025

March 27, 2025

April 3, 2025

April 10, 2025 – 5:00pm Start

April 17, 2025

April 24, 2025

May 1, 2025

May 8, 2025

May 15, 2025

May 22, 2025

May 29, 2025

June 5, 2025

June 12, 2025

June 26, 2025

July 3, 2025

July 10, 2025 – 5:00pm Start

July 17, 2025

July 24, 2025

July 31, 2025

August 7, 2025

August 14, 2025

August 21, 2025

August 28, 2025

September 4, 2025 – 5:00pm Start - Public Hearing on 2026 Budget

September 11, 2025

September 18, 2025

September 25, 2025

October 2, 2025

October 9, 2025 – 5:00pm Start

October 16, 2025

October 23, 2025

October 30, 2025

November 6, 2025

November 13, 2025

November 20, 2025

December 4, 2025

December 9, 2025 – Commissioner Election

December 11, 2025

December 18, 2025

Note: All meetings are held at 3:00pm unless otherwise noted.

**Bethpage Water District
Rates and Charges
2025**

Charge Description	Fee
Water Rates	
Up to 10,000 Gallons	\$15.00 Minimum
11,000 to 25,000 Gallons	\$2.05 per 1,000 Gallons
26,000 to 45,000 Gallons	\$2.30 per 1,000 Gallons
46,000 to 60,000 Gallons	\$2.65 per 1,000 Gallons
61,000 to 80,000 Gallons	\$3.15 per 1,000 Gallons
Over 80,000 Gallons	\$3.25 per 1,000 Gallons
Charge Description	Fee
Customer Service Charges	
N.G. Payment fee per occurrence	\$20
Final Read Fee	\$100
Turn On/Off-water Fee Business Hours	\$50
Turn Off-water Fee After Hours	\$75
Quarterly Manual Read Fee	\$50
Non Compliance Backflow - Quarterly	\$250
Excessive Estimate Fee	\$250
Quarterly Late Fee on Bill	10%
Hydrant Fees	
Hydrant Permit Fee	\$ 300 (with \$300 CASH deposit should a cap & wrench be required)
Hydrant Rental (Fire Districts)	\$65 per hydrant
Meter Supplies	
New End Point/ Radio Read	\$180
New Meter Pit	\$390
New Meter Fee 5/8"	\$309
New Meter Fee 3/4"	\$330
New Meter Fee 1"	\$391
New Service	based on parts/material cost
Fire Sprinkler Fee based on Fireline size (Commercial Only)	
1 inch	\$100
2 inch	\$200
3 inch	\$300
4 inch	\$400
6 inch	\$600
8 inch	\$800
10 inch	\$1,000
12 inch	\$1,200

New 1" Service

Material	Cost
Cellular endpoint	\$180.00
1" E-Series Meter with Cellular endpoint	\$391.00
1" Meter setter with 1" DCV devise included	\$840.00
1" Corporation stop valve	\$80.00
1" Curb stop valave	\$160.00
Curb box and rod	\$99.00
4' Bullet style pit with ring and plastic cover	\$400.00
Tap made into the water main	\$2,100.00
Total Cost	\$4,250.00

Charges for repair work for 2025

Labor Services

Employee	Hourly Rate	Hours	Total
Water Service Supervisor	\$ 94.98	6	\$ 569.88
Senior Water Servicer	\$ 87.81	6	\$ 526.86
Water Servicer	\$ 78.50	6	\$ 471.00
Water Servicer	\$ 78.50	6	\$ 471.00
Water Servicer	\$ 76.26	6	\$ 457.56
Total Charges for Labor			\$ 2,496.30

Equipment Usage Charges*

Equipment Type	Daily Rate	Hours	Total
Backhoe	\$ 850.00	6	\$ 637.50
Crew Truck	\$ 550.00	6	\$ 412.50
Dump Truck	\$ 575.00	6	\$ 431.25
Spare Truck	\$ 435.00	6	\$ 326.25
Total Charges for Equipment			\$ 1,807.50

Supply Charges

Supply	Cost	Quantity	Total
Patch (UPM Asphalt/ton)	\$ 143.72	300lbs	\$ 21.56
Road Restoration (/sq')	\$ 9.25	60sq'	\$ 555.00
3/4" copper	\$ 8.70	40	\$ 348.00
3/4" Corportation Stop	\$ 53.00	1	\$ 53.00
3/4 cu compression curb stop	\$ 105.00	1	\$ 105.00
3/4" cu comp 45	\$ 44.00	1	\$ 44.00
1" copper	\$ 10.17	40	\$ 406.80
#4 Curb box w/ Rod	\$ 94.00	1	\$ 94.00
Hydrant Breakaway Flange Kit		1	\$ 378.50
RCA/ton	\$ -	2	\$ -
Top soil (/yrd)	\$ 12.00		\$ -
Subtotal			\$ 2,005.86
Materials Mark-up	25%		\$ 501.46
Total Supply Charges			\$ 2,507.32

Total Charges for Service

\$ 6,811.12

Meter & Endpoint Cost

Item	Cost	Extended Cost 25%
Cellular Endpoint	\$168.75	\$180.00
5/8" Disc Meter	\$211.61	\$265.00
3/4" Disc Meter	\$237.26	\$300.00
1" Disc Meter	\$285.24	\$360.00
5/8" E-Series Meter	\$246.53	\$309.00
3/4" E-Series Meter	\$263.63	\$330.00
1" E-Series Meter	\$292.13	\$391.00
2" E-Series Meter	\$859.99	\$1,075.00

Hydrant Replacement

Labor Services

Employee	Hourly Rate	Hours	Total
Water Service Supervisor	\$ 94.98	6	\$ 569.88
Senior Water Servicer	\$ 87.81	6	\$ 526.86
Water Servicer	\$ 78.50	6	\$ 471.00
Water Servicer	\$ 78.50	6	\$ 471.00
Water Servicer	\$ 76.26	6	\$ 457.56
<i>Total Charges for Labor</i>			\$ 2,496.30

Equipment Usage Charges*

Equipment Type	Daily Rate	Hours	Total
Backhoe	\$ 850.00	6	\$ 637.50
Crew Truck	\$ 550.00	6	\$ 412.50
Dump Truck	\$ 575.00	6	\$ 431.25
Spare Truck	\$ 435.00	6	\$ 326.25
<i>Total Charges for Equipment</i>			\$ 1,807.50

Supply Charges

Supply	Cost	Quantity	Total
6" Ductile Iron Pipe	\$ 29.10	4	\$ 116.40
1 - 6" Ductile Hymax Coupling	\$ 351.53	1	\$ 351.53
4.5' Bury Clow Eddy Hydrant	\$ 3,693.53	1	\$ 3,693.53
6" 1400 Series Ford Gland Packs	\$ 61.12	3	\$ 183.36
6" Clow MJ RW Gate Valve	\$ 1,040.00	1	\$ 1,040.00
51/4" Tyler VB Lid	\$ 23.52	2	\$ 47.04
26t Tyler Slide VB Top	\$ 125.44	2	\$ 250.88
36b Tyler Slide VB Bottom	\$ 125.44	2	\$ 250.88
Road Opening Restoration	\$ 8.88	48	\$ 426.24
<i>Subtotal</i>			\$ 6,359.86
Materials Mark-up	25%		\$ 1,589.97
<i>Total Supply Charges</i>			\$ 7,949.83

Total Charges for Service

\$ 12,253.63