



## CLIFTON PARK WATER AUTHORITY

### BOARD MEETING MINUTES

OCTOBER 8, 2019

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. Ronald Marshall, Superintendent; and Mr. Neil Weiner, Attorney.

Mr. Gerstenberger called the meeting to order at 7:02pm.

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

No members of the public present.

#### **OLD BUSINESS**

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

Mr. Kortz from CT Male Associates reported that the project is still under review by the NYS Department of Health. He is hoping to receive a response from NYSDOH soon. Once approval is granted he will check the lead time on the pumpstation, which he believes to be approximately five to six months. The project is ready to go out to bid within a week of receiving approval. There will be a minimum three week bidding period and then a review of the bids for an award.

- **APPROVE CHANGE ORDER AND AMENDED CT MALE AGREEMENT**

Mr. Kortz explained that he has had a few conversations with the Environmental Facilities Corporation (EFC) to determine how best to get the project to meet their Minority and Women Owned Business Enterprise (MWBE) participation goals. The design portion of the contract was essentially complete before the grant was awarded. He suggested they could subcontract the construction observation services and construction materials testing to a qualified MWBE contractor for that part of the project. This would show the EFC a good faith effort on the CPWA's behalf, in anticipation of the general construction contractor not being able to meet the EFC's goals since this project is a pre-manufactured pumpstation. A large percentage of this project is for the purchase, delivery, and installation of the pumpstation. Mr. Kortz doesn't know of any MWBE pre-manufactured pumpstation builders.

Mr. Kortz presented a new proposal subcontracting the above-mentioned construction phase services which has resulted in a slight increase in cost. He is still soliciting quotes from a couple of MWBE engineering firms to try to get the hourly rate down. He explained that the contract would still be with CT Male and they would subcontract with no markup to the CPWA.

### **MOE ROAD PUMPSTATION PARCEL**

Mr. Austin reported that the Stoney Creek Park District is still waiting for a response on the grant that they have applied for.

### **CPWA ANNUAL BUDGET**

Mr. Austin reported that there are no wage increases for union members because they are still negotiating their new contract. The budget will have to be amended once the contract is settled. He also noted the following line item changes:

- Gas & Oil – increased due to being over budget in 2018
- Contracted Repairs – increased due to more iron bacteria fouling in the wells in the Preserve. These wells are currently being treated twice a year but this work should be done three to four times a year.

A **motion** was made by Mr. Ryan to adopt the 2020 Operating and Capital Budgets as presented; seconded by Mr. Butler.

### **RESOLUTION #19, 2019 – ADOPTING 2020 OPERATING AND CAPITAL BUDGETS**

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

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby adopts the 2020 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**

#### **TOWERPOINT PROPOSAL TO PURCHASE CELLULAR LEASES**

Mr. Austin received a proposal from Towerpoint Acquisitions LLC to purchase the cell tower leases the CPWA has at Knolltop. Their proposal includes a lump sum purchase for \$1,200,000.00 or \$1,550,000.00 paid in 15 equal annual installments of \$103,333.00. Each proposal includes the option to participate in the Revenue Share provision which means Towerpoint and the CPWA would split additional new revenues generated at the site, 55% in favor of the CPWA.

Mr. Austin forwarded the proposal to Fran Clerkin of BSP to review and comment. Mr. Clerkin commented that they have yet to see one of these proposals that made financial sense to the municipality. He explained that Towerpoint is looking to make payments for the next 15 years which then entitles them to easement and lease assignment rights for the next 99 years. He recommended rejecting their proposal and awaiting current

lease expiration which will then open the opportunity to negotiate new leases at the true value of our unique sites.

### **OTHER BUSINESS**

- Vincent Kozel contacted Mr. Austin regarding property he owns on Grooms Road near the intersection with Moe Road. Mr. Kozel claims that back in 1995 or 1996 he was told his hook-up and meter fees would be waived in exchange for an easement for the installation of water main across his property. The CPWA doesn't have any record of an easement or any record of an agreement to waive fees. Mr. Kozel doesn't have any record either. Mr. Weiner checked at the Saratoga County Clerk's Office and there was no record of an easement. Mr. Austin is going to do some more research with the County to see if the water main lies in the public right of way and Mr. Weiner will research a prescriptive rights easement.
- Mr. Gerstenberger made a **motion** to move into executive session at 7:46pm to discuss CSEA union negotiations; seconded by Mr. Taubkin. The **motion** carried 5-0.

Mr. Gerstenberger made a **motion** to move out of executive session at 8:15pm; seconded by Mr. Peterson. The **motion** carried 5-0.

### **APPROVE MINUTES OF JUNE 12, 2019, JULY 10, 2019 AND SEPTEMBER 18, 2019**

A **motion** was made by Mr. Ryan to approve the minutes of the June 12, 2019 meeting; seconded by Mr. Taubkin. The **motion** carried 5-0.

A **motion** was made by Mr. Peterson to approve the minutes of the July 10, 2019 meeting; seconded by Mr. Gerstenberger. The **motion** carried 5-0.

A **motion** was made by Mr. Butler to approve the minutes of the September 18, 2019 meeting; seconded by Mr. Peterson. The **motion** carried 5-0.

The CPWA's next board meeting is scheduled for Tuesday, November 12, 2019 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 8:18pm; 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 2020**

## OPERATION AND MAINTENANCE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2020</u> <u>PROPOSED</u>	<u>2019</u> <u>ADOPTED</u>	<u>2018</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
5000	WAGES	\$ 659,526	\$ 656,526	\$ 675,585	0.46
5001	OVERTIME	\$ 55,500	\$ 55,500	\$ 50,139	0.00
5002	SEASONAL EMPLOYEES	\$ 14,500	\$ 13,000	\$ 12,600	11.54
5010	FICA + MEDICARE	\$ 55,809	\$ 55,465	\$ 55,439	0.62
5020	RETIREMENT	\$ 112,342	\$ 109,889	\$ 115,204	2.23
5125	HEALTH INSURANCE	\$ 224,428	\$ 204,880	\$ 198,872	9.54
	SUBTOTAL	<u>\$ 1,122,105</u>	<u>\$ 1,095,260</u>	<u>\$ 1,107,839</u>	2.45
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ -	0.00
5320	LAB FEES	\$ 40,000	\$ 50,000	\$ 37,337	(20.00)
5330	EDUCATION	\$ 3,000	\$ 2,500	\$ 1,650	20.00
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 267,476	0.00
5405	GAS & OIL	\$ 27,000	\$ 20,000	\$ 26,277	35.00
5500	TREATMENT CHEMICALS	\$ 200,000	\$ 200,000	\$ 209,934	0.00
5610	SUPPLIES	\$ 7,500	\$ 6,500	\$ 4,216	15.38
5700	REPAIRS & MAINTENANCE	\$ 185,000	\$ 175,000	\$ 170,152	5.71
5710	SMALL TOOLS	\$ 5,200	\$ 5,200	\$ 5,281	0.00
5715	CONTRACTED REPAIRS	\$ 41,000	\$ 26,000	\$ 6,460	57.69
5730	UNIFORMS	\$ 6,000	\$ 6,000	\$ 6,857	0.00
5805	VEHICLE MAINTENANCE	\$ 15,000	\$ 15,000	\$ 14,010	0.00
5810	MILEAGE	\$ 1,100	\$ 1,100	\$ 875	0.00
5901	PRESERVE RENTAL	\$ 61,000	\$ 61,000	\$ 60,382	0.00
5902	NPDES PERMIT	\$ 2,000	\$ 2,000	\$ 2,500	0.00
5903	PURCHASED WATER	\$ 825,000	\$ 825,000	\$ 630,893	0.00
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,314	0.00
5950	PROPERTY TAXES - MALTA	\$ 80,000	\$ 80,000	\$ 73,792	0.00
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 9,550	0.00
	SUBTOTAL	<u>\$ 1,785,300</u>	<u>\$ 1,761,800</u>	<u>\$ 1,528,956</u>	1.33
<b>TOTAL O &amp; M</b>		<u><b>\$ 2,907,405</b></u>	<u><b>\$ 2,857,060</b></u>	<u><b>\$ 2,636,795</b></u>	1.76

## GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2020</u> <u>PROPOSED</u>	<u>2019</u> <u>ADOPTED</u>	<u>2018</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
7000	WAGES	\$ 359,931	\$ 352,815	\$ 343,096	2.02
7010	FICA + MEDICARE	\$ 25,278	\$ 24,734	\$ 23,241	2.20
7020	RETIREMENT	\$ 53,199	\$ 51,084	\$ 49,590	4.14
7125	HEALTH INSURANCE	\$ 105,846	\$ 101,305	\$ 103,545	4.48
	SUBTOTAL	<u>\$ 544,254</u>	<u>\$ 529,938</u>	<u>\$ 519,472</u>	2.70
7100	INSURANCE, GENERAL	\$ 35,000	\$ 35,000	\$ 23,570	0.00
7105	WORKERS COMPENSATION	\$ 32,000	\$ 36,354	\$ 26,296	(11.98)
7310	CONSULTANT FEES	\$ 5,000	\$ 5,000	\$ 8,163	0.00
7320	DUES	\$ 600	\$ 600	\$ 333	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ -	0.00
7400	OFFICE SUPPLIES	\$ 25,000	\$ 23,000	\$ 22,871	8.70
7410	POSTAGE	\$ 30,500	\$ 30,500	\$ 31,210	0.00
7420	AUDIT & ACCOUNTING	\$ 36,000	\$ 36,000	\$ 37,901	0.00
7425	LEGAL FEES	\$ 5,000	\$ 5,000	\$ 113	0.00
7430	ENGINEERING FEES	\$ 11,000	\$ 11,000	\$ 7,099	0.00
7600	SERVICE CONTRACTS	\$ 27,000	\$ 26,000	\$ 25,609	3.85
7700	TELEPHONE EXPENSES	\$ 15,000	\$ 14,500	\$ 14,617	3.45
7705	TECHNICAL SUPPLIES	\$ 2,000	\$ 2,000	\$ 2,312	0.00
7710	UTILITIES OFFICE	\$ 7,000	\$ 7,000	\$ 6,026	0.00
7810	MILEAGE	\$ 200	\$ 200	\$ -	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 1,784	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 156	0.00
7824	BANK SERVICE CHARGE	\$ 6,360	\$ 6,360	\$ 6,129	0.00
7990	MISCELLANEOUS	\$ 3,300	\$ 3,300	\$ 2,332	0.00
	SUBTOTAL	<u>\$ 246,760</u>	<u>\$ 247,614</u>	<u>\$ 216,521</u>	(0.34)
<b><u>TOTAL GENERAL &amp; ADMINISTRATIVE</u></b>		<b><u>\$ 791,014</u></b>	<b><u>\$ 777,552</u></b>	<b><u>\$ 735,993</u></b>	1.73

## BUDGET SUMMARY

	<u>2020</u> <u>PROPOSED</u>	<u>2019</u> <u>ADOPTED</u>	<u>2018</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<b><u>EXPENSES</u></b>				
WAGES AND BENEFITS	\$ 1,666,359	\$ 1,625,198	\$ 1,627,311	2.53
ADMINISTRATION EXPENSES	\$ 246,760	\$ 247,614	\$ 216,521	(0.34)
O & M EXPENSES	\$ 1,785,300	\$ 1,761,800	\$ 1,528,956	1.33
TOTAL OPERATIONAL COSTS	\$ 3,698,419	\$ 3,634,612	\$ 3,372,788	1.76
DEBT SERVICE COSTS	\$ 1,987,413	\$ 2,005,262	\$ 2,000,563	(0.89)
TOTAL EXPENDITURES	<u>\$ 5,685,832</u>	<u>\$ 5,639,874</u>	<u>\$ 5,373,351</u>	0.81
<b><u>REVENUES</u></b>				
METERED WATER SALES	\$ 4,300,000	\$ 4,300,000	\$ 4,460,672	0.00
BULK SALES	\$ 40,000	\$ 32,000	\$ 26,695	25.00
HYDRANT CHARGES	\$ 492,780	\$ 480,813	\$ 470,306	2.49
PRIVATE FIRE	\$ 32,500	\$ 31,000	\$ 32,370	4.84
HOOK UP FEE	\$ 65,000	\$ 60,000	\$ 81,990	8.33
BASIC SERVICE CHARGE	\$ 1,050,000	\$ 1,025,000	\$ 1,032,680	2.44
LEASE INCOME	\$ 125,000	\$ 127,668	\$ 118,857	(2.09)
INTEREST ON CAPITAL	\$ 60,000	\$ 35,000	\$ 58,119	71.43
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 33,676	0.00
TOTAL REVENUE	<u>\$ 6,195,280</u>	<u>\$ 6,121,481</u>	<u>\$ 6,315,365</u>	1.21
RESERVED, CAPITAL	\$ 509,448	\$ 481,607	\$ 942,014	
DEBT SERVICE RATIO	1.25	1.24	1.47	

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

**Clifton Park Water Authority  
2020 Capital Budget**

<b><u>Item</u></b>	<b><u>Estimated Cost</u></b>
Brass Goods	\$ 19,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 130,000
Fire Hydrants	\$ 21,000
(1) Pickup Truck	\$ 30,000
New Dump Truck	\$ 150,000
Well Redevelopment	\$ 15,000
SCADA Upgrades	\$ 8,100
Office Server	\$ 6,000
Variable Frequency Drive for Preserve Well 4	\$ 15,000
Tapping Tool	\$ 10,200
<b>Total</b>	<b><u>\$ 404,300</u></b>
 CPWA Fund Balance (as of 9/30/19)	 \$ 2,687,102