



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

MARCH 21, 2017

Those present at the Clifton Park Water Authority board meeting were: Mr. Helmut Gerstenberger, Chairman; Mr. George Peterson, Treasurer; and Mr. Peter Taubkin, Secretary. Absent: Mr. John Ryan, Vice Chairman and Mr. William Butler, Board Member. Also present: Mr. Donald Austin Jr., Administrator; and Mr. Neil Weiner, Attorney.

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

PRIVILEGE OF THE FLOOR

No members of the public present.

OLD BUSINESS

BERRYFARM WELL

Mr. Austin reported that we have gotten NYSDOH approval and are out to bid right now. The bid opening is set for April 7th.

TANK MIXERS – KNOLLTOP, BLUE SPRUCE AND MILLER RD. WATER TANKS AWARD BID FOR ELECTRICAL WORK

A **motion** was made by Mr. Gerstenberger to award the bid for water storage tank mixer electrical work; seconded by Mr. Taubkin.

RESOLUTION #16, 2017 – AMENDING RESOLUTION #31, 2016 AWARDING BID FOR WATER STORAGE TANK MIXER ELECTRICAL WORK

WHEREAS, the CPWA Board of Directors previously awarded the bid for the purchase of tank mixers for Miller Road, Knolltop and Blue Spruce water storage tanks, and

WHEREAS, electrical work is required to provide the necessary electrical feeds for these mixers, and

WHEREAS, bids were received for the electrical work, with a low bid from Stilsing Electric, Inc., in the amount of \$19,285.00, and

WHEREAS, CT Male Associates has provided a quote for engineering services for construction administration for this project in the amount of \$1,790.00, and

WHEREAS, the Clifton Park Water Authority Board of Directors passed Resolution #31, 2016 adopting the Capital Budget for 2017, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby awards the bid for the electrical work related to the installation of tank mixers at Miller Road, Knolltop and Blue Spruce water storage tanks to Stilsing Electric, Inc. and amends Resolution #31, 2016 to include an additional \$21,075.00 item in the 2017 CPWA Capital Budget for the electrical work and associated engineering services by CT Male Associates.

Roll Call Vote:

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

SCWA INTERCONNECT IMPROVEMENTS

Mr. Austin has no updates to report on the SCWA interconnect.

Mr. Austin and Mr. Gerstenberger met with Chris Koetzle and Tom Coppola of the Town of Glenville to discuss purchasing water from the Town of Glenville. They called yesterday and would like to meet to go over their proposal. Mr. Austin and Mr. Gerstenberger have a meeting set up for next week.

NEW BUSINESS

FINANCIAL AUDIT PRESENTATION

Karl Newton, a Director of Marvin and Company, presented the Board with the draft consolidated financial statements and audit report for the fiscal year ended December 31, 2016. Mr. Newton noted that revenue was up this year due to a rate increase in January and an increase in consumption due to the dry summer.

The Board asked Mr. Newton about the article Mr. Ryan spoke about at last month's meeting regarding the state putting money for employee costs into a capital fund to fund future post retirement obligations. Mr. Newton stated that municipalities cannot prefund for post retirement obligations.

A **motion** was made by Mr. Taubkin accepting the 2016 Financial Statements as presented; seconded by Mr. Peterson. The **motion** carried 3-0, 2 absent.

APPROVE AMENDED BUDGET FOR 2017

A **motion** was made by Mr. Gerstenberger adopting the amended 2017 Operating Budget; seconded by Mr. Peterson.

RESOLUTION # 17, 2017 – ADOPTING AMENDED 2017 OPERATING BUDGET

WHEREAS, the Clifton Park Water Authority Board of Directors passed Resolution #31, 2016, adopting the 2017 CPWA Operating Budget, and

WHEREAS, the CPWA recently agreed on contract terms with Civil Service Employees Association, Inc. Local 1000 AFSCME, AFL-CIO, establishing wage increases for the term of the contract, and

WHEREAS, these wage increases were not included in the adopted 2017 CPWA Operating Budget,

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby adopts the amended 2017 Operating Budget as attached, which includes the agreed upon wage increases.

Roll Call Vote:

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

ELEMENTS UPGRADE

A **motion** was made by Mr. Gerstenberger for the upgrade to Elements Software; seconded by Mr. Taubkin.

**RESOLUTION #18, 2017 – AMENDING RESOLUTION #31, 2016
UPGRADE TO ELEMENTS SOFTWARE**

WHEREAS, the CPWA Board of Directors previously authorized an expenditure of \$6,800.00 in the 2015 Capital Budget for the upgrade of the Elements Workflow and Asset Management Software, including a \$2,000.00 expense for a Continental Billing Software module to allow integration between the two programs, and

WHEREAS, an additional \$5,000.00 expenditure is required to complete the upgrade to the latest version of the software, and

WHEREAS, price and performance comparisons of other like software programs completed by the Authority Administrator showed that upgrading the existing Elements program was both logistically and financially advantageous to the Authority over other options, and

WHEREAS, the Clifton Park Water Authority Board of Directors passed Resolution #31, 2016 adopting the Capital Budget for 2017, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby amends the Capital Budget for 2017 to include an additional \$5,000.00 line item for the upgrade of the Elements software.

Roll Call Vote:

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

NOTTINGHAM WAY CULVERT REPLACEMENT ISSUE

This past summer the Town of Clifton Park Highway Department had a culvert replacement project on Nottingham Way. When they were replacing the culvert they had to cross an asbestos concrete water main. Additional work was required by the contractor to deal with the water main, which resulted in a significant change order to the Town's project. The Town is now asking the CPWA to contribute to the cost of the water main work.

Mr. Austin explained that while additional water main work was required that was not planned for in the Town's bid documents and therefore created the need for a change order, the work being charged as a change order could have been avoided had the engineer for the Town forwarded plans to the CPWA during the planning process. Unfortunately, the CPWA never received plans to review before the project went to bid and was started.

The Water Authority became aware of the project when the contractor was on-site and was requesting locations for the water main in the area of their excavation. At that time, Mr. Austin determined that the water main would conflict with the work being done and that additional work would be needed to temporarily remove a section of water main while maintaining water service to the CPWA customers in the area.

He met a McDonald Engineering representative at the work site and explained to him that the water main would have to be cut out while they were doing the culvert work because the main couldn't be suspended. Valves would have to be cut in on either side in order to maintain water service to our customers. The engineer agreed to the additional work. The Town later received a change order for the work, which was about 25-30% of the original cost of the job.

McDonald Engineering requested a meeting with Mr. Austin to discuss the work that was done and disagreed with the placement of the valves and amount of water main replaced. Mr. Austin explained again that had he received a set of plans originally, he

would have commented on the plans that this work would have had to be done. He noted that the CPWA didn't know the work was being done until our locator was called to the site for locations.

Mr. Barrett, Town of Clifton Park Supervisor, requested a meeting with Mr. Austin and explained the situation to him. Mr. Barrett said he would be in contact with Mr. Gerstenberger to discuss the situation further.

OTHER BUSINESS

- Mr. Weiner has been contacted by Mr. Barrett who offered him a part-time attorney position at the Town Hall. The Board discussed the possibility of Mr. Weiner operating as both a part-time attorney for the CPWA and the Town.
- Mr. Gerstenberger made a **motion** to move into executive session at 8:24pm to discuss management compensation; seconded by Mr. Peterson. The **motion** carried 3-0, 2 absent.

Mr. Gerstenberger made a **motion** to move out of executive session at 8:39pm; seconded by Mr. Taubkin. The **motion** carried 3-0, 2 absent.

A **motion** was made by Mr. Peterson to amend the 2017 Operating Budget; seconded by Mr. Gerstenberger.

RESOLUTION #19, 2017 – ADOPTING AMENDED 2017 OPERATING BUDGET

WHEREAS, the bargaining unit employees have been granted a raise retroactive to January 1, 2017, and

WHEREAS, the Board believes that it is sensible to restore a differential between the executive staff compensation and the bargaining unit compensation, now therefore be it

RESOLVED, effective March 20, 2017 the executive staff compensation should be increased over 2016 salaries by 2.9% and that the operating budget for 2017 shall be amended accordingly.

Roll Call Vote:

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

- Mr. Gerstenberger made a **motion** to move into executive session retroactive to the start of the 860 Main Street claim conversation at 8:52pm to discuss potential litigation; seconded by Mr. Peterson. The **motion** carried 3-0, 2 absent.

Mr. Gerstenberger made a **motion** at 9:02pm to move out of executive session; seconded by Mr. Peterson. The **motion** carried 3-0, 2 absent.

- Mr. Peterson noted that Resolution #14, 2017 was omitted in the February minutes.
- Mr. Peterson noticed on the credit card statement that there is a charge for cloud storage. He questioned if that charge is annual. Mr. Austin stated that is an annual charge. Mr. Peterson asked if a file that was backed up on the cloud today is deleted tomorrow, what happens to that file in the cloud, is it recoverable from the back up. Mr. Austin wasn't sure and will look into it.
- Mr. Taubkin asked if Mr. Austin was able to put together a report that shows employee's the value of their total compensation package with benefits. Mr. Austin had some questions regarding the report if it should show compensation for the upcoming year or retroactive for the previous year. Mr. Taubkin will send Mr. Austin a copy of his employer's model.
- Mr. Austin asked Mr. Gerstenberger for information on putting together an RFP for banking services.
- A **motion** was made by Mr. Gerstenberger to move into executive session at 9:15pm to discuss a personnel matter; seconded by Mr. Taubkin. The **motion** carried 3-0, 2 absent.

A **motion** was made by Mr. Gerstenberger to move out of executive session at 9:45pm, seconded by Mr. Taubkin. The **motion** carried 3-0, 2 absent.

APPROVE MINUTES OF FEBRUARY 13, 2017

A **motion** was made by Mr. Gerstenberger to approve the minutes of February 13, 2017; seconded by Mr. Taubkin. The **motion** carried 3-0, 2 absent.

The Authority's next scheduled board meeting is Tuesday, April 11, 2017 at 7pm.

A **motion** was made by Mr. Peterson to adjourn the meeting at 9:46pm; seconded by Mr. Gerstenberger. The **motion** carried 3-0, 2 absent.

Respectfully submitted,
Sheri Collins
Recording Secretary

cc: CPWA Board of Directors
Neil Weiner