

**A G E N D A**

REGULAR MEETING ON OCTOBER 29, 2012

5:30 P.M. AT OAKDALE, NEW YORK

LONG ISLAND GROUNDWATER RESEARCH INSTITUTE – Dr. Henry Bokuniewicz

PUBLIC COMMENT

MINUTES FOR APPROVAL

1. Regular Meeting – September 24, 2012

CONTRACTS – EXTEND

- 2a. Contract 6477 for printing, imaging and mailing of billing statements with Level One LLC.
- 2b. Contract 6615 for furnishing, delivery and erection of new chain link fence and miscellaneous work at various Authority properties with Perimeter Barrier Systems, Inc.
- 2c. Contract 6638 for furnishing of rigging and mechanical services associated with the relocation of granular activated adsorption systems and other miscellaneous equipment with Fifth Industrial Development Corp.
- 2d. Contract 6645 for furnishing and delivery of the Authority's quarterly bill inserts with Graphic Image, Inc.
- 2e. Contract 6757 for furnishing and delivery of "no lead" brass/bronze fittings for underground service lines with Ford Meter Box Company.
- 2f. Contract 6770 for furnishing and delivery of automatic delayed transition transfer switches with Avon Electrical Supply.
- 2g. Contract 6773 for maintenance and repair of meter interrogation devices with JPW Associates.
- 2h. Contract 6790 for landscape and lawn maintenance with R&R Landscaping for the Authority's East Hampton office, Port Jefferson, East Hampton and Patchogue pump stations; with CNM Landscape Corp. for Huntington and Smithtown pump stations; with Schandel Clean-Ups for Southold office, Westhampton office, Southold, Westhampton pump stations; with Long Island

Maintenance & Repair for Bay Shore office, Bay Shore pump stations; with Pascarella's Landscaping Inc. for Babylon pump stations; and with Landscape Expressions Inc. for Oakdale office and Great River office.

- 2i. Contract 6827 for landscape and lawn maintenance with Eastern Horizon Landscaping, Inc. for the Authority's Brentwood and Hauppauge office; with R&R Landscaping for Coram office; and Landscape Expressions, Inc. for Huntington office.

### CONTRACTS – AWARD/REJECT

- 3a. Contract 6834 for building repairs and improvements at the Authority's various well field sites.
- 3b. Contract 6858 for construction of replacement water mains, hydrants and appurtenances at Saltaire, Fire Island.
- 3c. Contract 6865 for furnishing of rigging and mechanical services to replace a 10,000 gallon hydropneumatic tank at the Harbor Walk well field and pump station, Fire Island Pines, Fire Island, Town of Brookhaven.
- 3d. Contract 6870 for furnishing and delivery of DOT approved polyethylene tanks.
- 3e. Contract 6871 for removal and disposal of brine wastewater from the South Spur well field and pump station site, East Northport, Town of Huntington.
- 3f. Contract 6872 for construction of two (2) 20" x 10" diameter gravel packed wells at Main Street and West Yaphank Avenue, Yaphank, Town of Brookhaven.
- 3g. Contract 6873 for furnishing and delivery of resilient seated check valves.
- 3h. Contract 6874 for supplying and installation of an iron/manganese filtration system and related services at the Authority's Bridgehampton Road well field, Jericho, Town of East Hampton.
- 3i. Contract 6875 for maintenance of heating, ventilation and air conditioning equipment at the Authority's Laboratory, Hauppauge and Administration building, Oakdale.
- 3j. Contract 6876 for sale of scrap meters.
- 3k. Contract 6877 for construction of one (1) 20" x 14" diameter well (No. 3A) at the William Floyd Parkway well field, Yaphank, Town of Brookhaven.
- 3l. Contract 6878 for electrical work at the Development Drive chemical

treatment and control building, Stony Brook, Town of Brookhaven.

- 3m. Contract 6879 for valve box maintenance.
- 3n. Contract 6881 for construction of one (1) 20" x 14" diameter well (No. 3A) at the Tower Hill Road well field, Village of Shoreham, Town of Brookhaven.
- 3o. Contract 6882 for SCADA antenna maintenance at various Authority locations.

## GENERAL

### 4. Special Services

- a) RFP 1257 –Lock Box Services  
Extend Agreement No. 1257 with Citibank until November 30, 2013, for Lock Box Services.
- b) RFP 1321 – UPS Maintenance  
Extend Agreement No. 1321 with DC Group, Inc., until November 30, 2013, for maintenance and emergency service of UPS and battery systems.
- c) RFP 1349 – Agreement with Jones Lang LaSalle, Commercial Real Estate Broker  
Extend Agreement No. 1349 with Jones Lang LaSalle Commercial Realty Estate Broker until March 31, 2012, for the marketing of the Authority's Great River and Southold buildings until March 31, 2013.
- c) RFP 1358 – Temporary Staffing Services  
Extend Agreement No. 1358 with Kelly Services until December 31, 2013, for temporary staffing services.
- d) RFP 1390 – Broker Consulting Service – Employee Benefits  
Accept proposal received of USI Insurance Services, LLC of Briarcliff Manor, New York, to continue the Authority's broker/consultant services for employee benefits for a two-year period beginning January 1, 2013 to December 31, 2014, at a cost of \$25,000 annually, with the option to extend for two additional one-year periods upon mutual consent of both parties.
- e) RFP 1395 – Funding for Web Video Project  
Accept the proposal received of Advisions of Northport, New York, to produce two video projects for the Authority's website, in the amount of \$5,250.

5. Equipment

- a) Laboratory Purchase of Analytical Chemicals and Supplies  
Authorize the purchase of analytical chemicals and supplies for the Laboratory from Restek Corporation of Bellefonte, Pennsylvania, for a one-year period beginning November 1, 2012, in an amount not to exceed \$60,000.
- b) Laboratory Purchase of Sample Bottle Labels  
Authorize the purchase of sample bottle labels for the Laboratory from CoastelTek LC, of Columbia, South Carolina, for a one-year period beginning November 1, 2012, in an amount not to exceed \$10,000.
- c) Laboratory Purchases from Chemical Reference Standards  
Authorize the purchase of chemical reference standards for the Laboratory from AccuStandard Incorporated of New Haven, Connecticut, in an amount not to exceed \$25,000.
- d) IVR Upgrade Software  
Authorize upgrading the Authority's current Interactive Voice Response (IVR) system with Pronexus Corp., of Ottawa, Ontario, for the amount of \$6,303.
- e) Purchase of Sweeper and Scrubber for Westhampton  
Authorize the purchase of a sweeper and scrubber for the Authority's Westhampton facility from Ocean Janitorial Supply Inc. of Islip Terrace, in the amount of \$8,668.68.
- f) Portable Pump Station Enclosure  
Authorize the purchase of a 25' portable pump station enclosure with three retrofitted roll up doors from TRS Containers of Avenel, New Jersey, in the amount of \$6,200.

6. Uncollectible Accounts

- a) Write-Offs  
Confirm the write-off of uncollectible accounts for the six-month period ending May 31, 2012 totaling \$351,991.85.

7. General

- a) Suffolk County Planning Federation Annual Planning Conference Sponsorship  
Authorize the Authority's sponsorship for the Suffolk County Planning Federation's 2012 Annual Planning Conference in the amount of \$1,687.50.

b) Records Advisory Board

Authorize the formation of a Records Advisory Board (RAB) consisting of the CEO, the Records Management Officer, and a representative from Customer Service, Operations, Laboratory and Administration.

8. Rates, Rules and Regulations

a) Record Retention Policy

Authorize amending the Authority's Record Retention Policy to reflect the following items:

- i. Define how records should be destroyed;
- ii. Define how records should be transported; and
- iii. Reflect changes to NYS MI-1 defined in 2011.

b) Standard Cost Policy

Authorize amending the Standard Cost Policy for installing water mains to new customers for a three year period beginning 2013 as follows:

	<u>2013</u>	<u>2014</u>	<u>2015</u>
With Restoration:	\$94	\$104	\$113
Without Restoration	\$70	\$ 72	\$ 74

9. Main Extensions

a) Reimbursable Contract – Hedges Lane, Sagaponack

Enter into a reimbursable agreement with Efraim Grinberg, who will pay the additional funds to reach the 40% participation level for 7 homes in order for the Authority to install a water main on Hedges Lane, Sagaponack, totaling \$23,952; Mr. Grinberg will be reimbursed the surcharge amount of \$11,976 per home as each homeowner hooks up to the water main within a two-year period, not to exceed \$23,952.

b) Main Installation – Cedar Ridge Drive, East Hampton

Authorize a 38% participation level for 13 homes in order for the Authority to install a water main on Cedar Ridge Drive, East Hampton.

c) Indian Run Surcharge

Rescind Resolution No. 181-05-2009, adopted May 26, 2009, establishing a surcharge in the amount of \$5,925 for 66 homes in the area of Indian Run at North Sea, covering 10,617 feet of water main.

d) Paving Restoration

Accept the offer from Kings Park Industries Inc. of Hauppauge, New York, to pave and restore the Authority's water main trench on C.R. 11 (Pulaski Road) East Northport, in the amount of \$100,960.02, and Kings Park Industries Inc. will assume all liability in connection with the paving.

10. Surplus Property

Authorize sale of Authority's Harrison Avenue, Miller Place property to Triple Crown Estates, LLC

11. Property – Outside Use of

a) Main Street Wellfield Site, Yaphank – Central Pine Barrens Joint Planning and Policy Commission

Enter into a lease agreement with Central Pine Barrens Joint Planning and Policy Commission to allow the Commission to establish a pedestrian walking and hiking trailhead and trail segment, together with an unpaved parking area on the Authority's Main Street wellfield site.

INVOICES - To be paid from the Operating Fund:

12a.	<u>AMWA (2013 Dues)</u>	\$11,908.70
12b.	<u>AWWA (2013 Dues)</u>	18,715.00
12c.	<u>Dvirka &amp; Bartilucci</u>	15,099.86
12d.	<u>O'Connor, O'Connor, Hintz &amp; Deveney, LLP</u>	7,671.84
12e.	<u>Robert J. Passarelli &amp; Associates</u>	6,995.60
12f.	<u>Putney, Twombly, Hall &amp; Hirson LLP</u>	855.00

NEXT MEETING – Scheduled for Monday, November 19, 2012 at 5:30 p.m. at the Administration Building, Oakdale.

NEW BUSINESS & PUBLIC COMMENT

EXECUTIVE SESSION