



## CLIFTON PARK WATER AUTHORITY

### BOARD MEETING MINUTES

OCTOBER 9, 2018

Those present at the Clifton Park Water Authority board meeting were: Mr. 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. Ronald Marshall, Superintendent; Mr. Neil Weiner, Attorney; and Supervisor Phil Barrett.

Mr. Gerstenberger called the meeting to order at 7:04pm.

#### **PRIVILEGE OF THE FLOOR**

Corey Reid was in attendance to discuss the Riggi subdivision on Miller Road which is an agenda item under old business. He stated that last month he came to open a line of communication between himself and the Board. He attempted to look into the cost associated with the main installation to get a better idea but due to a conflict of interest was unable to do so. Mr. Austin reported that a week ago he got a call from Lansing Engineering letting him know that a good portion of the right of way along the section of Miller Road is Army Corp of Engineers wetlands. In order to put the water main in they would have to directionally drill 1,625 feet. He asked for a detailed cost proposal for the work with this new information. He received their email just before the meeting tonight. The proposal came in \$67,000.00 higher than the original estimate of \$180,000.00.

Mr. Reid said at last month's meeting the Board stated that closing the loop would provide no benefit to the water system. He asked if it would be possible to extend the main from one end or the other to cut off some length of main instead of doing a loop system and if the main could be sized down from an eight inch to a four inch. If the main is installed from the south going north, staying away from the Dwaas Kill so no directional drill would be required, and then ending at the Vanderzee's, it would cut out 700 feet of main. The two homes at the north end of Miller Road could be connected from the main running along the property line. He feels this alternative option would reduce the cost for the six homeowners. Mr. Austin stated he will have to review the plans to see if this is a viable option.

Mr. Weiner stated that if the water system as a whole benefits from the main extension, the CPWA can't bill the individual parcels. If it is not beneficial to the water system, the CPWA can charge an impact fee to the affected property owners. Mr. Weiner will contact the NYS Comptroller Office to find out if the impact fee could be collected over a period of time with interest.

#### **OLD BUSINESS**

##### **WATER MAIN REPLACEMENT ON PLANK ROAD**

Mr. Austin stated there is nothing new to report at this time.

#### **PROJECT TO INCREASE CAPACITY FROM SCWA**

Mr. Austin stated he is still waiting on the design and he won't have any updates about the grant application for a couple of months.

#### **SPRINT MODIFICATION REQUEST – KNOLLTOP**

Mr. Gerstenberger made a **motion** to move into executive session at 7:34pm to discuss ongoing contract negotiations with Sprint & AT&T; seconded by Mr. Ryan. The **motion** carried 5-0.

Mr. Butler made a **motion** at 7:48pm to move out of executive session; seconded by Mr. Peterson. The **motion** carried 5-0.

#### **AT&T MODIFICATION REQUEST – BOYACK**

See Sprint Modification Request

#### **RIGGI SUBDIVISION ON MILLER ROAD – POTENTIAL CONTRIBUTION TO ADDITIONAL WATER MAIN**

This discussion took place under Privilege of the Floor.

#### **ADOPT 2019 CPWA BUDGET**

Mr. Austin stated he increased the Miscellaneous line item under the General & Administrative budget so that new office furniture can be purchased for one of the office cubicles. Mr. Ryan suggested purchasing and installing a flat screen monitor in the board room which could be used as a visual aid for the meetings.

A **motion** was made by Mr. Ryan to adopt the 2019 Operating and Capital Budgets; seconded by Mr. Taubkin.

#### **RESOLUTION #20, 2018 – ADOPTING THE 2019 OPERATING AND CAPITAL BUDGETS**

#### **NOW, THEREFORE BE IT**

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby adopts the 2019 Operating Budget and Capital Budget as attached.

Roll Call Vote:

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

#### **NEW BUSINESS**

#### **RATE COVENANT RESOLUTION**

A **motion** was made by Mr. Gerstenberger to approve the adequacy of the rates to sufficiently comply with the rate covenant; seconded by Mr. Taubkin.

**RESOLUTION #21, 2018 – RESOLUTION ON THE ADEQUACY OF THE RATES TO  
SUFFICIENTLY COMPLY WITH THE RATE COVENANT**

**WHEREAS**, the Clifton Park Water Authority has completed a review, taking into consideration the completion of any uncompleted water projects and issuance of future series of bonds if necessary to finance the completion of such water projects, of its financial condition for the purpose of estimating whether the net revenues for fiscal year 2018 will be sufficient to comply with the rate covenant contained in subsection (b) of the section 7.12 of the water system revenue bond resolution adopted November 16, 1993. Now, therefore be it

**RESOLVED**, that the Clifton Park Water Authority has estimated that its net revenues for fiscal years 2017 and 2018 will be sufficient to comply with the rate covenant contained in the subsection (b) of section 7.12 of the water system revenue bond resolution adopted November 16, 1993, and it is further

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby authorizes a copy of this resolution, certified by its chairman, an authorized officer, setting forth a reasonably detailed statement of the actual and estimated revenues, operating expenses, aggregate debt service, and any other estimates or assumptions upon which such determination was based to be filed with the bond trustee.

Roll Call Vote:

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

**OTHER BUSINESS**

- The Board recommended putting a bright piece of paper in with the customer's bill notifying them that the CPWA has systems in place to notify them in the event of water system emergencies by email and Twitter. The notice should let them know that notifications and updates of active emergencies are also posted on our website.

**APPROVE MINUTES OF AUGUST 30, 2018 AND SEPTEMBER 12, 2018 MEETINGS**

A **motion** was made by Mr. Butler to approve the minutes of August 30, 2018; seconded by Mr. Gerstenberger. The **motion** carried 5-0.

A **motion** was made by Mr. Ryan to approve the minutes of September 12, 2018; seconded by Mr. Taubkin. The **motion** carried 5-0.

The CPWA's next board meeting is scheduled for Tuesday, November 13, 2018 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 8:08pm; seconded by Mr. Peterson. The **motion** carried 5-0.

Respectfully submitted,  
*Sheri Collins*  
Recording Secretary

cc: CPWA Board of Directors  
Neil Weiner, Esq.

# **CLIFTON PARK WATER AUTHORITY**



**PROPOSED BUDGET**

**FISCAL YEAR 2019**

## OPERATION AND MAINTENANCE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2019</u> <u>PROPOSED</u>	<u>2018</u> <u>ADOPTED</u>	<u>2017</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
5000	WAGES	\$ 656,526	\$ 715,484	\$ 680,757	(8.24)
5001	OVERTIME	\$ 55,500	\$ 55,500	\$ 48,034	0.00
5002	SEASONAL EMPLOYEES	\$ 13,000	\$ 13,000	\$ 11,480	0.00
5010	FICA + MEDICARE	\$ 55,465	\$ 59,975	\$ 55,442	(7.52)
5020	RETIREMENT	\$ 109,889	\$ 121,815	\$ 119,826	(9.79)
5125	HEALTH INSURANCE	\$ 204,880	\$ 203,920	\$ 198,258	0.47
	SUBTOTAL	<u>\$ 1,095,260</u>	<u>\$ 1,169,694</u>	<u>\$ 1,113,797</u>	(6.36)
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ 1,000	0.00
5320	LAB FEES	\$ 50,000	\$ 42,000	\$ 39,163	19.05
5330	EDUCATION	\$ 2,500	\$ 1,500	\$ 1,400	66.67
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 258,578	0.00
5405	GAS & OIL	\$ 20,000	\$ 22,000	\$ 14,578	(9.09)
5500	TREATMENT CHEMICALS	\$ 200,000	\$ 200,000	\$ 188,349	0.00
5610	SUPPLIES	\$ 6,500	\$ 5,000	\$ 5,479	30.00
5700	REPAIRS & MAINTENANCE	\$ 175,000	\$ 175,000	\$ 143,354	0.00
5710	SMALL TOOLS	\$ 5,200	\$ 4,500	\$ 4,954	15.56
5715	CONTRACTED REPAIRS	\$ 26,000	\$ 26,000	\$ 27,567	0.00
5730	UNIFORMS	\$ 6,000	\$ 6,000	\$ 6,094	0.00
5805	VEHICLE MAINTENANCE	\$ 15,000	\$ 15,000	\$ 19,257	0.00
5810	MILEAGE	\$ 1,100	\$ 1,100	\$ 1,104	0.00
5901	PRESERVE RENTAL	\$ 61,000	\$ 55,000	\$ 54,518	10.91
5902	NPDES PERMIT	\$ 2,000	\$ 2,000	\$ 2,000	0.00
5903	PURCHASED WATER	\$ 825,000	\$ 800,000	\$ 513,924	3.13
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,250	\$ 2,304	20.00
5950	PROPERTY TAXES - MALTA	\$ 80,000	\$ 80,000	\$ 73,133	0.00
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 8,336	0.00
	SUBTOTAL	<u>\$ 1,761,800</u>	<u>\$ 1,721,350</u>	<u>\$ 1,365,092</u>	2.35
<b>TOTAL O &amp; M</b>		<u><b>\$ 2,857,060</b></u>	<u><b>\$ 2,891,044</b></u>	<u><b>\$ 2,478,889</b></u>	(1.18)

## GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2019 PROPOSED</u>	<u>2018 ADOPTED</u>	<u>2017 ACTUAL</u>	<u>CHANGE (%)</u>
7000	WAGES	\$ 352,815	\$ 343,362	\$ 334,176	2.75
7010	FICA + MEDICARE	\$ 24,734	\$ 24,010	\$ 22,701	3.01
7020	RETIREMENT	\$ 51,084	\$ 49,590	\$ 48,818	3.01
7125	HEALTH INSURANCE	\$ 101,305	\$ 95,246	\$ 90,595	6.36
	SUBTOTAL	<u>\$ 529,937</u>	<u>\$ 512,208</u>	<u>\$ 496,290</u>	3.46
7100	INSURANCE, GENERAL	\$ 35,000	\$ 42,750	\$ 41,539	(18.13)
7105	WORKERS COMPENSATION	\$ 36,354	\$ 26,296	\$ 25,240	38.25
7310	CONSULTANT FEES	\$ 5,000	\$ 5,000	\$ 4,563	0.00
7320	DUES	\$ 600	\$ 600	\$ 430	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 810	0.00
7400	OFFICE SUPPLIES	\$ 23,000	\$ 20,000	\$ 21,120	15.00
7410	POSTAGE	\$ 30,500	\$ 30,000	\$ 28,211	1.67
7420	AUDIT & ACCOUNTING	\$ 36,000	\$ 35,000	\$ 35,062	2.86
7425	LEGAL FEES	\$ 5,000	\$ 5,000	\$ 5,497	0.00
7430	ENGINEERING FEES	\$ 11,000	\$ 15,000	\$ 2,821	(26.67)
7600	SERVICE CONTRACTS	\$ 26,000	\$ 26,000	\$ 23,839	0.00
7700	TELEPHONE EXPENSES	\$ 14,500	\$ 14,000	\$ 13,746	3.57
7705	TECHNICAL SUPPLIES	\$ 2,000	\$ 2,000	\$ 1,515	0.00
7710	UTILITIES OFFICE	\$ 7,000	\$ 7,000	\$ 5,410	0.00
7810	MILEAGE	\$ 200	\$ 200	\$ -	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 3,890	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 350	0.00
7824	BANK SERVICE CHARGE	\$ 6,360	\$ 6,360	\$ 3,231	0.00
7990	MISCELLANEOUS	\$ 3,300	\$ 3,000	\$ 1,277	10.00
	SUBTOTAL	<u>\$ 247,614</u>	<u>\$ 244,006</u>	<u>\$ 218,551</u>	1.48
<b><u>TOTAL GENERAL &amp; ADMINISTRATIVE</u></b>		<b><u>\$ 777,551</u></b>	<b><u>\$ 756,214</u></b>	<b><u>\$ 714,841</u></b>	2.82

## BUDGET SUMMARY

	<u>2019</u> <u>PROPOSED</u>	<u>2018</u> <u>ADOPTED</u>	<u>2017</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<b><u>EXPENSES</u></b>				
WAGES AND BENEFITS	\$ 1,625,197	\$ 1,681,902	\$ 1,610,087	(3.37)
ADMINISTRATION EXPENSES	\$ 247,614	\$ 244,006	\$ 218,551	1.48
O & M EXPENSES	\$ 1,761,800	\$ 1,721,350	\$ 1,365,092	2.35
TOTAL OPERATIONAL COSTS	\$ 3,634,611	\$ 3,647,258	\$ 3,193,730	(0.35)
DEBT SERVICE COSTS	\$ 2,005,262	\$ 2,000,563	\$ 1,997,314	0.23
TOTAL EXPENDITURES	<u>\$ 5,639,873</u>	<u>\$ 5,647,821</u>	<u>\$ 5,191,044</u>	(0.14)
<b><u>REVENUES</u></b>				
METERED WATER SALES	\$ 4,300,000	\$ 4,300,000	\$ 4,115,289	0.00
BULK SALES	\$ 32,000	\$ 32,000	\$ 35,422	0.00
HYDRANT CHARGES	\$ 480,813	\$ 470,236	\$ 455,449	2.25
PRIVATE FIRE	\$ 31,000	\$ 31,000	\$ 30,834	0.00
HOOK UP FEE	\$ 60,000	\$ 60,000	\$ 93,750	0.00
BASIC SERVICE CHARGE	\$ 1,025,000	\$ 1,025,000	\$ 1,021,790	0.00
LEASE INCOME	\$ 127,668	\$ 124,550	\$ 115,997	2.50
INTEREST ON CAPITAL	\$ 35,000	\$ 35,000	\$ 28,522	0.00
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 52,263	0.00
TOTAL REVENUE	<u>\$ 6,121,481</u>	<u>\$ 6,107,786</u>	<u>\$ 5,949,316</u>	0.22
RESERVED, CAPITAL	\$ 481,608	\$ 459,965	\$ 758,272	
DEBT SERVICE RATIO	1.24	1.23	1.38	

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

**Clifton Park Water Authority  
2019 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 19,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 140,000
Replace Boyack Well 5 Pitless Adapter Spool	\$ 6,500
Fire Hydrants	\$ 15,000
(1) Pickup Truck	\$ 30,000
Well Redevelopment	\$ 15,000
Anodes - Riverview Road	\$ 8,000
<b>Total</b>	<b><u>\$ 233,500</u></b>
<b>CPWA Fund Balance (as of 10/1/18)</b>	<b>\$ 2,590,494</b>