



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

JANUARY 9, 2018

Those present at the Clifton Park Water Authority board meeting were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. George Peterson, Treasurer; Mr. Peter Taubkin, Secretary; and Mr. William Butler, board member. Also present: Mr. Donald Austin Jr., Administrator; Mr. Walter Schlesier Jr., Superintendent; Mr. Neil Weiner, Attorney; and Mr. Edwin Vopelak, C.T. Male Associates.

Mr. Gerstenberger called the meeting to order at 7:06pm.

PRIVILEGE OF THE FLOOR

No members of the public present.

OLD BUSINESS

WATER MAIN REPLACEMENT ON PLANK ROAD

Mr. Vopelak stated the design should be done by the end of the week or early next week. He will forward it to Mr. Austin when it's complete. He suggested sharing the design with the Town of Clifton Park since the project will encroach on the side of the pavement.

HEALTH COVERAGE FOR MEDICARE-ELIGIBLE EMPLOYEES/RETIREES

Mr. Gerstenberger made a **motion** to move into executive session at 8:06pm to discuss health coverage for medicare-eligible employees/retirees; seconded by Mr. Ryan. The **motion** carried 5-0.

Mr. Gerstenberger made a **motion** to move out of executive session at 8:45pm; seconded by Mr. Ryan. The **motion** carried 5-0.

POTENTIAL SYSTEM UPGRADES TO INCREASE CPWA PRODUCTION CAPACITIES

Mr. Vopelak presented the Board with the following project overview and fee schedule:

The CPWA would like to increase the capacity of its current connection to the Saratoga County Water Authority (SCWA) at Eastline Road. The current connection is a shared connection with the Burnt Hills Water District No. 2-(BHBL WD#2). The connections consist of a booster pump station owned by the BHBL WD#2 that supplies water to a portion of the BHBL WD#2 and a "gravity" connection that supplies water to the CPWA and a portion of the BHBL WD#2 system along Eastline Road.

The proposed project would consist of a booster pump station with a new connection to the SCWA transmission main that will be owned and operated by the CPWA. The new booster pump station will allow the CPWA to take an increased supply of water from the SCWA via pumping. At this time the main will connect to the existing 16" main along Eastline Road that services the BHBL WD#2 "gravity" system west of Eastline Road and the CPWA system east of Eastline Road and south of Round Lake Road.

The project will be built on the same County parcel as the current BHBL WD#2 Pump Station. The CPWA will ask the County for a "license" to use the parcel for their proposed facilities. It is anticipated that this "license" would be the same as the current "license" issued by the County to the BHBL WD#2 for their existing pump station.

The proposed facility is anticipated to be a 12'+/- wide by 40' +/- long, pre-engineered structure housing chlorination equipment, pumping equipment, a flow meter and controls. The structure would set on top of a cast in place concrete vault which would house the flow meter. The design would be similar in appearance to the existing pump station at the site.

Design and Bid Phase Services (Lump Sum)

A. Field Survey & License	\$2,200.00
B. Engineering Services	\$77,400.00
C. Environmental Permitting & Wetland Delineation (SEQR Assistance Only)	\$800.00
D. NYSWIIA Grant Funding Application	\$2,000.00*
*Mr. Vopelak agreed to do this for no charge	

Construction Phase Services

E. Construction Administration (Lump Sum)	\$18,600.00
F. Construction Observation (Estimated at 160 Hours @ \$95.00/hour)	\$15,200.00

Reimbursables

Estimated fee	\$2,000.00
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TOTAL: \$116,200.00*

A **motion** was made by Mr. Gerstenberger to authorize engineering work for the design of SCWA interconnect upgrades; seconded by Mr. Ryan.

**RESOLUTION #1, 2018 – AMENDING RESOLUTION #25, 2017
AUTHORIZE ENGINEERING WORK FOR DESIGN OF SCWA INTERCONNECT
UPGRADES**

WHEREAS, the Clifton Park Water Authority (CPWA) wishes to move forward with a project to enhance its water purchase capacity from the Saratoga County Water Authority (SCWA) at the Eastline Road Interconnect, and

WHEREAS, C. T. Male has provided the CPWA with a proposal for design services related to this project in the amount of \$82,400.00, and

WHEREAS, the Clifton Park Water Authority Board of Directors passed Resolution #25, 2017 adopting the Capital Budget for 2018, now therefore be it

RESOLVED, that the CPWA Board of Directors hereby amends Resolution #25, 2017 to include an additional \$82,400.00(includes reimbursables) item in the 2018 CPWA Capital Budget for the design of upgrades to the interconnect between CPWA and the SCWA at the Eastline Road Interconnect by C. T. Male Associates.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

NEW BUSINESS

ORGANIZATIONAL RESOLUTIONS

A **motion** was made by Mr. Gerstenberger authorizing Resolution #2, 2018; an Organizational Resolution; seconded by Mr. Butler.

RESOLUTION #2, 2018 – AN ORGANIZATIONAL RESOLUTION

Pursuant to Section 1120-c (3) the following persons are appointed as Vice Chairman, Treasurer, and Secretary of the Clifton Park Water Authority.

Vice Chairman: John Ryan
Treasurer: George Peterson
Secretary: Peter Taubkin

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Ryan authorizing Resolution #3, 2018; an Organizational Resolution; seconded by Mr. Peterson.

RESOLUTION #3, 2018 – APPOINTING WATER AUTHORITY ATTORNEY

NOW THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority hereby appoints Neil S. Weiner to the position of Authority Attorney.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Gerstenberger authorizing Resolution #4, 2018; an Organizational Resolution; seconded by Mr. Taubkin.

RESOLUTION #4, 2018 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, the Daily Gazette, be and hereby is made the official newspaper of the Clifton Park Water Authority, and

RESOLVED, that including but not limited to KeyBank (conditional on acceptable account terms and services) hereby are designated as the official bank depositories of the Clifton Park Water Authority.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Gerstenberger authorizing Resolution #5, 2018; an Organizational Resolution; seconded by Mr. Peterson.

RESOLUTION #5, 2018 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that the firm of C.T. Male Associates, be designated and appointed as the professional engineers for the Clifton Park Water Authority.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Ryan authorizing Resolution #6, 2018; an Organizational Resolution; seconded by Mr. Butler.

RESOLUTION # 6, 2018 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that the firm of Marvin & Co. P.C., CPAs be designated and appointed the professional accountants and auditors for the Clifton Park Water Authority.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Peterson authorizing Resolution #7, 2018; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #7, 2018 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that an Audit Committee has been formed and members of the Audit Committee are: Peter Taubkin, Helmut Gerstenberger, and William Butler.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Taubkin authorizing Resolution #8, 2018; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #8, 2018 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Governance Committee has been formed and the members of the Governance Committee are: John Ryan, Helmut Gerstenberger, and William Butler.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Peterson authorizing Resolution #9, 2018; an Organizational Resolution; seconded by Mr. Butler.

RESOLUTION #9, 2018 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Grievance Committee has been formed and the members of the Grievance Committee are: Peter Taubkin, John Ryan, and Helmut Gerstenberger.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

A **motion** was made by Mr. Ryan authorizing Resolution #10, 2018; an Organizational Resolution; seconded by Mr. Taubkin.

RESOLUTION #10, 2018 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Finance Committee has been formed and the members of the Finance Committee are: John Ryan, George Peterson, and Helmut Gerstenberger.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Peterson - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye

OTHER BUSINESS

- Mr. Austin made the board aware he has started mailing the public notification letter, as required by the NYSDOH, for the Haloacetic Acid exceedance as a result of the samples collected during November 2017. All customers north of Ushers Road will be receiving the notice.
- Mr. Peterson asked Mr. Austin to get him information on the Authority Budget Office training dates.
- Mr. Austin made the board aware that ICOM, the Authority's current web design and website host, are getting out of the website hosting business as of March 1, 2018. He has hired Business Automation Services, Inc. (BAS) located on Plank Road to replace ICOM's services. As part of the move they are going to do a complete redesign of the Authority website.

APPROVE MINUTES OF DECEMBER 12, 2017 MEETING

A **motion** was made by Mr. Gerstenberger to approve the minutes of December 12, 2017; seconded by Mr. Taubkin. The **motion** carried 5-0.

The Authority's next board meeting is Tuesday, February 13, 2018 at 7pm.

A **motion** was made by Mr. Ryan to adjourn the meeting at 8:46pm; seconded by Mr. Butler. The **motion** carried 5-0.

Respectfully submitted,
Sheri Collins
Recording Secretary

cc: CPWA Board of Directors
Neil Weiner Esq.