

CLIFTON PARK WATER AUTHORITY

BOARD MEETING NOTICE

WEDNESDAY, MARCH 9, 2022

7:00PM

661 CLIFTON PARK CENTER ROAD

CLIFTON PARK, NY 12065

**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

**Wednesday, March 9, 2022
7:00 PM**

AGENDA

- Approve Minutes of February 15, 2022 Meeting

Privilege of the Floor

Old Business

- Project to Increase Capacity from SCWA
- DISH Network Lease Request
- Professional Services Agreement – Delaware Engineering

New Business

- 2021 Financial Audit Review

Other Business

- Request for Variance – 6 Round Lake Road

CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

MARCH 9, 2022

Those present were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. William Butler, Treasurer; Ms. Alexis Osborne, Secretary; Mr. Peter Taubkin, Board Member; Mr. Donald Austin Jr., Administrator; and Mr. James Trainor, Attorney. Absent: Mr. Ronald Marshall, Superintendent.

Mr. Gerstenberger called the meeting to order at 7:01pm.

APPROVE MINUTES OF FEBRUARY 15, 2022

A **motion** was made by Mr. Gerstenberger to approve the minutes of February 15, 2022; seconded by Mr. Ryan. The **motion** carried 5-0.

OLD BUSINESS

PROJECT TO INCREASE CAPACITY FROM SCWA

Mr. Austin stated the programming work will be completed on March 28th and start-up will be the following day. He met with Chad Kortz of CT Male this morning to go over start up scenarios and pumpstation operation. He anticipates getting an additional 2 million gallons per day for a total of 4mgd from this pumpstation.

DISH NETWORK LEASE REQUEST

Mr. Austin sent an email February 22 and has not heard back from DISH Network regarding the escalator term of 3 percent.

PROFESSIONAL SERVICES AGREEMENT – DELAWARE ENGINEERING

Brock Juusola of Delaware Engineering stated the overall structure of this agreement is an overarching agreement for their general engineering services and project specific assignments. Compensation may vary depending on assignments and shall be determined on a case-by-case basis. The Board requested that paragraph 9 be changed to state “Engineer shall procure and maintain insurance in the minimum amounts of \$1,000,000 per occurrence, \$2,000,000 aggregate, and \$5,000,000 umbrella coverage and shall cause Client to be listed as additional insured...” The Board also requested the Subcontract Management Reimbursable Expense be changed to @ cost plus 3%. Mr. Juusola stated they can make the requested changes to the agreement. Mr. Trainor will settle the language with Delaware Engineering.

A **motion** was made by Mr. Gerstenberger to approve the Professional Services Agreement with Delaware Engineering; seconded by Mr. Butler.

RESOLUTION #14, 2022 – APPROVE PROFESSIONAL SERVICES AGREEMENT WITH DELAWARE ENGINEERING

WHEREAS, after interviewing several engineering firms, the Clifton Park Water Authority has decided to enter into an agreement with Delaware Engineering for professional engineering services, now therefore be it

RESOLVED, that the CPWA Board of Directors hereby agrees to enter into a Professional Services Agreement with Delaware Engineering, modified as attached, and authorizes the CPWA Administrator to execute the agreement.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye
Ms. Osborne	- Aye

NEW BUSINESS
2021 FINANCIAL AUDIT REVIEW

Heather Lewis of Marvin & Company presented the Board with the draft consolidated financial statements and audit report for the fiscal year ended December 31, 2021.

A **motion** was made by Mr. Gerstenberger to accept the 2021 Financial Statements as presented; seconded by Ms. Osborne. The **motion** carried 5-0.

OTHER BUSINESS
REQUEST FOR VARIANCE – 6 ROUND LAKE ROAD

A **motion** was made by Mr. Ryan to grant a variance to policy to allow 6 Round Lake Road to connect to the CPWA system; seconded by Mr. Taubkin.

RESOLUTION #15, 2022 – GRANT VARIANCE TO POLICY TO ALLOW 6 ROUND LAKE ROAD TO CONNECT TO CPWA SYSTEM

WHEREAS, the owner of 6 Round Lake Road has requested that the CPWA allow the connection of the property to the CPWA water system, and

WHEREAS, CPWA policy requires that a water main must exist either in front of or across the street from a property in order for that property to connect to the water system, and

WHEREAS, the property at 6 Round Lake Road does not meet the aforementioned criteria allowing the connection, and

WHEREAS, extension of water main in order to serve this property provides no benefit to the CPWA, as there are no additional properties beyond this property that could be served by the CPWA in the future, and

WHEREAS, connection of the property to the CPWA system would require the CPWA to extend service through Saratoga County and NYS Department of Transportation rights-of-way, now therefore be it

RESOLVED, that the CPWA Board of Directors hereby grants a variance to its policy regarding connection to the CPWA system, allowing the owner of 6 Round Lake Road to connect to the water system, contingent on the CPWA's acquisition of work permits from Saratoga County and NYS Department of Transportation.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye
Ms. Osborne - Aye

- Last week Mr. Austin gave Mary Beth Bianconi and Brock Juusola of Delaware Engineering a tour of the Boyack WTP and the Preserve. Smith Well Drilling has expressed a real concern with regard to road conditions they encounter with their equipment in the Preserve. Mr. Austin would like Delaware Engineering to come up with a plan to improve the road to allow Smith Well Drilling better access in and out of the wellfields. Ms. Bianconi will review and make a recommendation with a cost estimate for the work.
- On March 3, 2022 there was a water main break on Pico Road that affected 19 homes on Pico Road and Okte Elementary School. The water was shut down around 7am. Mr. Austin was in contact with officials from the school. Due to the repair taking longer than initially expected, the school dismissed students at 12:45pm. A boil water advisory was issued as a preventative measure.
- Mr. Austin reported there was an issue with the cartridge filters at the Boyack WTP. The filters were being changed out more frequently than expected. After performing paper filter tests on the water coming out of the filters, they found that one of the cells in the filter was passing some slightly discolored water. The filter was taken down, the hatches were removed and an inspection found a dished-out area in the media. A hole was found at in a section of internal piping that was allowing migration of filter media out of the tank and allowing water to short-circuit the filter. The other cell's splash plate had holes in it as well. A welder was brought in to repair the holes. All of the media was vacuumed out and new media was put into that filter. Mr. Austin has directed the plant operator to perform paper filter tests at least monthly and will start doing core samples on a regular basis.

The CPWA's next board meeting is scheduled for Tuesday, April 19, 2022 at 7pm.

A **motion** was made by Ms. Osborne to adjourn the meeting at 8:34pm; seconded by Mr. Ryan. The **motion** carried 5-0.

Respectfully submitted,
Sheri Collins
Recording Secretary

cc: CPWA Board of Directors
Trainer Law PLLC

