



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

APRIL 19, 2022

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

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

PRIVILEGE OF THE FLOOR

Patty Wilkins of 1 Sugarbush Road, Clifton Park requested reimbursement for damages that occurred as a result of the water main break on Pico Road on March 3, 2022. She explained that she had approximately 2-3 inches of water in the lower level of her house as a result of the water main break. Her insurance company will only reimburse a maximum of \$15,349 to cover the repairs and replacement of damaged items. She is asking the CPWA to share in some of the additional costs that were not covered by her insurance company. The Board sympathized with her but felt that since the water main break was not the result of any action or inaction by the CPWA, there is no negligence on our part and therefore the CPWA should not be liable for the damages that occurred.

Sadia Saeed, owner of 10 Tallow Wood Drive, Clifton Park had a tenant at this address who was responsible for the water bill but didn't pay. The tenant has since moved out and Mr. Saeed was notified by the CPWA that he is now responsible for the unpaid water bill at his property. Mr. Saeed questioned the CPWA policy with regard to landlord/tenant billing and also questioned his notification of it. Mr. Austin noted that all water bills state the following: "Customers receiving water service from the CPWA agree to abide by the General Terms and Conditions of Service, which can be viewed on the CPWA website. Section 5 of the CPWA's General Terms and Conditions of Service states "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." Mr. Saeed stated that he will follow up with his attorney.

APPROVE THE MINUTES OF MARCH 9, 2022 MEETING

Mr. Gerstenberger made a **motion** to approve the March 9, 2022 board meeting minutes; seconded by Mr. Taubkin. The **motion** carried 4-0, 1 absent.

OLD BUSINESS

PROJECT TO INCREASE CAPACITY FROM SCWA

The pumpstation manufacturer, EFI, sent a technician to do the start up. He spent three days here and was able to complete a lot of work but due to equipment issues was unable to run the pumpstation. The main 12" meter in the building was measuring water flow but was not transmitting a signal back to the panel. Badger meter overnighed a new meter head which transmitted a signal to the panel but the signal was

erratic. They are now trying to figure out how to correct this situation. Mr. Austin is waiting to hear back from the contractor. He also noted that there is a communication issue with the cellular modems that are used to transmit data. The cellular modem in the station is 4G and the only sim card that Verizon offers is 5G. Mr. Ryan suggested getting a universal sim card. Mr. Austin stated the SCADA engineer is working on this situation. Mr. Austin is hopeful that the pumpstation will be running by Memorial Day.

DISH NETWORK LEASE REQUEST

DISH Network presented a draft lease for Knolltop a few months ago. Mr. Trainor was able to get them to agree to the basic terms that we require from other carriers. He updated the lease and sent Mr. Austin a copy for review. Mr. Trainor and Mr. Austin will continue to negotiate the lease with DISH and report back to the Board once they have agreed to terms.

NEW BUSINESS

NEW YORK STATE AND LOCAL RETIREMENT SYSTEM STANDARD WORKDAY RESOLUTION

Sheri Collins, Business Manager, recently attended a New York State and Local Retirement System (NYSLRS) Employer Education webinar that covered reporting requirements and procedures. NYSLRS requires all employers to have a standard work day resolution for employees on file. A **motion** was made by Mr. Gerstenberger to adopt the New York State and Local Retirement System Standard Work Day Resolution for Employees, as attached; seconded by Mr. Ryan.

RESOLUTION #16, 2022 – NYSLRS STANDARD WORK DAY RESOLUTION FOR EMPLOYEES

BE IT RESOLVED, that the Clifton Park Water Authority, Location code 51241, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

<u>Title</u>	<u>Standard Work Day (hrs/day)</u>
Administrator	7
Business Manager	7
Superintendent	7.5
Administrative Assistant	7.5
Billing Clerk	7.5
Customer Service Representative	7.5
Plant Operator & Assistant Plant Operator	8
Foreman, Maintenance Technician, Laborer, & Summer Help	8

Roll Call Vote:

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

OTHER BUSINESS

- Mary Beth Bianconi of Delaware Engineering discussed the following projects they are working on:
 1. A plan to improve the roadway down at the Preserve.

2. Reviewing T-Mobile's modification request. Mr. Austin stated he has a different opinion than T-Mobile of their lease area. He feels they are actually expanding their lease area with their new proposal.
3. Working on asbestos coverage. Mr. Austin explained that we have some asbestos concrete pipe in our system which isn't a problem until it has to be cut. Mr. Austin stated there are a few hydrants that are not functioning and need to be replaced that are attached to asbestos concrete pipe. The only way for these to be replaced is to cut the pipe, pull the hydrant out, install a coupling and install the new hydrant. The CPWA has to file a Petition for an Asbestos Variance with the New York State Department of Labor that will allow emergency work without having to go through individual permitting for each job. The guidelines that come along with the variance must be followed. Ms. Bianconi is in the process of getting quotes from licensed and certified asbestos companies. She will have the results for the Board by next month's board meeting.
4. Working on the GIS mapping system.
5. The Board would also like Delaware Engineering to look for additional water sources and to review the capital improvement list that was created by CT Male & Associates a few years ago.

Ms. Bianconi has set up a bi-weekly call with Mr. Austin to keep track of projects. They also hired a new assistant for Mr. Juusola, who will create spreadsheets to track projects that will be shared with Mr. Austin.

- Mr. Austin forwarded a copy of the Risk Assessment Report from the audit to our IT vendor for review. He had a zoom meeting with the IT vendor to review the results and went over what steps can be taken to improve our system. They have added an antivirus software that has intrusion detection capability and they will be upgrading the firewall. He also attended a cyber security session that was run by the Cybersecurity and Infrastructure Security Agency, a component of the U.S. Department of Homeland Security, at the NYS American Water Works Association annual conference that he attended on April 13th. They offer free resources and technical assistance to critical infrastructure owners to help them improve their cyber security, physical security, and resilience. Mr. Austin met with an advisor from the agency yesterday. They discussed best security practices and ways their agency can help implement them. Mr. Austin is coordinating a meeting between the Cybersecurity and Infrastructure Security Agency and our IT vendor to go through our system architecture. The agency will then do a full onsite assessment. They will also do a separate assessment with our SCADA vendor at the Boyack WTP. They will then make suggestions on how to improve and protect our system.

The CPWA's next board meeting is scheduled for Tuesday, May 10, 2022 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 8:15pm; seconded by Mr. Ryan. The **motion** carried 4-0, 1 absent.

Respectfully submitted,

Sheri Collins
Recording Secretary

cc: CPWA Board of Directors
Trainor Law PLLC

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

5 1 2 4 1

See Instructions for completing form on reverse side

RS 2418

(Rev.12/19)

BE IT RESOLVED, that the Clifton Park Water Authority, Location code 51241, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Administrator	7
Business Manager	7
Superintendent	7.5
Administrative Assistant	7.5
Billing Clerk	7.5
Customer Service Representative	7.5
Plant Operator & Assistant Plant Operator	8
Foreman, Maintenance Technician, Laborer, & Summer Help	8

On this 19 day of April, 2022


(Signature of Clerk)

Date enacted: March 28, 1991

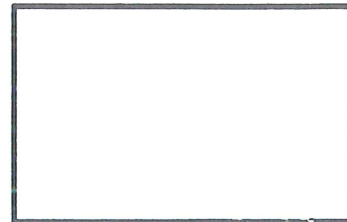
I, Sheri Collins, clerk of the governing board of the Clifton Park Water Authority,
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 19 day of April, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 4 of such members were present at such meeting and that 4 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Clifton Park Water Authority
(Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



Instructions for completing the Standard Work Day Resolution

A	B
Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

Please note: the above table is a **sample**. The titles and values are for illustrative purposes only.

A. Title: You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all custodial staff six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.

B. Standard Work Day (Hrs/day): The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours an employee works. For example, if a clerk is only required to work three hours a day, the employer must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.