



## **CLIFTON PARK WATER AUTHORITY**

### **BOARD MEETING MINUTES**

**OCTOBER 13, 2021**

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

Mr. Gerstenberger called the meeting to order at 7:03pm.

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

No members of the public present.

#### **OLD BUSINESS**

##### **PROJECT TO INCREASE CAPACITY FROM SCWA**

Mr. Austin reported that we are waiting on the programming for the pumpstation. He had a meeting a couple weeks ago to discuss how he wanted the station to operate. There are a couple of programming issues that need to be resolved before pumpstation startup.

##### **PROJECT TO INVESTIGATE CAPACITY IMPROVEMENTS IN PRESERVE**

The hydrogeologist from CT Male feels that the river bottom, because there is not a lot of velocity through that part of the river, is probably silted in and plugged up any ability for the river to transmit through the ground to the well. The laboratory testing indicated that the water is coming from the aquifer that our other wells are drawing from and not from the river. The well didn't transmit as much water and the quality wasn't as good as we had hoped.

Mr. Gerstenberger stated that once an engineering firm is selected, he would like them to investigate other options for additional water sources for the CPWA. He wants to come up with a long-term plan to ensure the residents of Clifton Park have good quality water indefinitely.

##### **VERIZON REQUEST FOR INSTALLATION OF TELECOMMUNICATIONS TOWER AT BOYACK WTP**

Mr. Ryan recused himself from this discussion. Mr. Trainor has modified the lease agreement to include some provisions and language that he thought would be beneficial to the CPWA. It was well received by the counsel to Verizon. Verizon is currently reviewing the contract.

##### **DISH NETWORK REQUEST FOR INSTALLATION OF TELECOMMUNICATIONS EQUIPMENT ON KNOLLTOP WATER STORAGE TANK**

Mr. Ryan recused himself from this discussion. Mr. Austin heard from DISH Network's engineering firm stating they were looking at how they can get the magnetic mounts to work on this tank. The problem is they are locating on the fluted section of the pedestal. After some conversation, Mr. Austin backed off on that request because they are not actually attaching to

the water containing bowl of the tank. They are still working on simulations for the board to review and will be getting back to him shortly.

#### **ENGINEERING RFQ**

Mr. Austin forwarded the board the engineering RFQ's he received. Mr. Gerstenberger, Mr. Austin, and Mr. Butler will meet to review the RFQ's. They will prepare a weighted scoring criteria sheet and have the top three come in for an interview.

#### **2022 CPWA OPERATING AND CAPITAL BUDGET**

Mr. Austin has made some changes to the budget since last month's meeting. He has received communications from some vendors about the current economic climate and inflation and they anticipate some increases in supply costs in the coming year. He has added some money to the Repairs and Maintenance line item as well as Treatment Chemicals line item. He increased the Telephone Expenses line item because we now have our SCADA system linked together with cellular routers instead of radio. He also bumped up Postage based on what he has been seeing in recent years. Overall, there is a 2.5% increase in Operational Costs, 1.65% increase in Total Expenditures, and a 1.73% increase in Total Revenue projected. The Debt Service Ratio is at 1.23 which is well above the 1.15 requirement, so he sees no reason to have a rate increase this year. He added 2 turbidimeters for Boyack WTP to the Capital Budget. He also increased the line items for Brass Goods and Water Meters anticipating price increases.

Mr. Ryan made a **motion** to adopt the 2022 Operating and Capital Budgets as amended; seconded by Mr. Gerstenberger.

#### **RESOLUTION #21, 2021 – ADOPTING 2022 OPERATING AND CAPITAL BUDGETS**

#### **NOW, THEREFORE BE IT**

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby adopts the 2022 Operating Budget and Capital Budget as attached, effective January 1, 2022, as amended.

Roll Call Vote:

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

#### **LAWN IRRIGATION SYSTEM RULES AND REGULATIONS**

A **motion** was made by Mr. Gerstenberger to approve Lawn Irrigation System Rules and Regulations; seconded by Mr. Butler.

#### **RESOLUTION #22, 2021 – APPROVE LAWN IRRIGATION SYSTEM RULES AND REGULATIONS**

**WHEREAS**, the Clifton Park Water Authority (CPWA) wishes to adopt rules and regulations for the installation of underground lawn irrigation systems, now therefore be it

**RESOLVED**, that the Clifton Park Water Authority hereby adopts Lawn Irrigation System Rules and Regulations as attached.



Roll Call Vote:

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

**NEW BUSINESS**

**OTHER BUSINESS**

- The Board asked that a history of water breaks and repair trends over the last few years be put together for them to review.
- T-mobile has a modification of equipment request in for Knolltop Storage Tank. The request is currently under review by CT Male Associates.

**APPROVE MINUTES OF SEPTEMBER 15, 2021 MEETING**

A **motion** was made by Mr. Ryan to approve the minutes of September 15, 2021; seconded by Ms. Osborne. The **motion** carried 5-0.

The CPWA's next board meeting is scheduled for Wednesday, November 10, 2021 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 8:06pm; seconded by Mr. Ryan. The **motion** carried 5-0.

Respectfully submitted,  
*Sheri Collins*  
Recording Secretary

cc: CPWA Board of Directors  
Trainor Law PLLC

# CLIFTON PARK WATER AUTHORITY



## ADOPTED BUDGET FISCAL YEAR 2022

Adopted October 13, 2021

# BENEFIT WORKSHEET

	Monthly Premium	Annual Health Cost	Dental	Deductible	CPWA Portion	Vision	Life	Total
AUSTIN	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 25,926	\$ 350	129	\$ 26,405
COLLINS	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 25,926	\$ 350	129	\$ 26,405
MOUNTAIN	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
TALBOT	\$ 616.86	\$ 7,495	\$ 570	\$ 2,750	\$ 10,068	\$ 350	129	\$ 10,547
MACYGIN	\$ 1,233.72	\$ 14,990	\$ 1,150	\$ 5,500	\$ 19,338	\$ 350	129	\$ 19,817
TOTAL ADM		\$ 86,565	\$ 5,170	\$ 24,750	\$ 106,059	\$ 1,750	645	\$ 108,454
MARSHALL	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
AUSTIN, J	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
GOLDEN	\$ 1,233.72	\$ 14,990	\$ 1,150	\$ 5,500	\$ 19,338	\$ 350	129	\$ 19,817
FRENCH	\$ 1,048.66	\$ 12,741	\$ 1,150	\$ 5,500	\$ 17,411	\$ 350	129	\$ 17,890
STRANEY	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
MILLER	\$ 616.86	\$ 7,495	\$ 1,150	\$ 2,750	\$ 10,595	\$ 350	129	\$ 11,074
CLARK	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
SIMMONS	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
FOX	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
MACKEY	\$ 616.86	\$ 7,495	\$ 570	\$ 2,750	\$ 10,068	\$ 350	129	\$ 10,547
HOFF	\$ 2,100	\$ 2,100	\$ 1,150		\$ 3,089	\$ 350	129	\$ 3,568
GILGALLON	\$ 616.86	\$ 7,495	\$ 1,150	\$ 2,750	\$ 10,595	\$ 350	129	\$ 11,074
TOTAL O&M		\$ 180,477	\$ 13,220	\$ 52,250	\$ 219,899	\$ 4,200	\$ 1,548	\$ 225,647
CONNOR		\$ 4,160	\$ 1,150		\$ 5,310	\$ 350		\$ 5,660
SCHLESIER, W		\$ 5,208			\$ 5,208			\$ 5,208
SCHLESIER, B		\$ 5,208			\$ 5,208			\$ 5,208
HATTER	\$ 1,048.66	\$ 12,741		\$ 5,500	\$ 16,330			\$ 16,330
TOTAL RETIREES		\$ 27,317	\$ 1,150	\$ 5,500	\$ 32,056	\$ 350	-	\$ 32,406

## OPERATION AND MAINTENANCE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2022</u> <u>PROPOSED</u>	<u>2021</u> <u>ADOPTED</u>	<u>2020</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
5000	WAGES	\$ 722,049	\$ 702,015	\$ 674,016	2.85
5001	OVERTIME	\$ 55,500	\$ 55,500	\$ 56,258	0.00
5002	SEASONAL EMPLOYEES	\$ 14,500	\$ 14,500	\$ 9,312	0.00
5010	FICA + MEDICARE	\$ 60,592	\$ 59,059	\$ 56,814	2.60
5020	RETIREMENT	\$ 98,894	\$ 134,478	\$ 109,828	(26.46)
5125	HEALTH INSURANCE	\$ 252,393	\$ 235,980	\$ 223,740	6.96
	SUBTOTAL	<u>\$ 1,203,927</u>	<u>\$ 1,201,532</u>	<u>\$ 1,129,968</u>	0.20
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ -	0.00
5320	LAB FEES	\$ 40,000	\$ 40,000	\$ 35,456	0.00
5330	EDUCATION	\$ 3,000	\$ 3,000	\$ 1,574	0.00
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 243,196	0.00
5405	GAS & OIL	\$ 30,000	\$ 27,000	\$ 17,611	11.11
5500	TREATMENT CHEMICALS	\$ 190,000	\$ 200,000	\$ 170,101	(5.00)
5610	SUPPLIES	\$ 7,500	\$ 7,500	\$ 7,365	0.00
5700	REPAIRS & MAINTENANCE	\$ 220,000	\$ 195,000	\$ 194,382	12.82
5710	SMALL TOOLS	\$ 5,200	\$ 5,200	\$ 3,938	0.00
5715	CONTRACTED REPAIRS	\$ 60,000	\$ 60,000	\$ 39,734	0.00
5730	UNIFORMS	\$ 6,000	\$ 6,000	\$ 5,017	0.00
5805	VEHICLE MAINTENANCE	\$ 16,000	\$ 16,000	\$ 20,393	0.00
5810	MILEAGE	\$ 1,100	\$ 1,100	\$ 686	0.00
5901	PRESERVE RENTAL	\$ 61,000	\$ 61,000	\$ 60,947	0.00
5902	NPDES PERMIT	\$ 2,500	\$ 2,000	\$ 2,500	25.00
5903	PURCHASED WATER	\$ 900,000	\$ 825,000	\$ 1,154,035	9.09
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,409	0.00
5950	PROPERTY TAXES - MALTA	\$ 80,000	\$ 80,000	\$ 67,729	0.00
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 12,685	0.00
	SUBTOTAL	<u>\$ 1,908,800</u>	<u>\$ 1,815,300</u>	<u>\$ 2,038,758</u>	5.15
TOTAL O & M		<u>\$ 3,112,727</u>	<u>\$ 3,016,832</u>	<u>\$ 3,168,726</u>	3.18



## GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2022</u> <u>PROPOSED</u>	<u>2021</u> <u>ADOPTED</u>	<u>2020</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
7000	WAGES	\$ 356,917	\$ 347,748	\$ 370,298	2.64
7010	FICA + MEDICARE	\$ 27,075	\$ 26,373	\$ 25,496	2.66
7020	RETIREMENT	\$ 46,009	\$ 62,744	\$ 54,004	(26.67)
7125	HEALTH INSURANCE	\$ 114,114	\$ 110,204	\$ 99,240	3.55
	SUBTOTAL	<u>\$ 544,115</u>	<u>\$ 547,069</u>	<u>\$ 549,038</u>	(0.54)
7100	INSURANCE, GENERAL	\$ 38,000	\$ 35,000	\$ 31,948	8.57
7105	WORKERS COMPENSATION	\$ 44,370	\$ 37,323	\$ 31,925	18.88
7310	CONSULTANT FEES	\$ 6,000	\$ 5,000	\$ 7,906	20.00
7320	DUES	\$ 600	\$ 600	\$ 253	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 545	0.00
7400	OFFICE SUPPLIES	\$ 26,000	\$ 25,000	\$ 29,187	4.00
7410	POSTAGE	\$ 31,000	\$ 30,500	\$ 31,003	1.64
7420	AUDIT & ACCOUNTING	\$ 36,000	\$ 36,000	\$ 34,918	0.00
7425	LEGAL FEES	\$ 23,000	\$ 23,000	\$ 7,880	0.00
7430	ENGINEERING FEES	\$ 11,000	\$ 11,000	\$ 8,663	0.00
7600	SERVICE CONTRACTS	\$ 27,000	\$ 27,000	\$ 22,169	0.00
7700	TELEPHONE EXPENSES	\$ 16,500	\$ 15,000	\$ 14,086	10.00
7705	TECHNICAL SUPPLIES	\$ 2,500	\$ 2,000	\$ 2,849	25.00
7710	UTILITIES OFFICE	\$ 7,000	\$ 7,000	\$ 7,934	0.00
7810	MILEAGE	\$ 200	\$ 200	\$ -	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 8,343	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 12	0.00
7824	BANK SERVICE CHARGE	\$ 6,360	\$ 6,360	\$ 6,095	0.00
7990	MISCELLANEOUS	\$ 4,000	\$ 4,000	\$ 2,272	0.00
	SUBTOTAL	<u>\$ 285,330</u>	<u>\$ 270,783</u>	<u>\$ 247,988</u>	5.37
<b><u>TOTAL GENERAL &amp; ADMINISTRATIVE</u></b>		<u><b>\$ 829,445</b></u>	<u><b>\$ 817,852</b></u>	<u><b>\$ 797,026</b></u>	1.42

## BUDGET SUMMARY

	<u>2022</u> <u>PROPOSED</u>	<u>2021</u> <u>ADOPTED</u>	<u>2020</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<b><u>EXPENSES</u></b>				
WAGES AND BENEFITS	\$ 1,748,042	\$ 1,748,601	\$ 1,679,006	(0.03)
ADMINISTRATION EXPENSES	\$ 285,330	\$ 270,783	\$ 247,988	5.37
O & M EXPENSES	\$ 1,908,800	\$ 1,815,300	\$ 2,038,758	5.15
TOTAL OPERATIONAL COSTS	\$ 3,942,172	\$ 3,834,684	\$ 3,965,752	2.80
DEBT SERVICE COSTS	\$ 1,987,013	\$ 1,987,413	\$ 1,987,413	(0.02)
TOTAL EXPENDITURES	<u>\$ 5,929,185</u>	<u>\$ 5,822,097</u>	<u>\$ 5,953,165</u>	1.84
<b><u>REVENUES</u></b>				
METERED WATER SALES	\$ 4,450,000	\$ 4,386,000	\$ 4,851,953	1.46
BULK SALES	\$ 50,000	\$ 50,000	\$ 61,643	0.00
HYDRANT CHARGES	\$ 528,643	\$ 508,177	\$ 492,781	4.03
PRIVATE FIRE	\$ 35,000	\$ 34,000	\$ 34,324	2.94
HOOK UP FEE	\$ 70,000	\$ 65,000	\$ 85,950	7.69
BASIC SERVICE CHARGE	\$ 1,066,300	\$ 1,052,000	\$ 1,046,916	1.36
LEASE INCOME	\$ 140,652	\$ 137,000	\$ 133,545	2.67
INTEREST ON CAPITAL	\$ 5,000	\$ 5,000	\$ 43,681	0.00
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 30,639	0.00
TOTAL REVENUE	<u>\$ 6,375,595</u>	<u>\$ 6,267,177</u>	<u>\$ 6,781,432</u>	1.73
RESERVED, CAPITAL	\$ 446,410	\$ 445,080	\$ 828,267	
DEBT SERVICE RATIO	1.22	1.22	1.42	

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



**Clifton Park Water Authority  
2022 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 21,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 140,000
Dump Body for GMC Dump Truck	\$ 20,000
(1) Pickup Truck	\$ 36,000
Replacement Tracks for Excavator	\$ 6,500
Vacuum Excavator	\$ 89,000
Boyack Computer and Controller	\$ 7,500
(2) Turbidimeters for Boyack Water Treatment Plant	\$ 6,600
Chemical Feed Pump Assembly - Boyack	\$ 10,000
Well Redevelopment (Berryfarm, Oakwood, Boyack #5)	\$ 40,000
 <b>Total</b>	 <b><u>\$ 376,600</u></b>
   <b>CPWA Fund Balance (as of 9/14/21)</b>	   <b>\$ 3,223,445</b>

# **Clifton Park Water Authority**

## **Rules and Regulations for Underground Irrigation Systems**

Any CPWA customer, or prospective customer wanting to install an underground lawn sprinkler system must comply with the following requirements:

### **Permit**

1. The property owner or installer must apply for and obtain a permit from the CPWA for the installation of the system.
2. The property owner or installer must pay the applicable permit fee.

### **Residential System Installation**

1. All new construction must have metered water service prior to the installation of the system.
2. The connection to the water supply must be made in an interior location, protected from freezing.
3. The connection to the water supply must be made at a point downstream of the water meter and main check valve to the building.
4. All systems shall be controlled by a time clock capable of programming the system to comply with the CPWA's lawn watering restrictions. Installer or homeowner must demonstrate to the CPWA inspector that the system is set up to comply with these restrictions.
5. All systems must be equipped with a rain sensor capable of preventing the system from running automatically when not needed. Rain sensors must be installed in an uncovered location that allows access to normal rainfall.
6. All systems must be equipped with a double check valve assembly, installed within the interior of the building to prevent freezing.

7. All systems must be equipped in such a manner as to allow for the draining/purging of water from the irrigation system during winter, without the need to blow compressed air through any water meters or backflow prevention devices.
8. Sprinkler head orifices can be no larger than 3/16 of an inch.
9. No portion of the proposed irrigation system shall be installed within the public right-of way of any road, or within any easement.
10. All installations must be inspected by CPWA personnel prior to use to ensure compliance with these regulations. Inspections must be scheduled a minimum of 24 hours in advance.
11. Follow-up appointments needed due to a failed inspection of the system by the CPWA will result in a reinspection fee assessed to the homeowner.
12. Installation of an irrigation system without applying for and receiving a permit from the CPWA will result in a fine of \$250 for each installation begun prior to permit issuance.

#### **Commercial System Installation**

Commercial irrigation system installations will be subject to the regulations described above for residential systems, with the following exceptions:

1. Commercial irrigation systems require a separate water meter, located at the connection to the building plumbing. This connection must be made in a manner such that the irrigation meter is a submeter of the main building water meter. An exception may be made in certain circumstances where connection to the interior plumbing of a building is determined to be impossible or impractical. This determination will be made by the CPWA Administrator.
2. In the case where a direct connection to the water main is necessary due to the inability to connect to the internal plumbing of a building, a meter pit must be installed. The meter pit must include an adequate backflow prevention device and be approved by the CPWA Administrator prior to installation. A method of draining/purging the irrigation system of water to prevent freezing must also be provided.