



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

JANUARY 14, 2021

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

Those present were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. Peter Taubkin, board member; Mr. William Butler, Treasurer; Ms. Alexis Osborne, Secretary; Mr. Donald Austin Jr., Administrator; and Mr. James Trainor, Attorney.

Mr. Gerstenberger called the meeting to order at 4:06pm.

PRIVILEGE OF THE FLOOR

OLD BUSINESS

PROJECT TO INCREASE CAPACITY FROM SCWA

Mr. Austin reported that the project is at a standstill until the weather gets better. The contractor has submitted payment request number 3 and a change order. Mr. Austin explained that the change order for this project utilizes a portion of the allowance that was built into the bid price and doesn't change the contract price. This change order is for unexpected rock removal that was encountered during the excavation for the building foundation.

A **motion** was made by Mr. Gerstenberger approving Payment Request #3 in the amount of \$172,640.65 to Wm. J. Keller & Sons Construction Corp.; seconded by Mr. Ryan. The **motion** carried 5-0.

KNOLLTOP WATER STORAGE TANK REFURBISHMENT

Mr. Austin reported that this project is complete and the contractor has submitted payment request number 3. The only outstanding item after this payment is the one-year anniversary inspection and retainage.

A **motion** was made by Mr. Ryan approving Payment Request #3 in the amount of \$57,858.56 to Pittsburg Tank & Tower; seconded by Mr. Butler. The **motion** carried 5-0.

SCWA WATER PURCHASE AGREEMENT RENEWAL

Mr. Trainor had a conversation last week with the SCWA Attorney Leah Everhart. They were able to get through the major issues. He feels they made some progress but still have a long way to go. She asked Mr. Austin to provide some information regarding the quarterly average versus the annual average billing. She claims the cost to be the same, historically. She meets with her board on January 21, 2021. Mr. Trainor and Ms. Everhart are scheduled to speak again on January 22, 2021.

PROJECT TO INVESTIGATE CAPACITY IMPROVEMENTS IN PRESERVE

Mr. Austin reported that this project is currently on hold due to the weather. He stated that he is working with the NYS Canal Corporation for approval of some earthwork that needs to be done in order to get the rig back to where it needs to go.

VERIZON REQUEST FOR INSTALLATION OF TELECOMMUNICATIONS TOWER AT BOYACK WTP

Mr. Ryan recused himself from this discussion.

Arrowsmith Development, who represents Verizon in this venture, attempted to fly a balloon at the proposed location back in the beginning of December. The weather did not cooperate. They were able to fly a drone and take some pictures. They are hoping by next month's meeting they will have the pictures and renderings ready to provide to the board for their review.

NEW BUSINESS

ORGANIZATIONAL RESOLUTIONS

A **motion** was made by Mr. Gerstenberger authorizing Resolution #1, 2021; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #1, 2021 – AN ORGANIZATIONAL RESOLUTION

Pursuant to Section 1120-c (3) the following persons are appointed as Vice Chairman, Treasurer, and Secretary of the Clifton Park Water Authority.

Vice Chairman:	John Ryan
Treasurer:	Bill Butler
Secretary:	Alexis Osborne

Roll Call Vote:

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

A **motion** was made by Mr. Gerstenberger authorizing Resolution #2, 2021; an Organizational Resolution; seconded by Mr. Taubkin.

RESOLUTION #2, 2021 – APPOINTING WATER AUTHORITY ATTORNEY

NOW THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority hereby appoints James Trainor of Trainor Law PLLC to the position of Authority Attorney.

Roll Call Vote:

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

A **motion** was made by Mr. Ryan authorizing Resolution #3, 2021; an Organizational Resolution; seconded by Ms. Osborne.

RESOLUTION #3, 2021 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, the Daily Gazette, be and hereby is made the official newspaper of the Clifton Park Water Authority, and

RESOLVED, that including but not limited to KeyBank (conditional on acceptable account terms and services) hereby are designated as the official bank depositories of the Clifton Park Water Authority.

Roll Call Vote:

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

A **motion** was made by Mr. Butler authorizing Resolution #4, 2021; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #4, 2021 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that the firm of C.T. Male Associates, be designated and appointed as the professional engineers for the Clifton Park Water Authority.

Roll Call Vote:

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

A **motion** was made by Mr. Gerstenberger authorizing Resolution #5, 2021; an Organizational Resolution; seconded by Mr. Butler.

RESOLUTION # 5, 2021 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that the firm of Marvin & Co. P.C., CPAs be designated and appointed the professional accountants and auditors for the Clifton Park Water Authority.

Roll Call Vote:

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

A **motion** was made by Mr. Gerstenberger authorizing Resolution #6, 2021; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #6, 2021 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Governance Committee has been formed and members of the Governance Committee are: Helmut Gerstenberger, John Ryan, and William Butler.

Roll Call Vote:

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

A **motion** was made by Mr. Taubkin authorizing Resolution #7, 2021; an Organizational Resolution; seconded by Mr. Gerstenberger.

RESOLUTION #7, 2021 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Grievance Committee has been formed and the members of the Grievance Committee are: Peter Taubkin, Helmut Gerstenberger, and Alexis Osborne.

Roll Call Vote:

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

A **motion** was made by Mr. Butler authorizing Resolution #8, 2021; an Organizational Resolution; seconded by Ms. Osborne.

RESOLUTION #8, 2021 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that a Finance Committee has been formed and the members of the Finance Committee are: Helmut Gerstenberger, John Ryan, and Bill Butler.

Roll Call Vote:

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

A **motion** was made by Mr. Gerstenberger authorizing Resolution #9, 2021; an Organizational Resolution; seconded by Mr. Ryan.

RESOLUTION #9, 2021 – AN ORGANIZATIONAL RESOLUTION

RESOLVED, that an Audit Committee has been formed and the members of the Audit Committee are: John Ryan, Alexis Osborne, and Peter Taubkin.

Roll Call Vote:

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

OTHER BUSINESS

- Mr. Austin updated the board as to the COVID-19 precautions he has instituted in the past few weeks. The board asked Mr. Austin to put a COVID-19 update on the CPWA's website. They also asked that they receive copies of any memos sent to the team regarding the precautionary measures. They recommended that before any appointments the customer be contacted and asked a set of questions asking if they have COVID or are having any COVID like symptoms, have they had contact with anyone that has COVID, and have they been out of the area recently.

- Mr. Austin forwarded the GASB75 report to the board earlier today for their review. He asked if anyone has any questions to let him know.
- Mr. Austin asked the board if anyone would be willing to be an additional signer on the CPWA bank accounts. Mr. Butler said he is now retired and would be willing to be an additional signer on the CPWA accounts.

APPROVE MINUTES OF DECEMBER 22, 2020

A **motion** was made by Mr. Gerstenberger to approve the minutes of December 22, 2020 board meeting; seconded by Mr. Ryan. The **motion** carried 5-0.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 4:57pm; seconded by Mr. Butler. The **motion** carried 5-0.

Respectfully submitted,
Sheri Collins
Recording Secretary

Cc: CPWA Board of Directors
Trainor Law PLLC