



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

NOVEMBER 10, 2021

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

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

PRIVILEGE OF THE FLOOR

Craig Monroe of Craig's Mowing and Landscaping presented the Board with a list of questions and concerns he has with regard to the new lawn irrigation system rules and regulations. After some discussion, the Board will review his list and provide a detailed response in writing addressing his questions and concerns.

OLD BUSINESS

PROJECT TO INCREASE CAPACITY FROM SCWA

Mr. Austin presented the Board with a change order for an additional \$14,220.10 that modifies the original contract for additional integration work for the SCWA SCADA tie-in and additional controls based on coordination between contractors and the CPWA. Work included additional programming, wiring, on/off station, and additional PLC hardware. The majority of the change order is for changes to the control schemes that will allow the pumpstation to be operated easier and more efficiently. A small part of the change order (approximately \$2,000.00) is for control and wiring work that the contractor feels was not clearly called out in the specifications. Therefore, the work was not done. The Board directed Mr. Austin to deduct the amount from CT Male's next invoice since they feel they this was an oversight on their part.

A **motion** was made by Mr. Gerstenberger authorizing Change Orders for SCWA Interconnect Upgrade; seconded by Mr. Ryan.

RESOLUTION #23, 2021 – AMENDING RESOLUTION #17, 2020 AUTHORIZE CHANGE ORDERS FOR SCWA INTERCONNECT UPGRADE

WHEREAS, the Clifton Park Water Authority (CPWA) has awarded a construction contract for the construction of a pump station at its connection with the Saratoga County Water Authority, and

WHEREAS, additional control equipment, programming and electrical wiring not identified on the construction plans has resulted in the need for two Change Orders to the original contract, and

WHEREAS, this contract was awarded by Resolution #17, 2020 at a meeting of the CPWA Board of Directors, and

WHEREAS, the CPWA Board of Directors wishes to approve the Change Order and amend the resolution to include an additional \$14,220.10 expenditure for the SCWA Interconnect Upgrade, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby approves the Change Orders as attached and amends Resolution #17, 2020 to include an additional \$14,220.10 expense for control equipment, programming and electrical wiring, and increase the Capital Budget item for this project accordingly, contingent upon a dispute of \$2,000.00 and the delineation from Wm. J. Keller and Sons Construction subject to subsequent actual costs.

Roll Call Vote:

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

VERIZON REQUEST FOR INSTALLATION OF TELECOMMUNICATIONS TOWER AT BOYACK WTP

Mr. Ryan recused himself from this discussion. Mr. Austin is almost done reviewing the structural analysis. He has asked CT Male to review the modifications to see if the new equipment increases the loading on the tank, in which case we have the right to renegotiate the lease.

DISH NETWORK REQUEST FOR INSTALLATION OF TELECOMMUNICATIONS EQUIPMENT ON KNOLLTOP WATER STORAGE TANK

Mr. Ryan recused himself from this discussion. Mr. Austin hasn't heard anything from them.

ENGINEERING RFQ

This past Monday, Mr. Gerstenberger, Mr. Butler, and Mr. Austin listened to presentations from M.J. Engineering, Delaware Engineering, CT Male & Associates, and Barton & Loguidice. They learned different approaches that these firms have. They felt that they were very similar but different. They will invite the top two firms to next month's board meeting to speak with the entire Board.

LAWN IRRIGATION SYSTEM RULES AND REGULATIONS

A **motion** was made by Mr. Gerstenberger amending Lawn Irrigation System Rules and Regulations; seconded by Mr. Butler.

RESOLUTION #24, 2021 – AMENDING LAWN IRRIGATION SYSTEM RULES AND REGULATIONS

WHEREAS, the Clifton Park Water Authority (CPWA) passed Resolution #22, 2021, adopting rules and regulations for the installation of underground lawn irrigation systems, and

WHEREAS, the Clifton Park Water Authority wishes to amend these rules and regulations as follows:

Replace Residential System Installation, Section (9) with:

Installation of any part of the proposed irrigation system within the public right-of way of any road, or within any easement is allowed but discouraged. Should any part of the proposed irrigation system be installed within the public right-of-way or within any easement, the homeowner assumes any and all responsibility for future repairs to the system that may become necessary as a result of excavation of utilities and/or roadways by anyone duly authorized to do so, including the Clifton Park Water Authority.

Now, therefore be it

RESOLVED, that the Clifton Park Water Authority hereby amends its Lawn Irrigation System Rules and Regulations as described above.

Roll Call Vote:

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

CPWA GENERAL TERMS AND CONDITIONS OF SERVICE

A **motion** was made by Mr. Ryan to approve the CPWA General Terms and Conditions of Service; seconded by Mr. Butler.

RESOLUTION #25, 2021 – APPROVE CPWA GENERAL TERMS AND CONDITIONS OF SERVICE

WHEREAS, the Clifton Park Water Authority (CPWA) wishes to establish a set of general rules and regulations that customers of the CPWA are required to abide by in order to receive water service, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby adopts the Clifton Park Water Authority General Terms and Conditions of Service, as attached.

Roll Call Vote:

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

NEW BUSINESS

RESOLUTION ON ADEQUACY OF RATES

A **motion** was made by Mr. Gerstenberger approving the resolution on the adequacy of the rates to sufficiently comply with the rate covenant; seconded by Mr. Ryan.

**RESOLUTION #26, 2021 – 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 years 2021 and 2022 will be sufficient to comply with the rate covenant contained in subsection (b) of 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 2021 and 2022 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. Taubkin	- Absent
Mr. Butler	- Aye
Ms. Osborne	- Absent

OTHER BUSINESS

- Mr. Austin prepared a history of water breaks and repair trends over the last five years. Mr. Ryan asked for a staff head count on each of the water breaks and repairs. Mr. Austin added that when two staff members retired only one new employee was hired.

APPROVE MINUTES OF OCTOBER 13, 2021 MEETING

A **motion** was made by Mr. Gerstenberger to approve the minutes of October 13, 2021; seconded by Mr. Butler. The **motion** carried 3-0, 2 absent.

The CPWA's next board meeting is scheduled for Wednesday, December 15, 2021 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 8:09pm; seconded by Mr. Ryan. The **motion** carried 3-0, 2 absent.

Respectfully submitted,
Sheri Collins
Recording Secretary

cc: CPWA Board of Directors
Trainor Law PLLC

Clifton Park Water Authority

General Terms and Conditions of Service

1. Metering

All customers of the Clifton Park Water Authority ("CPWA") system shall have their usage metered, with the exception of commercial fire protection systems. Meters shall be of a type specified by the CPWA prior to installation.

a. Location of Meters

Meters shall be located in the basement or mechanical/utility room if one is available. The water meter shall be placed where the water service line comes through the basement wall of basement floor. Where no basement is provided, the meter shall be placed where the service line comes through the wall or floor of the mechanical/utility room. All water meters installed within buildings shall be in a horizontal position, a minimum of 18 inches, but no more than 42 inches from where the water service first penetrates the floor or wall of the structure. The base of a single water meter shall be set at a height of not less than 12 inches, and not more than 42 inches above the floor surface. Meters shall be indoors and protected from freezing and other damage. No meters shall be installed in a crawl space under a residence. A meter pit may be installed outside the residence if the meter cannot be installed in the basement or mechanical/utility room. All meters shall be accessible to the Authority for inspection and reading.

b. Type of Meter

Meter size shall be determined by the property owner, but shall not be less than 5/8" x 3/4". Meter type shall be determined by the CPWA prior to installation and shall be dependent on the type of usage expected in the building. All meters shall be radio-read and of a brand and type specified by the CPWA.

1. Opt-Out of Radio-Read Requirement

Should a customer express concerns over the installation of a radio-read meter in their home or business, they can opt to have a non-radio-read meter installed. To cover the additional effort on the part of the CPWA to read this style of meter, the customer will be billed additionally on each quarterly bill. This fee can be found in the CPWA's Current Rates and Charges.

c. Metering of Irrigation

Commercial customers who have underground irrigation systems must separately meter their irrigation usage. The meter shall be installed as a sub-meter of the building's master meter. The charges for commercial irrigation are found in the CPWA's Current Rates and Charges.

2. Cross-Connections

At no point shall the domestic water system in a building that is connected to the CPWA system have an interconnection with another water supply. A physical separation must be present. It is acceptable for customers to use another water supply to service outside hose bibs, irrigation systems, etc., but the domestic water for the building must be connected to the CPWA supply, and the two supplies must be completely separated.

3. Water Rates and Charges

All current rates and charges of the CPWA can be found in the CPWA's Current Rates and Charges, which can be found on the CPWA website. Customers may also obtain a copy at the CPWA's main office. These rates and charges are subject to change at any time by resolution of the CPWA's Board of Directors.

4. Billing, Late Fees and Termination

- a. The CPWA shall meter and bill each direct connection to the water system and water services shall not be shared by separately metered customers.
- b. CPWA customers are billed quarterly. Bills are due 20 days after the date of the bill. A monthly finance charge at the annual rate of 18% will be assessed on any overdue balances. Customers who fail to pay their bill will be subject to termination of service prior to the next billing period.
- c. The Clifton Park Water Authority is not responsible for any damage that may occur as a result of termination of service due to non-payment.

5. Tenant/Landlord Billing and Service

- a. The CPWA will bill the property owner for each metered account, but will, as a courtesy, bill a tenant that is directly connected to the water main and metered, however, the property owner will be responsible for any unpaid water charges of the tenant.

6. Ownership of Water Services and Meters

- a. The Clifton Park Water Authority will own and maintain residential water services from the water main to the property line or curb stop, whichever is closer to the water

main. The customer is responsible for repair/replacement of the remainder of the water service and all plumbing inside the home, with the exception of the water meter and water meter tail pieces. The CPWA owns, and will maintain, the water meter within the home.

7. Access to Water Meter

- a. The CPWA will be allowed access to the water meter within the home for reading, repair and replacement. Access will be coordinated with the homeowner, but failure to allow access to the meter within a reasonable amount of time will result in suspension of service until such time as access is granted.

8. Automatic Lawn Irrigation Systems

- a. All lawn irrigation systems shall be installed and maintained in accordance with the CPWA's Lawn Irrigation System Rules and Regulations.

CPWA Excavations 2017 - Present

	2017	2018	2019	2020	2021 YTD
Water Leak Outdoors	31	36	38	26	36
Repair Water Shutoff	46	39	60	59	36
Plugged Corp Stop	4	4	5	11	4
Tap Water Main	11	16	9	17	28
Replace Fire Hydrant	9	12	9	9	8
Repair/Replace Water Valve	5	0	5	5	2
Other					28*
Total	106	107	126	127	114

* This number represents dig tickets called in to Dig Safely NY for excavations that do not originate as work orders in the Elements software. Dig Safely NY only allows for historical ticket data back as far as one year, so information prior to 2021 is not available.