



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

FEBRUARY 8, 2023

Those present were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. William Butler, Treasurer; Mr. Peter Taubkin, Board Member; Mr. Donald Austin Jr., Administrator; Mr. Ronald Marshall, Superintendent; Mr. James Trainor, Attorney; Mr. Brock Juusola, Engineer; and Mr. Anthony Morelli, Town of Clifton Park Liaison. Absent: Heather Brondi, Secretary.

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

PRIVILEGE OF THE FLOOR

No members of the public present.

APPROVE MINUTES OF JANUARY 11, 2023 MEETING

Mr. Gerstenberger made a **motion** to approve the January 11, 2023 board meeting minutes; seconded by Mr. Ryan. The **motion** carried 4-0, 1 absent.

OLD BUSINESS

AT&T REQUEST FOR EQUIPMENT MODIFICATION

The CPWA has been approached by AT&T to modify its 2014 Agreement at the Knolltop water tower and they would like to use this first amendment to that lease as a template for their Boyack Road water tank lease. Mr. Trainor reviewed the amendment and doesn't believe it serves the CPWA's interest in that they want total and unilateral control over any modifications to their equipment and location. He has made some redline changes to their proposed amendment to the lease and sent it to Mr. Austin for review. He removed the provision that allows AT&T to modify their space without the CPWA's consent and kept the increase of rent and added a couple of other changes that would be helpful in the future. The Board asked that the updated amendment be emailed to them for review when it's complete.

NEW BUSINESS

AMEND CPWA STANDARD SPECIFICATIONS

A **motion** was made by Mr. Ryan to amend the CPWA Standard Specifications for Water Distribution Systems; seconded by Mr. Butler.

RESOLUTION #12, 2023 – AMENDING CPWA STANDARD SPECIFICATIONS FOR WATER DISTRIBUTION SYSTEMS

WHEREAS, the Clifton Park Water Authority has reviewed its Standard Specifications for Water Distribution Systems and wishes to amend the document to include restrictions on the location of residential water services, now therefore be it

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby amends Section 6 of the CPWA’s Standard Specifications for Water Distribution Systems to include the following:

Residential water services from the water main up to and including the curb stop shall be placed outside of paved driveways. There should be at least three (3) feet of separation between this portion of the water service and the edge of the driveway.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Butler - Aye
Mr. Taubkin - Aye
Ms. Brondi - Absent

ESTABLISH BILLING POLICY FOR MALFUNCTIONING METERING EQUIPMENT

A **motion** was made by Mr. Taubkin to establish billing policy for malfunctioning metering equipment; seconded by Mr. Gerstenberger.

RESOLUTION# 13, 2023 – ESTABLISH BILLING POLICY FOR MALFUNCTIONING METERING EQUIPMENT

WHEREAS, the Clifton Park Water Authority relies on water meters installed at customer connections to acquire water usage data for billing, and

WHEREAS, there are occasions where a water meter malfunctions in such a way as to make the acquisition of usage data from the meter impossible, and

WHEREAS, the Clifton Park Water Authority wishes to establish a policy that will define the methodology for calculating a quarterly water bill in the absence of usage data due to a meter failure, now therefore be it

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby adopts the following policy:

When it becomes impossible to retrieve usage data from a customer’s water meter, or when a meter has failed to record usage due to a mechanical or electronic malfunction of the meter, quarterly usage will be calculated as the average of the customer’s usage over the past three (3) years for the same billing quarter.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Butler - Aye
Mr. Taubkin - Aye
Ms. Brondi - Absent

DELAWARE ENGINEERING PROPOSAL FOR EVALUATION OF ADDITIONAL WATER RESOURCES

Delaware Engineering presented the Board with a proposal for evaluation of additional water sources. They will go through and look at every scenario that they can think of to develop additional water sources. They will start by taking and developing mapping of all the municipal water systems around the CPWA system and what is available from them. They will also look at the potential for the development of new groundwater sources, surface water sources of raw water, not limited to the confines of the CPWA service area, and potential purchase of treated water from other public water supplies including those already under contract with the CPWA and any others not under contract. They then will develop a matrix to evaluate and compare potential sources of water and provide a final report of their findings. They propose to conduct this scope of work for \$52,500.

Mr. Ryan stated similar studies have been done over the years by CT Male & Associates and he is not interested in spending \$50,000 to look at potential sources that have already been explored. Mr. Juusola explained that they are not necessarily looking for one large source but multiple smaller sources. They will go out and talk to the neighboring towns to look for additional sources. Mr. Ryan feels that the capital costs to connect to other systems may be too high. The CPWA has a sizeable investment with the SCWA already and we may be better off maximizing this source. He is more interested in looking at options that make sense rather than exploring options that were already looked into and won't work.

Mr. Austin feels that the research done by CT Male wasn't as thorough as what Delaware Engineering is proposing. He thinks that we need to have a good grasp on where to invest millions of dollars. Even if the SCWA is the future main water source, currently we can get close to 4 million gallons maximum from them per day. The town continues to grow and he is not sure what the long-term health of the Preserve wells are going to be. He feels we need to be prepared and look years into the future at where we may want to potentially get all of our water from or at least add another couple million gallons of water per day from somewhere else.

The Board would like to refine Delaware's proposal which will help channel this study with a more focused approach of what they want. The Board asked Mr. Austin to prepare a 20-year historical comparison of water usage for them to review. Mr. Butler suggested setting up a sub-committee to help set up a long-term plan.

OTHER BUSINESS

- The CPWA owns a piece of property on Blue Jay Way that had two well houses on it. They are no longer in service and the wells have been filled in and capped and the well houses are no longer there. Mr. Austin contacted the Town to inquire if the property has any value as a building lot as the lot does have some wetlands on it. The Town is also interested in the property. Mr. Austin will have an appraisal done on the property.
- The Board reviewed the 2022 year-end investment report.
- Mr. Gerstenberger made a **motion** at 8:05pm to move into executive session to discuss potential litigation; seconded by Mr. Ryan. The **motion** carried 4-0, 1 absent.

Mr. Gerstenberger made a **motion** at 8:36pm to move out of executive session; seconded by Mr. Butler. The **motion** carried 4-0, 1 absent.

The CPWA's next board meeting is scheduled for Tuesday, March 14, 2023 at 7pm.

A **motion** was made by Mr. Ryan to adjourn the meeting at 8:38pm; 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