



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

FEBRUARY 11, 2020

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; Mr. William Butler, Board Member; Mr. Donald Austin, Jr., Administrator; Mr. Ronald Marshall, Superintendent; and Mr. Neil Weiner, Attorney.

Mr. Gerstenberger called the meeting to order at 7:07pm.

Mr. Gerstenberger read an email that he received from the Town of Clifton Park Town Supervisor, Phil Barrett. "A quick note to let you know Don and crew did a great job cleaning up the area across from the Town Hall entrance on Vischer Ferry Road. The old broken fence was removed quickly as well as the overgrowth that was taking over the fence. Much appreciated. Please let the Board know this work was completed."

PRIVILEGE OF THE FLOOR

No members of the public present.

OLD BUSINESS

PROJECT TO INCREASE CAPACITY FROM SCWA

Mr. Kortz of CT Male Associates reported that the project is still under review. He has a meeting scheduled with NYSDOH on Thursday.

Mr. Austin reported that they had a conference call with Ed Hernandez from SCWA regarding this project. Mr. Hernandez wanted to make sure that certain things were included that they require of their purchasers, such as reporting information back to their SCADA system and certain types of flow meters to be incorporated into the project. He had some questions about the operation of the station. Mr. Kortz is working on addressing the concerns expressed by Mr. Hernandez.

Mr. Austin spoke with the Environmental Facilities Corporation (EFC) and they stated that DOH needs to approve the project in order to get a grant agreement in place. EFC also placed a call to DOH to inquire about the status of the project. He is hopeful this will move the process along.

MOE ROAD PUMPSTATION PARCEL

A **motion** was made by Mr. Ryan authorizing the sale of the CPWA's Thoroughbred Way parcel to the Town of Clifton Park; seconded by Mr. Butler.

RESOLUTION # 10, 2020 – AUTHORIZE SALE OF THOROUGHbred WAY PARCEL TO TOWN OF CLIFTON PARK

WHEREAS, the Clifton Park Water Authority (CPWA) owns a parcel of land at 10/12 Thoroughbred Way in Clifton Park that is the site of a former well and pumpstation that is no longer in use, and

WHEREAS, said parcel no longer serves a useful purpose to the CPWA, and

WHEREAS, the Town of Clifton Park wishes to acquire the property to use as park land, and

WHEREAS, the CPWA contracted with Valero Associates to perform an appraisal of the property, and

WHEREAS, Valero Associates estimated the value of the property at \$62,000, now therefore be it

RESOLVED, that the CPWA Board of Directors hereby agrees to sell the property at 10/12 Thoroughbred Way to the Town of Clifton Park for \$62,000 and the CPWA Administrator is hereby authorized to execute the purchase and sale agreement and any other documents or instruments necessary to complete the transaction.

Roll Call Vote:

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

COMMUNITY SOLAR PROPOSAL

The CPWA would contract with Nexamp and a portion of the energy supplied to the grid from a local community solar farm would be allocated to the CPWA. The allocation amount will be equal to about 80% of the CPWA's average annual electricity consumption. National Grid would then provide Net Metering Credits for allocated electric usage, which would reduce the CPWA's energy bill. The credits are currently calculated at \$0.12 per kWh, which is what the utility supply and delivery rate is for the Capital Region. It is important to note that the credit is calculated off of an energy usage that is approximately 80% of our normal billed usage. The CPWA will then get a bill from Nexamp. This bill would be equal to 85% of the total Net Metering Credit amount provided on the National Grid bill. In the end, the CPWA saves the difference

between the Net Metering Credits provided on the National Grid bill and the amount paid to Nexamp. This proposal allows the CPWA to make a commitment to solar energy without the need to install its own solar array, while saving a decent amount on its annual electricity bills (approximately \$30,000). The only issue Mr. Austin sees is the 15 year commitment, but the only risk there is that something offering a bigger savings comes along, which doesn't seem likely.

The Board discussed the possibility of installing a solar array on a CPWA property. The Board is also interested in hearing from an existing Nexamp customer's experience with the Community Solar program.

NEW BUSINESS

AMEND PROCUREMENT POLICY

A **motion** was made by Mr. Ryan to amend the CPWA Procurement Policy; seconded by Mr. Gerstenberger.

RESOLUTION# 11, 2020 - AMEND CPWA PROCUREMENT POLICY

WHEREAS, the CPWA has a policy with regard to the procurement of goods and services, and

WHEREAS, the CPWA Board of Directors wishes to amend this procurement policy to include provisions for purchasing goods and services in emergency situations, as well as "piggybacking" on pre-existing procurement contracts of counties within New York State, now therefore be it

RESOLVED, that the CPWA Board of Directors hereby amends the CPWA Procurement Policy as attached.

Roll Call Vote:

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

KNOLLTOP WATER STORAGE TANK REFURBISHMENT

A **motion** was made by Mr. Ryan to authorize engineering work for Knolltop Water Storage Tank Refurbishment; seconded by Mr. Peterson.

RESOLUTION# 12, 2020 - AMENDING RESOLUTION# 25, 2019 AUTHORIZE ENGINEERING WORK FOR KNOLLTOP WATER STORAGE TANK REFURBISHMENT

WHEREAS, the Clifton Park Water Authority (CPWA) wishes to move forward with a project to refurbish the Knolltop Water Storage Tank in accordance with the recommendations of an inspection report issued by Utility Service Group in August of 2016, and

WHEREAS, CT Male has provided the CPWA with a proposal for engineering services related to this project in the amount of \$40,550 for bidding and contract administration services and an estimated \$26,880 for construction observation services, and

WHEREAS, the Clifton Park Water Authority Board of Directors passed Resolution #25, 2019 adopting the Capital Budget for 2020, now therefore be it

RESOLVED, that the CPWA Board of Directors hereby amends Resolution #25, 2019 to include an additional \$67,430 item in the 2020 CPWA Capital Budget for engineering services related to the refurbishment of the Knolltop Water Storage Tank.

Roll Call Vote:

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

OTHER BUSINESS

APPROVE MINUTES OF NOVEMBER 12, 2019 AND JANUARY 7, 2020

A **motion** was made by Mr. Gerstenberger to approve the minutes of January 7, 2020; seconded by Mr. Butler. The **motion** carried 4-0, 1 abstain.

A **motion** was made by Mr. Peterson to approve the minutes of November 12, 2019; seconded by Mr. Ryan. The **motion** carried 3-0, 2 abstain.

The CPWA's next board meeting is scheduled for Tuesday, March 10, 2020 at 7pm.

A **motion** was made by Mr. Ryan to adjourn the meeting at 8:29pm; seconded by Mr. Butler. The **motion** carried 5-0.

Respectfully submitted,
Sheri Collins
Recording Secretary

cc: CPWA Board of Directors
Neil Weiner, Esq.

CPWA Procurement Policy

Determination of the Need for Competitive Bidding:

General Municipal Law requires purchase contracts exceeding \$20,000 and public works contracts exceeding \$35,000, be awarded to the lowest responsible bidder after public advertising requesting sealed bids.

In determining the necessity for competitive bidding, the aggregate cost of an item or commodity estimated to be purchased in a fiscal year would be considered.

The term “public works contract” would apply to those items or projects involving labor, or both materials and labor. Included in this category would be construction, paving, printing, repair contracts, etc.

The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. The Authority retains the right to reject any and all bids at any time.

The bid announcement will be placed in the Authority’s designated official newspaper for at least one day as a minimum.

Purchases Exempt from Competitive Bidding:

Provisions in State Law allow certain procurements to be exempt from the competitive bidding requirements as follows:

1. Purchases made from state contracts issued by the Office of General Services.
2. Prison Industries and Industries of the Blind purchases.
3. Professional services such as: insurances, medical services, legal services, engineering services, and accounting services.
4. Emergencies arising out of accident or unforeseen circumstances that impair the CPWA’s ability to pump, treat or deliver water, as necessary, to its customers.
5. Purchases made under “piggyback” contracts that are made available through any county within the State of New York.

Standardization of Purchase:

When deemed necessary, for reasons of economy and efficiency, the Authority may approve a standard of purchase of a material or equipment.

Standardization, as the word implies, restricts a purchase to a specific make, model, or type of equipment or supply. For example, to limit the purchase of trucks to a particular make or model based on past performance or to reduce the inventory of spare parts, may be acceptable, provided that sufficient justification is supplied to the Authority Board of Directors.

In order to apply this standardization, the Board must approve the purchase by a two-thirds majority vote.

Inspection of Commodities after Delivery:

Primary responsibility to ensure full vendor performance with contract requirements and commodity specifications, lies in the inspection at the point of receipt. This is particularly true with regard to delivery specifications, including damage to or shortage of, merchandise. Staff must inspect immediately upon delivery, and damaged goods should be refused for delivery.

If there is a shortage, personnel should insist on a notation to that effect on the freight receipt. Both the Authority and the contractor must be notified immediately. All packing slips must be forwarded to the office.

Purchase Requisitions:

All requirements for goods and services shall be recorded on a requisition form and forwarded to the Administrator for approval and line item assignment.

The following information is necessary on the requisition:

1. Date
2. Person requesting order
3. Place material is to be delivered
4. Delivery requirements (rush, time frame, special delivery vehicle requirements)
5. Description of item/service required, including part/catalog numbers (if applicable)
6. Suggested vendor and cost if available
7. Signature of person making request

Any additional information, such as price quotes or other available vendors or literature for specialized equipment should accompany the requisition form at the time of presentation to the Administrator.

All approved requisitions will generate a purchase order. One copy of the purchase order (pink) will be returned to the requisitioner. This copy will serve to verify that the item has been ordered. Another copy (yellow) will be forwarded to the Business Manager. Once the item has been delivered and inspected, the packing slip should be attached to the requisitioner's copy of the purchase order, and the copy should be signed indicating that the item has been received in satisfactory condition. This copy shall be forwarded to the Business Manager for payment.

Blanket Purchase Orders:

Blanket purchase orders are set up with vendors from whom the Authority purchases a number of small items, such as nuts, bolts, small hand tools, hose, etc., or for purchases of identical items or services that are made from an individual vendor frequently over the course of the year.

Vendors that may be issued blanket purchase orders are:

- Local hardware stores
- Treatment chemical suppliers
- Suppliers of cartridge filters for the Boyack Treatment Plant
- Contracted IT service provider
- Shipping vendors (UPS, Fedex)

Authorized Authority staff may make purchases at these specified vendors. Vendors will be approved by the Authority Administrator and will be set up with maximum per-purchase dollar amounts, determined by historical purchases, at the time the blanket purchase order is created. All invoices will be matched to receipts or delivery tickets by the Business Manager for verification of approved purchase.

The vendor may bill the Authority monthly for a partial payment against the open purchase order.

Purchase Order Quotations:

The following rules apply to all Authority purchases:

1. Purchases of more than \$1,500, but less than \$3,000, will require at least two verbal quotes recorded.
2. Purchases of \$3,000 or more, but less than \$5,000, will require three verbal quotes recorded.

3. Purchases of \$5,000 or more, but less than \$20,000, will require three written quotes filed.
4. Purchases of \$20,000 or more will require competitive bidding.

Board Approval of Purchases:

All purchases require the prior approval of the Authority Administrator. In the absence of the Administrator, in instances where the purchase cannot be delayed, approvals will be determined by the Business Manager.

Any individual purchases over \$5,000 will require approval by the Authority's Board of Directors, with the exception of the following categories:

- Utility bills
- Equipment/Software service contracts
- Fuel
- Health insurance
- Workers' compensation insurance
- Treatment chemicals
- Purchased water
- Property and school taxes
- Emergency repairs