

CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

September 22, 2026

Those present were: Mr. Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. William Butler, Treasurer; Mr. Peter Taubkin, Board Secretary; Mr. Kenneth Bowman Board Member; Mr. Chris Wheland, Administrator; Mr. James Trainor, Attorney and Mr. Brock Juusola, Delaware Engineering.

Mr. Gerstenberger called the meeting to order at 7:02pm.

Pledge of Allegiance

Approve Minutes of August 19, 2026 Meeting

Mr. Bowman made a **motion** to approve August 19, 2026, board meeting minutes; seconded by Mr. Taubkin. The **motion** carried 5-0.

Privilege of the Floor

None

Old Business

Peacock Glen Property

The board discussed the Peacock Glen property, which was determined to be entirely stormwater and not buildable due to existing stormwater detention ponds that are owned by the Town of Clifton Park. Mr. Wheland recommended transferring the 2.3-2.4 acre property back to the Town since they already own the stormwater infrastructure and would likely maintain it as green space.

Vertical Bridge

Mr. Wheland worked with Mr. Trainor on developing a revised agreement between Vertical Bridge and CPWA that favored the CPWA. The agreement was submitted and we are waiting for a response from Vertical Bridge.

Website

Mr. Wheland presented a preview of the new website and discussed its layout and functionality, including features like pay my bill and start/stop service options. The team debated whether to organize content under "customers" or separate it into "residential" and "commercial" sections, ultimately deciding to keep them separate for clarity.

Billing Software Update

Mr. Wheland provided an update on the billing software implementation, noting that bills are being sent out and payments are being processed online, though some reporting functionality still needs to be refined and auditor training is required due to format changes.

New Business

Budget Review

2027 Budget Proposal Presentation

Mr. Wheland discussed the 2027 draft budget changes following the completion of the last bond payment, noting that the debt service ratio no longer applies. He explained a new approach to accounting for capital costs, which involves separating them from operating budget calculations and funding them from reserves instead. Mr. Wheland proposed a budget with revised capital planning, including projects like brass goods, water meters, and fire hydrants. The group reviewed operation and maintenance expenses, with Mr. Wheland noting minimal changes needed compared to previous years, except for accounting changes related to bonds and wages for three new personnel. Mr. Wheland agreed to gather more information from the accountant and make necessary adjustments before presenting for approval in October, giving the team time to review and provide feedback.

Facility Design and Staff Planning

Mr. Wheland discussed plans to work with Mr. Juusola of Delaware Engineering on designing a new facility on Kinns Road, with initial estimates around \$3.2-3.5 million for a bare-bones steel structure. He expressed concerns about the high costs of construction. Mr. Wheland and Mr. Juusola discussed the costs and considerations for building a new facility, highlighting the significant differences in design specifications and labor rates compared to residential structures. He explained that municipal buildings require more expensive materials and higher wage rates due to prevailing wage laws and wind load requirements, potentially increasing costs by around 15% compared to non-prevailing wage rates. Mr. Ryan asked whether leasing might be a better option than ownership. The conversation touched on exploring alternative options like existing warehouses, though specific details about locations were not fully discussed.

The discussion also covered upcoming staff retirements in February/March and September, with Mr. Wheland presenting wage and benefit calculations for new hires to maintain continuity in the workforce, including plans to reclassify and promote existing staff members.

Everbridge

Mr. Wheland reported that Everbridge was selected as the new alert system at \$4,800 annually with a \$500 setup fee, and he has scheduled a meeting for tomorrow to determine the implementation timeline. The system will be limited to water-related emergencies only, with automatic opt-in for all customers but targeted notifications based on geographic impact areas.

Other Business

Emergency Declaration

Mr. Wheland discussed the need for an emergency declaration for emergency repairs while responding to a few watermain breaks after strong storm events in July. Dahn Bull, Town of Clifton Park Highway Superintendent, is requesting the CPWA pay for paving of Carlton Rd where a 12" main break occurred. The Town Highway Department will give the CPWA a \$10,000 credit towards the paving for work completed under an emergency culvert replacement on Moe Rd. The Board said a 50/50 split would be better but understood that CPWA and the Town Highway Department have a positive working relationship and this is best for the residents of Clifton Park.

Executive Session

The Board entered into executive session at 8:20pm at the motion of Mr. Gerstenberger and seconded by Mr. Ryan (motion carried 5-0) for purposes of discussing personnel. A motion to exit executive session occurred at 8:40 pm motioned by Mr. Gerstenberger and seconded by Mr. Ryan (motion carried 5-0).

Privilege of the Floor

None

Motion to Adjourn

Mr. Gerstenberger made a **motion** to adjourn at 8:43pm; seconded by Mr. Butler. The **motion** carried 5-0.

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