



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

OCTOBER 15, 2020

Due to COVID-19 the Clifton Park Water Authority board meeting was conducted via Zoom.

Those present 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. James Trainor, Attorney; Mr. Chad Kortz, CT Male Associates; and Mr. Anthony Morelli, Town of Clifton Park Board Liaison.

Mr. Gerstenberger called the meeting to order at 4:04pm.

PRIVILEGE OF THE FLOOR

OLD BUSINESS

PROJECT TO INCREASE CAPACITY FROM SCWA

Mr. Austin reported that the contractor has begun work on this project. They have placed the order for the pump station. They plan on having the foundation and piping work completed by winter. Mr. Kortz stated the pump station should be delivered and set by late winter and should be fully operational by next summer.

KNOLLTOP WATER STORAGE TANK REFURBISHMENT

Mr. Austin reported this project has started. The contractor has painted the inside of the bowl and are preparing the outside of the tank for painting. This project should take approximately six weeks to complete.

SCWA PURCHASE AGREEMENT RENEWAL

Mr. Gerstenberger made a **motion** at 4:52pm to move into executive session to discuss the SCWA water purchase agreement renewal; seconded by Mr. Butler. The **motion** carried 5-0.

Mr. Gerstenberger made a **motion** to move out of executive session at 5:00pm; seconded by Mr. Peterson. The **motion** carried 5-0.

PROJECT TO INVESTIGATE CAPACITY IMPROVEMENTS IN PRESERVE

Mr. Kortz reported the test wells will be drilled mid to late November. He would like to start the pump test before the Mohawk River water level is lowered.

VERIZON REQUEST FOR INSTALLATION OF TELECOMMUNICATIONS TOWER AT BOYACK WTP

Mr. Ryan recused himself from this discussion.

Mr. Austin sent an email to Verizon after last month's meeting explaining the board's thoughts on the amount of the rental payment and the visual impact a tower will have at this location. He has not heard back from Verizon.

Mr. Trainor confirmed that this project would require a Planning Board application for a special use permit and site plan review by the applicant.

NEW BUSINESS

ADOPT 2021 CPWA BUDGET

Mr. Austin forwarded the Board an updated budget with changes to the retiree health insurance and an additional gas heater for the Boyack WTP. The budget also includes a 2% rate increase to the base water rate and a \$1.00 addition to the quarterly Basic Service Charge. After some discussion the Board agreed to the 2% rate increase but decided against the Basic Service Charge increase at this time. The Board asked Mr. Austin to send them a comparison of the CPWA rate to other water companies in the area. Mr. Austin explained that the CPWA bills for operational and capital improvement on its water bills because it cannot tax. Municipal water customers pay a water bill to a town, city, or village plus they also pay a water district tax on their property tax bill. They may have a lower water rate, which covers operational costs, but are paying additional money in their property tax bill for capital improvements to the water system.

Mr. Ryan made a **motion** to adopt the 2021 Operating and Capital Budgets as amended; seconded by Mr. Gerstenberger.

RESOLUTION# 20, 2020 – ADOPTING 2021 OPERATING AND CAPITAL BUDGETS

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby adopts the 2021 Operating Budget and Capital Budget as attached and also approves a 2% increase to the base water rate, effective January 1, 2021.

Roll Call Vote:

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

OTHER BUSINESS

- Mr. Gerstenberger announced Tony Morrelli as the new Liaison between the Town of Clifton Park and the CPWA.
- Governor Cuomo signed legislation on September 7, 2020 requiring all public employers to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease. Plans must be submitted to unions within 150 days. Mr. Austin has prepared a plan for the board to review.

APPROVE MINUTES OF SEPTEMBER 16, 2020 MEETING

A **motion** was made by Mr. Gerstenberger to approve the minutes of September 16, 2020; seconded by Mr. Taubkin. The **motion** carried 4-0, 1 absent (Mr. Ryan left the meeting at 5pm).

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 5:03pm; seconded by Mr. Taubkin. The **motion** carried 4-0, 1 absent.

Respectfully submitted,
Sheri Collins
Recording Secretary

Cc: CPWA Board of Directors
Trainor Law PLLC

CLIFTON PARK WATER AUTHORITY



ADOPTED BUDGET FISCAL YEAR 2021

Adopted October 15, 2020

OPERATION AND MAINTENANCE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2021</u> <u>PROPOSED</u>	<u>2020</u> <u>ADOPTED</u>	<u>2019</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
5000	WAGES	\$ 702,015	\$ 679,756	\$ 669,307	3.27
5001	OVERTIME	\$ 55,500	\$ 55,500	\$ 52,323	0.00
5002	SEASONAL EMPLOYEES	\$ 14,500	\$ 14,500	\$ 13,491	0.00
5010	FICA + MEDICARE	\$ 59,059	\$ 57,356	\$ 52,597	2.97
5020	RETIREMENT	\$ 134,478	\$ 115,493	\$ 109,396	16.44
5125	HEALTH INSURANCE	\$ 235,980	\$ 223,255	\$ 208,174	5.70
	SUBTOTAL	<u>\$ 1,201,533</u>	<u>\$ 1,145,860</u>	<u>\$ 1,105,288</u>	4.86
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ -	0.00
5320	LAB FEES	\$ 40,000	\$ 40,000	\$ 41,777	0.00
5330	EDUCATION	\$ 3,000	\$ 3,000	\$ 1,435	0.00
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 270,188	0.00
5405	GAS & OIL	\$ 27,000	\$ 27,000	\$ 24,654	0.00
5500	TREATMENT CHEMICALS	\$ 200,000	\$ 200,000	\$ 174,720	0.00
5610	SUPPLIES	\$ 7,500	\$ 7,500	\$ 6,843	0.00
5700	REPAIRS & MAINTENANCE	\$ 195,000	\$ 185,000	\$ 195,134	5.41
5710	SMALL TOOLS	\$ 5,200	\$ 5,200	\$ 4,090	0.00
5715	CONTRACTED REPAIRS	\$ 60,000	\$ 41,000	\$ 25,850	46.34
5730	UNIFORMS	\$ 6,000	\$ 6,000	\$ 5,389	0.00
5805	VEHICLE MAINTENANCE	\$ 16,000	\$ 15,000	\$ 15,473	6.67
5810	MILEAGE	\$ 1,100	\$ 1,100	\$ 978	0.00
5901	PRESERVE RENTAL	\$ 61,000	\$ 61,000	\$ 60,347	0.00
5902	NPDES PERMIT	\$ 2,000	\$ 2,000	\$ 2,500	0.00
5903	PURCHASED WATER	\$ 825,000	\$ 825,000	\$ 769,129	0.00
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,366	0.00
5950	PROPERTY TAXES - MALTA	\$ 80,000	\$ 80,000	\$ 72,233	0.00
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 7,229	0.00
	SUBTOTAL	<u>\$ 1,815,300</u>	<u>\$ 1,785,300</u>	<u>\$ 1,679,335</u>	1.68
TOTAL O & M		<u>\$ 3,016,833</u>	<u>\$ 2,931,160</u>	<u>\$ 2,784,623</u>	2.92

GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2021</u> <u>PROPOSED</u>	<u>2020</u> <u>ADOPTED</u>	<u>2019</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
7000	WAGES	\$ 347,748	\$ 364,930	\$ 365,181	(4.71)
7010	FICA + MEDICARE	\$ 26,373	\$ 25,660	\$ 23,755	2.78
7020	RETIREMENT	\$ 62,744	\$ 54,004	\$ 51,084	16.18
7125	HEALTH INSURANCE	\$ 110,204	\$ 103,859	\$ 100,619	6.11
	SUBTOTAL	<u>\$ 547,070</u>	<u>\$ 548,453</u>	<u>\$ 540,639</u>	(0.25)
7100	INSURANCE, GENERAL	\$ 35,000	\$ 35,000	\$ 29,817	0.00
7105	WORKERS COMPENSATION	\$ 37,323	\$ 32,000	\$ 36,354	16.63
7310	CONSULTANT FEES	\$ 5,000	\$ 5,000	\$ 6,636	0.00
7320	DUES	\$ 600	\$ 600	\$ 704	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 60	0.00
7400	OFFICE SUPPLIES	\$ 25,000	\$ 25,000	\$ 23,690	0.00
7410	POSTAGE	\$ 30,500	\$ 30,500	\$ 27,983	0.00
7420	AUDIT & ACCOUNTING	\$ 36,000	\$ 37,000	\$ 34,714	(2.70)
7425	LEGAL FEES	\$ 23,000	\$ 5,000	\$ 4,966	360.00
7430	ENGINEERING FEES	\$ 11,000	\$ 11,000	\$ 5,433	0.00
7600	SERVICE CONTRACTS	\$ 27,000	\$ 27,000	\$ 24,114	0.00
7700	TELEPHONE EXPENSES	\$ 15,000	\$ 15,000	\$ 13,187	0.00
7705	TECHNICAL SUPPLIES	\$ 2,000	\$ 2,000	\$ 1,905	0.00
7710	UTILITIES OFFICE	\$ 7,000	\$ 7,000	\$ 7,338	0.00
7810	MILEAGE	\$ 200	\$ 200	\$ 271	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 1,504	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 65	0.00
7824	BANK SERVICE CHARGE	\$ 6,360	\$ 6,360	\$ 2,391	0.00
7990	MISCELLANEOUS	\$ 4,000	\$ 3,300	\$ 5,730	21.21
	SUBTOTAL	<u>\$ 270,783</u>	<u>\$ 247,760</u>	<u>\$ 226,862</u>	9.29
	<u>TOTAL GENERAL & ADMINISTRATIVE</u>	<u>\$ 817,853</u>	<u>\$ 796,213</u>	<u>\$ 767,501</u>	2.72

BUDGET SUMMARY

	<u>2021</u> <u>PROPOSED</u>	<u>2020</u> <u>ADOPTED</u>	<u>2019</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<u>EXPENSES</u>				
WAGES AND BENEFITS	\$ 1,748,602	\$ 1,694,313	\$ 1,645,927	3.20
ADMINISTRATION EXPENSES	\$ 270,783	\$ 247,760	\$ 226,862	9.29
O & M EXPENSES	\$ 1,815,300	\$ 1,785,300	\$ 1,679,335	1.68
TOTAL OPERATIONAL COSTS	\$ 3,834,685	\$ 3,727,373	\$ 3,552,124	2.88
DEBT SERVICE COSTS	\$ 1,987,413	\$ 1,987,413	\$ 2,005,262	0.00
TOTAL EXPENDITURES	<u>\$ 5,822,098</u>	<u>\$ 5,714,786</u>	<u>\$ 5,557,386</u>	1.88
<u>REVENUES</u>				
METERED WATER SALES	\$ 4,386,000	\$ 4,300,000	\$ 4,260,557	2.00
BULK SALES	\$ 50,000	\$ 40,000	\$ 50,032	25.00
HYDRANT CHARGES	\$ 508,177	\$ 492,780	\$ 480,812	3.12
PRIVATE FIRE	\$ 34,000	\$ 32,500	\$ 33,176	4.62
HOOK UP FEE	\$ 65,000	\$ 65,000	\$ 64,350	0.00
BASIC SERVICE CHARGE	\$ 1,052,000	\$ 1,050,000	\$ 1,040,786	0.19
LEASE INCOME	\$ 137,000	\$ 125,000	\$ 128,524	9.60
INTEREST ON CAPITAL	\$ 5,000	\$ 60,000	\$ 105,298	(91.67)
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 49,926	0.00
TOTAL REVENUE	<u>\$ 6,267,000</u>	<u>\$ 6,195,280</u>	<u>\$ 6,213,461</u>	1.16
RESERVED, CAPITAL	\$ 444,902	\$ 480,494	\$ 656,075	
DEBT SERVICE RATIO	1.22	1.24	1.33	

Miscellaneous Revenues include charges and fees such as: Inspection Fees, Interest Charges, Plan Review Fees, Hydrant Permit Fees and others.

**Clifton Park Water Authority
2020 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 19,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 135,000
Fire Hydrants	\$ 21,000
(1) Pickup Truck w/ snow plow and salter	\$ 45,000
(1) Car	\$ 30,000
Loader	\$ 125,000
(6) Sampling Stations for Bacteria Testing	\$ 5,000
Dehumidifier for Boyack WTP	\$ 3,500
(2) Gas Heaters for Boyack WTP	\$ 13,500
SCADA System Communications Upgrade	\$ 16,500
Total	<u>\$ 413,500</u>
CPWA Fund Balance (as of 10/8/20)	\$ 3,420,733