

**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

**Wednesday, January 11, 2023
7:00 PM**

AGENDA

- Approve Minutes of December 13, 2022 Meeting

Privilege of the Floor

Old Business

- AT&T Request for Equipment Modification

New Business

- Organizational Resolutions
- Union Negotiations
- Amend 2023 CPWA Budget

Other Business

RESOLUTION #_____, 2023; 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: _____

Treasurer: _____

Secretary: _____

Introduced By: _____

Seconded By: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

Clifton Park Water Authority

RESOLUTION #_____, 2023

Appointing Water Authority Attorney

NOW THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority hereby appoints James Trainor of Trainor Law PLLC to the position of Authority Attorney.

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

RESOLUTION #_____, 2023; 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 is designated as the official bank depository of the Clifton Park Water Authority.

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

RESOLUTION NO. _____, 2023; An Organizational Resolution.

RESOLVED, that the firm of Delaware Engineering, D.P.C., be designated and appointed as the professional engineers for the Clifton Park Water Authority.

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

RESOLUTION NO. _____, 2023; 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.

Introduced by: _____

Seconded by: _____

Roll Call Vote:

- Mr. Gerstenberger - aye no
- Mr. Ryan - aye no
- Mr. Taubkin - aye no
- Mr. Butler - aye no
- Ms. Brondi - aye no

RESOLUTION #_____, 2023; An Organizational Resolution.

RESOLVED, that an Audit Committee has been formed and members of the Audit Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

RESOLUTION # _____, 2023; An Organizational Resolution.

RESOLVED, that a Governance Committee has been formed and the members of the Governance Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

RESOLUTION # _____, 2023; An Organizational Resolution.

RESOLVED, that a Grievance Committee has been formed and the members of the Grievance Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

RESOLUTION # _____, 2023; An Organizational Resolution.

RESOLVED, that a Finance Committee has been formed and the members of the Finance Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no
Ms. Brondi	- aye	no

**CLIFTON PARK
WATER AUTHORITY**



**PROPOSED BUDGET
FISCAL YEAR 2023**

OPERATION AND MAINTENANCE EXPENSES

CODE	DESCRIPTION	<u>2023</u> PROPOSED	<u>2022</u> ADOPTED	<u>2021</u> ACTUAL	CHANGE (%)
5000	WAGES	\$ 794,413	\$ 722,049	\$ 702,051	10.02
5001	OVERTIME	\$ 60,000	\$ 55,500	\$ 64,029	8.11
5002	SEASONAL EMPLOYEES	\$ 23,000	\$ 14,500	\$ 7,138	58.62
5010	FICA + MEDICARE	\$ 66,342	\$ 60,592	\$ 56,599	9.49
5020	RETIREMENT	\$ 118,425	\$ 98,894	\$ 127,511	19.75
5125	HEALTH INSURANCE	\$ 291,274	\$ 252,393	\$ 239,727	15.40
	SUBTOTAL	<u>\$ 1,353,453</u>	<u>\$ 1,203,928</u>	<u>\$ 1,197,055</u>	12.42
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ 1,100	0.00
5320	LAB FEES	\$ 40,000	\$ 40,000	\$ 34,803	0.00
5330	EDUCATION	\$ 3,000	\$ 3,000	\$ 985	0.00
5400	ELECTRICITY	\$ 285,000	\$ 275,000	\$ 264,469	3.64
5405	GAS & OIL	\$ 40,000	\$ 30,000	\$ 20,169	33.33
5500	TREATMENT CHEMICALS	\$ 265,000	\$ 190,000	\$ 193,745	39.47
5610	SUPPLIES	\$ 8,000	\$ 7,500	\$ 5,750	6.67
5700	REPAIRS & MAINTENANCE	\$ 300,000	\$ 220,000	\$ 230,435	36.36
5710	SMALL TOOLS	\$ 5,200	\$ 5,200	\$ 4,090	0.00
5715	CONTRACTED REPAIRS	\$ 60,000	\$ 60,000	\$ 46,217	0.00
5730	UNIFORMS	\$ 6,000	\$ 6,000	\$ 6,306	0.00
5805	VEHICLE MAINTENANCE	\$ 16,000	\$ 16,000	\$ 14,578	0.00
5810	MILEAGE	\$ 500	\$ 1,100	\$ -	(54.55)
5901	PRESERVE RENTAL	\$ 62,000	\$ 61,000	\$ 61,518	1.64
5902	NPDES PERMIT	\$ 2,500	\$ 2,500	\$ 2,500	0.00
5903	PURCHASED WATER	\$ 1,000,000	\$ 900,000	\$ 872,079	11.11
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 2,153	0.00
5950	PROPERTY TAXES - MALTA	\$ 70,000	\$ 80,000	\$ 63,490	(12.50)
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 9,630	0.00
	SUBTOTAL	<u>\$ 2,174,700</u>	<u>\$ 1,908,800</u>	<u>\$ 1,834,017</u>	13.93
TOTAL O & M		<u>\$ 3,528,153</u>	<u>\$ 3,112,728</u>	<u>\$ 3,031,072</u>	13.35

GENERAL AND ADMINISTRATIVE EXPENSES

CODE	DESCRIPTION	<u>2023</u> PROPOSED	<u>2022</u> ADOPTED	<u>2021</u> ACTUAL	CHANGE (%)
7000	WAGES	\$ 391,300	\$ 356,917	\$ 358,875	9.63
7010	FICA + MEDICARE	\$ 29,696	\$ 27,075	\$ 25,503	9.68
7020	RETIREMENT	\$ 55,614	\$ 46,009	\$ 62,744	20.88
7125	HEALTH INSURANCE	\$ 120,313	\$ 114,114	\$ 107,954	5.43
	SUBTOTAL	<u>\$ 596,923</u>	<u>\$ 544,115</u>	<u>\$ 555,076</u>	9.71
7100	INSURANCE, GENERAL	\$ 41,000	\$ 38,000	\$ 34,837	7.89
7105	WORKERS COMPENSATION	\$ 38,873	\$ 44,370	\$ 37,322	(12.39)
7310	CONSULTANT FEES	\$ 7,000	\$ 6,000	\$ 6,706	16.67
7320	DUES	\$ 600	\$ 600	\$ 424	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ -	0.00
7400	OFFICE SUPPLIES	\$ 30,000	\$ 26,000	\$ 28,533	15.38
7410	POSTAGE	\$ 32,000	\$ 31,000	\$ 28,922	3.23
7420	AUDIT & ACCOUNTING	\$ 37,000	\$ 36,000	\$ 36,594	2.78
7425	LEGAL FEES	\$ 25,000	\$ 23,000	\$ 16,840	8.70
7430	ENGINEERING FEES	\$ 16,000	\$ 11,000	\$ 19,277	45.45
7600	SERVICE CONTRACTS	\$ 27,000	\$ 27,000	\$ 24,113	0.00
7700	TELEPHONE EXPENSES	\$ 18,000	\$ 16,500	\$ 17,419	9.09
7705	TECHNICAL SUPPLIES	\$ 2,500	\$ 2,500	\$ 1,244	0.00
7710	UTILITIES OFFICE	\$ 8,200	\$ 7,000	\$ 7,950	17.14
7810	MILEAGE	\$ 200	\$ 200	\$ -	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ 104	0.00
7820	BAD DEBT EXPENSE	\$ 2,000	\$ 4,000	\$ 228	(50.00)
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 90	0.00
7824	BANK SERVICE CHARGE	\$ 7,000	\$ 6,360	\$ 6,815	10.06
7990	MISCELLANEOUS	\$ 3,000	\$ 4,000	\$ 2,241	(25.00)
	SUBTOTAL	<u>\$ 297,173</u>	<u>\$ 285,330</u>	<u>\$ 269,659</u>	4.15
	<u>TOTAL GENERAL & ADMINISTRATIVE</u>	<u>\$ 894,096</u>	<u>\$ 829,445</u>	<u>\$ 824,735</u>	7.79

BUDGET SUMMARY

	<u>2023</u> <u>PROPOSED</u>	<u>2022</u> <u>ADOPTED</u>	<u>2021</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<u>EXPENSES</u>				
WAGES AND BENEFITS	\$ 1,950,376	\$ 1,748,043	\$ 1,752,131	11.57
ADMINISTRATION EXPENSES	\$ 297,173	\$ 285,330	\$ 269,659	4.15
O & M EXPENSES	\$ 2,174,700	\$ 1,908,800	\$ 1,834,017	13.93
TOTAL OPERATIONAL COSTS	\$ 4,422,249	\$ 3,942,173	\$ 3,855,807	12.18
DEBT SERVICE COSTS	\$ 1,989,513	\$ 1,987,013	\$ 1,991,413	0.13
TOTAL EXPENDITURES	<u>\$ 6,411,762</u>	<u>\$ 5,929,186</u>	<u>\$ 5,847,220</u>	8.14
<u>REVENUES</u>				
METERED WATER SALES	\$ 4,850,000	\$ 4,450,000	\$ 4,542,324	8.99
BULK SALES	\$ 61,500	\$ 50,000	\$ 62,994	23.00
HYDRANT CHARGES	\$ 542,226	\$ 528,643	\$ 508,177	2.57
PRIVATE FIRE	\$ 35,000	\$ 35,000	\$ 34,841	0.00
HOOK UP FEE	\$ 70,000	\$ 70,000	\$ 71,650	0.00
BASIC SERVICE CHARGE	\$ 1,066,300	\$ 1,066,300	\$ 1,054,644	0.00
LEASE INCOME	\$ 140,652	\$ 140,652	\$ 137,849	0.00
INTEREST ON CAPITAL	\$ 5,000	\$ 5,000	\$ 3,039	0.00
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 57,721	0.00
TOTAL REVENUE	<u>\$ 6,800,678</u>	<u>\$ 6,375,595</u>	<u>\$ 6,473,239</u>	6.67
RESERVED, CAPITAL	\$ 388,916	\$ 446,409	\$ 626,019	
DEBT SERVICE RATIO	1.20	1.22	1.31	

Miscellaneous Revenues include charges and fees such as: Inspection Fees, Interest Charges, Plan Review Fees, Hydrant Permit Fees and others.

**Clifton Park Water Authority
2023 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 34,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 160,000
SCADA Work and Computer Upgrade	\$ 10,000
Hydrant Flags	\$ 5,200
Tank Inspections - Blue Spruce, Boyack, Miller, Barney	\$ 10,000
Turbidimeters (3) - Boyack WTP	\$ 11,000
Grading Bucket and Accessories - John Deere Excavator	\$ 13,200
Well Redevelopment	<u>\$ 32,000</u>
Total	<u>\$ 275,400</u>
CPWA Fund Balance (as of 10/3/22)	\$ 2,331,335

WAIVER OF NOTICE OF REGULAR MEETING OF DIRECTORS
OF
COUNTRY KNOLLS WATER WORKS, INC.

The undersigned, being all the directors of Country Knolls Water Works, Inc., consent that the regular meeting of the directors be held at 661 Clifton Park Center Road, Clifton Park, New York on January 11, 2023 at _____pm. We waive further notice of the meeting.

Helmut Gerstenberger

John Ryan

Peter Taubkin

William Butler

Heather Brondi

COUNTRY KNOLLS WATER WORKS, INC.

661 Clifton Park Center Road
Clifton Park, NY 12065
Phone (518) 383-1122

COUNTRY KNOLLS WATER WORKS BOARD MEETING

Wednesday, January 11, 2023
Immediately following the CPWA Board Meeting

AGENDA

- Organizational Resolutions

COUNTRY KNOLLS WATER WORKS

BOARD MEETING

ORGANIZATIONAL

January 11, 2023

Those present at the Country Knolls Water Works Board Meeting were County Knolls Board members: Mr. Helmut Gerstenberger, Mr. John Ryan, Mr. Peter Taubkin, Mr. William Butler and Ms. Brondi.

Also present: Mr. Donald Austin Jr., Administrator and Mr. James Trainor, Attorney.

Mr. Gerstenberger called the meeting to order at _____ p.m.

The first item of business that was proposed was the waiver of notice. The waiver, having been signed by all of the directors, was read aloud by Mr. Gerstenberger and was ordered to be made part of the minutes.

Mr. _____ made a **motion** that the Board of Directors of the Clifton Park Water Authority (CPWA) continue to serve as the Board of Directors for Country Knolls Water Works (CKWW) and that such board members serve in such corporate officer capacities as correspond to their CPWA Board titles. This **motion** was seconded by _____. The **motion** carried _____.

Mr. _____ offered Resolution No. 1, 2023 to the effect that the Corporation's Board members be indemnified with regard to their official acts and duties undertaken on behalf of the Corporation commensurate with the indemnification provided to them with regard to their official acts and duties undertaken on behalf of CPWA; seconded by _____.

Roll Call Vote:

Mr. Gerstenberger	- Aye	No
Mr. Ryan	- Aye	No
Mr. Taubkin	- Aye	No
Mr. Butler	- Aye	No
Ms. Brondi	- Aye	No

Motion to adjourn made by Mr. _____; seconded by Mr. _____. The **motion** carried _____. Meeting adjourned at _____ p.m.

Secretary

Approved:

Chairman

Attached:
Waiver of Notice