



## CLIFTON PARK WATER AUTHORITY

### BOARD MEETING MINUTES

JULY 11, 2016

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. Walter Schlesier Jr., Superintendent; Mr. Neil Weiner, Attorney; and Mr. Edwin Vopelak, CT Male Associates.

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

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

- Jeanine Caruso of Fiscal Advisors & Marketing, Inc. prepared an estimated refunding results spreadsheet for the refunding of the Series 2009 Bonds. The refunding would be for a bond issue of approximately \$5,170,000. It would refund the 2009 bonds but she would only recommend refunding the callable maturities which are 2020 – 2029. The call date is October 1, 2019. Assuming this would be done between now and October, new 2016 refunding bonds would be issued and at the time of the closing the Authority would purchase open market treasuries or State and Local Government Securities which would be deposited into an escrow account and that money is used to pay the interest and principal on the outstanding debt until the call date. Because she is only recommending that the Authority refund the callable maturities and not the non-callable maturities, the principal on the old debt would still need to be paid until the call date. The savings would be about \$18,000 - \$19,000 per year, an overall budgetary savings of \$230,227. The total net present value savings would be \$192,042 which is 3.72% of the refunded bonds. Her firm uses a goal of a minimum of 3% savings. These numbers include all the costs of issuance as well. The next step would be to have bond counsel draft a refunding bond resolution which could be adopted at next month's meeting.
- Pamela Allers of Jaeger & Flynn Associates, Inc. is interested in brokering the health insurance for the Authority. They are a full service agency. The bulk of their agency is made up of human resource professionals. She would like to save the Authority money on the cost of administering benefits, provide enhanced services to the administrative team and the employees and assist with potentially expensive compliance fees.

The current health insurance plan is no longer being offered. Mr. Austin will send the Board a spreadsheet showing a side by side comparison of the different plans being offered.

**OLD BUSINESS**

**AUTHORIZE EXPENDITURE FOR TANK INSPECTIONS AT KNOLLTOP, MILLER AND BLUE SPRUCE**

A **motion** was made by Mr. Ryan to amend the capital budget for water storage tank inspections; seconded by Mr. Peterson.

**RESOLUTION #16, 2016 – AMENDING RESOLUTION #20, 2015  
AMENDING CAPITAL BUDGET FOR WATER STORAGE TANK  
INSPECTIONS**

**WHEREAS**, the Clifton Park Water Authority wishes to have inspections performed on the interior and exterior of the water storage tanks at Knolltop, Miller Road and Blue Spruce, and

**WHEREAS**, bids were received for the inspection work, with the lowest bid being \$6,000.00 from Suez Water Advanced Solutions, and

**WHEREAS**, the Clifton Park Water Authority Board of Directors passed Resolution #20, 2015 adopting the Capital Budget for 2016, now therefore be it

**RESOLVED**, that the Clifton Park Water Authority hereby amends Resolution #20, 2015 to add a \$6,000.00 line item for inspection of three (3) water storage tanks to the 2016 CPWA Capital Budget.

Roll Call Vote:

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

**REXFORD SUBMETERING**

Mr. Vopelak and Mr. Austin have prepared a Request for Proposal that will be sent out next week. Mr. Austin will present the Board with the results at next month's meeting.

**PRESERVE TEST WELL**

Mr. Austin would like to have a test well drilled, to production well standards, in the Preserve. The total project cost is estimated at \$105,000.00 which includes all necessary evaluation of the well location, including pump testing and water sampling. Mr. Austin would like board approval to have CT Male Associates prepare a bid package to do some exploratory work in the Preserve at an estimated cost of \$3,000 - \$4,000. A **motion** was

made by Mr. Ryan to have a bid package prepared for a test well to be drilled in the Preserve; seconded by Mr. Butler. The **motion** carried 5-0.

**POLICY WITH REGARD TO BILLING AND SUBMETERING TENANTS**

A **motion** was made by Mr. Gerstenberger adopting a policy with regard to billing and sub-metering tenants; seconded by Mr. Peterson.

**RESOLUTION #17, 2016 – POLICY WITH REGARD TO BILLING AND SUB-METERING TENANTS**

**WHEREAS**, the Clifton Park Water Authority has a number of customers that are tenants in the location where water service is provided, and

**WHEREAS**, there are also a number of these customers who are sub-metered from a single water service line into a building, and

**WHEREAS**, the Clifton Park Water Authority often fails to receive payment on tenant accounts, with no recourse other than to send the account to collections, and

**WHEREAS**, the Clifton Park Water Authority wishes to establish a uniform policy with regard to billing and sub-metering tenants that minimizes the negative impacts on the CPWA, now therefore be it

**RESOLVED**, that the Clifton Park Water Authority hereby adopts a policy with regard to billing and sub-metering tenants, as attached effective January 1, 2017.

Roll Call Vote:

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

**UNION NEGOTIATIONS**

The current health care plan is no longer available. Mr. Austin, Mr. Gerstenberger, and Mr. Peterson will meet within the next few days to discuss the new health insurance options available. They have their first union negotiation meeting on July 21<sup>st</sup>.

**NEW BUSINESS**

**POSSIBLE REFUNDING OF SERIES 2009 BONDS**

A **motion** was made by Mr. Gerstenberger to move forward with exploring refinancing the Series 2009 Bonds; seconded by Mr. Taubkin. The **motion** carried 5-0.

### OTHER BUSINESS

- Mr. Peterson discussed approaching the Village of Round Lake about the possibility of them making a connection to the Saratoga County Water Authority system. The contract comes up for renewal in 2020 and the water rates will have to be raised substantially. It might be to their advantage to make a connection to the SCWA system.
- Mr. Austin reported that the amount of water purchased from the Town of Ballston for the Ballston Lake Water District is slightly higher than the amount of water sold to the customers, based on meter readings taken over a two week period. Because the customers pay a basic service charge in addition to the water rate, revenues should still exceed expenses. The current contract allows for the CPWA to adjust water rates within the District every five years. The next allowable adjustment can be made in May 2017.

### APPROVE MINUTES OF JUNE 7, 2016 MEETING

A **motion** was made by Mr. Peterson approving the minutes of June 7, 2016; seconded by Mr. Ryan. The **motion** carried 5-0.

The next scheduled board meeting is Tuesday, August 9, 2016 at 7pm.

A **motion** was made by Mr. Ryan to adjourn the meeting at 8:52pm; seconded by Mr. Gerstenberger. The **motion** carried 5-0.

Respectfully submitted,  
*Sheri Collins*  
Recording Secretary

cc: CPWA Board of Directors  
Neil Weiner

## **OWNERS/LANDLORDS RESPONSIBILITY FOR RENTERS/TENANTS WATER BILLS**

It is the policy of the Clifton Park Water Authority that all Owners and/or Landlords of real property are responsible for all water charges and water service fees provided to the real estate owned by the Owner and/or Landlords.

As an accommodation to any Owner and/or Landlord, if separate water services and meters are provided to tenants, the Clifton Park Water Authority will send separate invoices to each tenant. However, in the event the tenant does not remit payment in full within 90 days of the due date, the Owner/Landlord remains fully responsible for all charges.

If a tenant who receives a separate water bill from the Clifton Park Water Authority defaults in payment, the Clifton Park Water Authority will provide notice to the Owner/Landlord and they will then be billed for the expense.