

**KINGSTON BOARD OF WATER COMMISSIONERS
REGULAR MEETING
APRIL 10, 2013**

The regular meeting of the Board of Water Commissioners was called to order at 3:59 p.m. on April 10, 2013 in the Department's offices at Jansen Avenue. Present were President Joseph DeCicco, Commissioners Ray McSpirit, Al Radel, Bob Niedzielski and Dennis Croswell. Also in attendance were Superintendent Hansen, Assistant Secretary Allan Alberts, Attorney William Cloonan, Council Liaison Nate Horowitz, and James Caggiano.

The minutes of the previous meeting were approved on a motion made by Commissioner Croswell and seconded by Commissioner Radel. Motion carried by unanimous vote.

Bills in the amount of \$68,420.29 dated 3/20/13; \$61,236.21 dated 3/27/13; \$30,498.89 dated 4/3/13; and \$115,281.15 dated 4/10/13 were ordered paid as audited on a motion by Commissioner McSpirit and seconded by Commissioner Radel. Motion carried by unanimous vote.

The Board discussed the Binnewater Reservoir UV Project. A report from Malcolm Pirnie was disbursed summarizing issues and actions needed to rectify ongoing problems. This was compiled subsequent to a conference call on March 22, 2013 between representatives of KWD, Malcolm Pirnie, UW Marx, and Zeller. A letter is to be sent out by Superintendent Hansen to the general contractor regarding issues to be taken care of and the timeframe in which to accomplish them.

The Board was presented with a revised timeline for the Cooper Lake Dam Project. A motion was made by Commissioner Croswell and seconded by Commissioner Niedzielski approving the timeline. Motion carried by unanimous vote.

The Board was informed that the value of cell towers on KWD property would incur property taxation in the future. Superintendent Hansen and Attorney Cloonan will meet with the City Assessor to discuss the details.

The Board discussed the KWD Procurement and Purchasing Policy. A motion was made by Commissioner McSpirit and seconded by Commissioner Radel to raise the threshold for purchases not requiring competitive bids to \$20,000 which is consistent with the threshold amount in accordance with NYS General Municipal Law 103. Motion carried by unanimous vote.

The Board discussed the need for employee training for Grade D certification. A motion was made by Commissioner Radel and seconded by Commissioner Niedzielski approving holding a facilitated course for this certification in a KWD facility. Motion carried by unanimous vote.

The Board discussed formulating a policy for employee evaluations. It is expected that a draft policy will be submitted at the next meeting.

Superintendent Hansen briefed the Board on some issues of fire hydrant operations at a recent fire in the city. Training will be scheduled for KFD employees.

A motion to move into Executive Session was made by Commissioner Niedzielski and seconded by Commissioner McSpirit at 5:50 pm. A motion to come out of Executive Session was made by Commissioner Niedzielski and seconded by Commissioner McSpirit at 6:18 pm. Motions carried by unanimous vote.

The March Superintendent's Report was read and ordered filed with corrections on a motion by Commissioner McSpirit and seconded by Commissioner Radel. Motion carried by unanimous vote.

Motion to adjourn was made by Commissioner Niedzielski and seconded by Commissioner Radel at 6:20 pm. Motion carried by unanimous vote.

Assistant Secretary