

**CLIFTON PARK WATER AUTHORITY**

**BOARD MEETING NOTICE**

**WEDNESDAY, SEPTEMBER 20, 2023**

**7:00PM**

**661 CLIFTON PARK CENTER ROAD**

**CLIFTON PARK, NY 12065**

**CLIFTON PARK WATER AUTHORITY  
BOARD MEETING**

**Wednesday, September 20, 2023  
7:00 PM**

**AGENDA**

- Approve Minutes of August 9, 2023 Meeting

**Privilege of the Floor**

**Old Business**

- Peacock Glen Property
- PFAS Settlement

**New Business**

- 2024 Preliminary Budget

**Other Business**

## **CLIFTON PARK WATER AUTHORITY**

### **BOARD MEETING MINUTES**

**SEPTEMBER 20, 2023**

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

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

#### **APPROVE MINUTES OF AUGUST 9, 2023 MEETING**

Mr. Gerstenberger made a **motion** to approve the August 9, 2023 minutes; seconded by Mr. Ryan. The **motion** carried 5-0.

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

No members of the public present.

#### **OLD BUSINESS**

##### **PEACOCK GLEN PROPERTY**

The Town of Clifton Park had previously expressed interest in the property. Mr. Austin sent the appraisal to them and is waiting to hear back.

##### **PFAS SETTLEMENT**

Mr. Austin has received a notice of proposed class action settlement paperwork from DuPont. Mr. Trainor will follow up with Mr. King and review the class action lawsuit paperwork.

#### **NEW BUSINESS**

##### **2024 PRELIMINARY BUDGET**

Mr. Austin presented the Board with the preliminary budgets for 2024. Mr. Austin noted the NYS Retirement System had a pretty large increase in the amount it charges employers for 2024, causing a significant increase in the retirement lines. For the Operation and Maintenance expenses, the vehicle maintenance line item was significantly increased due to rising costs of replacement parts and required maintenance. Overall, the Operation and Maintenance expenses increased 3.04%. The General and Administrative expenses had a significant increase in the health insurance line item due to added retiree benefit costs. Workers' Compensation Insurance also increased significantly because of the number of claims experienced by the CPWA over the last few years. The Postage line item was increased for next year in preparation for postcard mailings proposed to engage customer assistance in identifying water service material entering their homes. This is made necessary by the EPA's Revised Lead and Copper Rule that requires all public water suppliers to create an inventory of all service lines in the water system and their construction by October 16, 2024. Overall, the General and Administrative expenses increased 7.70%. Total expenditures are up 2.65%. Mr. Austin estimated total revenues up only 1.14%. He was

hesitant to increase metered water sales because of the amount of rain we've had this year. July and August production was down 70 million gallons. He is optimistic that the 8% rate increase at the beginning of 2023 should help even out the decrease in metered water sales. The budget shows a 1.15 debt service ratio. This is the minimum requirement. He questioned if a small rate increase should be implemented to provide a buffer to make sure the debt service ratio is met. The Board asked Mr. Austin to give them some historical information on the rate increases in the last 10 years and also calculate metered water sales through the end of September.

### **OTHER BUSINESS**

- Mr. Gerstenberger welcomed Chris Wheland as the new Deputy Administrator. He will be taking over for Mr. Austin upon his retirement at the end of December. Mr. Gerstenberger made a **motion** appointing Chris Wheland as Deputy Administrator; seconded by Mr. Taubkin.

### **RESOLUTION #24, 2023 – APPOINTING CHRIS WHELAND AS DEPUTY ADMINISTRATOR**

**WHEREAS**, the Clifton Park Water Authority wishes to appoint Chris Wheland as Deputy Administrator in preparation for the impending retirement of its current Administrator, now, therefore be it

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby appoints Chris Wheland as Deputy Administrator, effective September 18, 2023, with a starting annual salary of \$115,000.00 and one week of banked vacation leave.

Roll Call Vote:

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

- Ms. Brondi submitted her resignation from the Board due to her judicial candidacy. She thanked the Board and staff for the wonderful experience and has thoroughly enjoyed her time serving on the Board. The Board congratulated her and wished her continued success!
- Mr. Austin has a Zoom meeting scheduled for October 2<sup>nd</sup> with Town of Clifton Park Planning Department Director John Scavo, Town of Clifton Park Supervisor Phil Barrett, MJ Engineering, and Empire State Development to discuss and review the grant application for the formation of the water district on Route 9.
- Mr. Trainor is waiting to hear back from the attorney representing the developer of the Mountain View Meadows subdivision with regard to the updated terms and conditions of the Agreement.
- The Board asked Mr. Marshall how the anode project is coming along. He stated they put them in when they have time or when there is a water main break.
- Mr. Austin and Mr. Juusola had a meeting with the NYS Department of Health last month regarding the Glenridge Road water connection to the Town of Glenville. In response to earlier indications from DOH that continuous chlorine monitoring and rechlorination equipment must be present once the CPWA begins continuously purchasing water from Glenville, Mr. Austin explained that the Rexford Water District purchased all their water from the Town of Glenville for many years and did so without any rechlorination equipment in place. DOH stated that daily chlorine residuals would suffice, with the understanding that if there is a problem with the chlorine levels coming into the CPWA system from Glenville, the connection would need to be shut down until the situation was corrected. Work will still need to be done inside the current

meter vault to install an actuated valve and some electronics. A smaller kiosk will also have to be built to house the radio and control equipment. Mr. Austin feels the NYS Department of Transportation will be more likely to approve the smaller structure near the underground vault.

- Mr. Austin stated the tank inspections have been completed and Mr. Juusola is reviewing the reports.
- Mr. Austin made the Board aware of a customer on Ashdown Road that has a leak in their water service line. He explained that the water main runs down Ashdown Road a short distance and terminates at a hydrant. Before the CPWA took over the Rexford Water District, the main was tapped and two water services were run further down the road to serve two houses. The house farthest down the road has a leak in the service line in front of the neighbor's house in the right of way. In August, the customer was verbally notified of leak in their service line. The customer argued that they shouldn't be responsible to repair the line. Mr. Austin explained that the CPWA owns up to the curb stop and the homeowner owns the rest of the service line. It has been leaking for over a month now so a termination of water service notice was issued giving the customer one week to repair the service line. Mr. Austin stated a UDIG ticket came through yesterday for excavation on the property to fix the leak.
- Mr. Gerstenberger made a **motion** at 8:01pm to discuss a personnel issue; seconded by Mr. Ryan. The **motion** carried 5-0.  
Mr. Gerstenberger made a **motion** at 8:28pm to move out of executive session; seconded by Mr. Butler. The **motion** carried 5-0.

The CPWA's next board meeting has been scheduled for Tuesday, October 17, 2023 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 8:31pm; seconded by Mr. Ryan. The **motion** carried 5-0.

Respectfully submitted.  
Sheri Collins  
Recording Secretary

cc: CPWA Board of Directors  
Trainor, Pezzulo, & DeSanto PLLC