



## CLIFTON PARK WATER AUTHORITY

### BOARD MEETING MINUTES

NOVEMBER 12, 2019

Those present at the Clifton Park Water Authority board meeting were: Mr. John Ryan, Vice Chairman; Mr. George Peterson, Treasurer; Mr. Peter Taubkin, Secretary; Mr. Donald Austin Jr., Administrator; and Mr. Neil Weiner, Attorney. Absent: Mr. Helmut Gerstenberger, Chairman; Mr. William Butler, board member; and Mr. Ronald Marshall, Superintendent.

Mr. Ryan called the meeting to order at 7:05pm.

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

No members of the public present.

#### **OLD BUSINESS**

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

Mr. Austin reported that the project is still under review by the NYS Department of Health. Mr. Kortz has a meeting with NYSDOH tomorrow for another project and will ask for an update on this project.

##### **MOE ROAD PUMPSTATION PARCEL**

Mr. Austin received a request from the park district to purchase a 15 foot strip of land along the easterly edge of the property on which to build a trail. The CPWA could then auction off the rest of the parcel. The 1.03 acre parcel appraised at \$62,000.00. Mr. Austin estimated the 15 foot strip has an approximate value of \$4,500.00. He stated the Town would incur any cost associated with subdividing the parcel. The Board was agreeable to this arrangement. Mr. Austin will go back to the Town to discuss further.

##### **CSEA CONTRACT NEGOTIATIONS**

Mr. Austin reported that a tentative agreement has been reached with the union. The Memorandum of Agreement was sent out today. He will email the MOA out to the Board once it is returned to him.

#### **NEW BUSINESS**

##### **COMMUNITY SOLAR PRESENTATION BY FOUR CORNERS ENERGY AND NEXAMP**

Andrea Phillips of Four Corners Energy and David Wells of Nexamp presented the Board with information regarding New York's Community Solar program. Nexamp offers an easy way to support local clean energy with a guaranteed savings up to 15% on electricity without installing rooftop solar panels. The CPWA would subscribe to a share of one of their solar farms. The CPWA would earn credits that would be applied to its utility bills. These energy credits are purchased at a discount, reducing the CPWA's electricity costs by up to 15%. Nexamp estimates the CPWA would receive on-bill credits (Net Metering Credits) expected to exceed \$223,000 per year and over \$5,000,000 over the life of their solar farms. The Net Metering Credits Nexamp provides will generate real savings of \$33,450 per year and \$836,250 over the life of the solar farms. Nexamp would require a 15 – 20 year commitment for the guaranteed

savings. The Board would like to get more information regarding the number of local customers that are current subscribers of Nexamp's solar farms.

**APPROVE AMENDED JOB DESCRIPTIONS FOR PLANT OPERATOR AND ASSISTANT PLANT OPERATOR**

A **motion** was made by Mr. Peterson to approve the amended job descriptions for Plant Operator and Assistant Plant Operator; seconded by Mr. Taubkin.

**RESOLUTION # 20, 2019 – APPROVE AMENDED JOB DESCRIPTION FOR PLANT OPERATOR AND ASSISTANT PLANT OPERATOR**

**WHEREAS**, the Clifton Park Water Authority wishes to amend the job description for the positions of Plant Operator and Assistant Plant Operator to expand their area of responsibility for general day-to-day maintenance to include CPWA treatment facilities other than the Boyack Treatment Plant,

**Now, therefore be it**

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby adopts the updated job descriptions as attached.

Roll Call Vote:

Mr. Gerstenberger	- Absent
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Absent

**ADOPT DRIVING RECORD REVIEW RESOLUTION**

A **motion** was made by Mr. Taubkin to adopt the Driving Record Review Policy; seconded by Mr. Peterson.

**RESOLUTION# 21, 2019 – ADOPT DRIVING RECORD REVIEW POLICY**

**WHEREAS**, the Clifton Park Water Authority wishes to adopt a driving record review policy to establish acceptable driving records for its employee drivers and to assure that its employee drivers maintain current, unrestricted New York operator's licenses,

**Now, therefore be it**

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby adopts the driving record review policy as attached.

Roll Call Vote:

Mr. Gerstenberger	- Absent
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Absent

**RESOLUTION ON THE ADEQUACY OF THE RATES TO SUFFICIENTLY COMPLY WITH THE RATE COVENANT**

A **motion** was made by Mr. Taubkin to approve the adequacy of the rates to sufficiently comply with the Rate Covenant; seconded by Mr. Peterson.

**RESOLUTION# 22, 2019 – ADEQUACY OF THE RATES TO SUFFICIENTLY COMPLY WITH THE RATE COVENANT**

**WHEREAS**, the Clifton Park Water Authority has completed a review, taking into consideration the completion of any uncompleted water projects and issuance of future series of bonds if necessary to finance the completion of such water projects, of its financial condition for the purpose of estimating whether the net revenues for fiscal years 2019 and 2020 will be sufficient to comply with the rate covenant contained in subsection (b) of section 7.12 of the water system revenue bond resolution adopted November 16, 1993.

**Now, therefore be it**

**RESOLVED**, that the Clifton Park Water Authority has estimated that its net revenues for fiscal years 2019 and 2020 will be sufficient to comply with the rate covenant contained in the subsection (b) of section 7.12 of the water system revenue bond resolution adopted November 16, 1993, and it is further

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby authorizes a copy of this resolution, certified by its chairman, an authorized officer, setting forth a reasonably detailed statement of the actual and estimated revenues, operating expenses, aggregate debt service, and any other estimates or assumptions upon which such determination was based to be filed with the bond trustee.

Roll Call Vote:

Mr. Gerstenberger	- Absent
Mr. Ryan	- Aye
Mr. Peterson	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Absent

**OTHER BUSINESS**

**APPROVE MINUTES OF OCTOBER 15, 2019 MEETING**

A **motion** was made by Mr. Taubkin to approve the minutes of October 15, 2019; seconded by Mr. Peterson. The **motion** carried 3-0, 2 absent.

The CPWA's next board meeting is scheduled for Tuesday, December 10, 2019 at 7pm.

A **motion** was made by Mr. Ryan to adjourn the meeting at 8:04pm; seconded by Mr. Taubkin. The **motion** carried 3-0, 2 absent.

Respectfully submitted,  
*Sheri Collins*  
Recording Secretary

cc: CPWA Board of Directors  
Neil Weiner, Esq.

## **WATER TREATMENT PLANT OPERATOR**

**DISTINGUISHING FEATURES OF THE POSITION:** These duties involve the responsibility for the safe and efficient operation and maintenance of the Authority's treatment facility at Boyack Road. Is also responsible for general day-to-day maintenance of the Authority's other pumping and treatment facilities. General direction is received from the Authority Administrator, but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over the Assistant Water Treatment Plant Operator, as well as Water Maintenance Technicians working at the treatment facility. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains the plant to assure the most efficient and economical use of equipment, supplies, and manpower;  
Makes daily inspections of facilities, including wells and wellhouses;  
Makes or supervises necessary tests for control of facility operation;  
Requisitions all necessary materials and supplies;  
Maintains inventory of supplies, chemicals, and equipment;  
Makes any necessary adjustments to chemical feed systems or other operational parameters to ensure the optimal operation of the treatment facilities;  
Maintains a preventative maintenance and repair program for all equipment and maintains complete and accurate records of same;  
Maintain records of all pertinent plant information, including maintenance logs, test results, and alarm records;  
General housekeeping tasks to keep facilities neat and orderly;  
Maintenance of backwash lagoon levels;  
Conducts special studies for improvement of water quality and plant operations;  
Supervises subordinate employees assigned to assist;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Type A manganese greensand and microfiltration plant for the treatment of groundwater under the direct influence of surface water; good knowledge of principles and applications of physics, chemistry, and bacteriology as they relate to water purification; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; good knowledge and understanding of the Authority's SCADA system, and ability to manipulate programming when necessary; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; working knowledge of electronics and simple electronic circuit analysis; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either

- A) Graduation from a regionally accredited or NYS registered four-year college with a bachelor of science degree; OR
- B) Graduation from a regionally accredited or NYS registered two-year college with an associates degree in applied science and two (2) years of satisfactory experience in the operation of a minimum 1 MGD Type A water treatment facility involving filtration; or
- C) Satisfactory completion of an appropriate course of instruction approved by the State Department of Health and at least five (5) years satisfactory experience in the operation of a minimum 1 MGD Type A water treatment facility involving filtration.

**SPECIAL REQUIREMENTS:** Possession of a valid NYS Driver's License and a Grade 2A Treatment Plant Water Operator Certificate.

## **ASSISTANT WATER TREATMENT PLANT OPERATOR**

DISTINGUISHING FEATURES OF THE POSITION: These duties involve assisting the Water Treatment Plant Operator in the safe and efficient operation and maintenance of the Authority's treatment facilities. Direction is received from the Water Treatment Plant Operator. Supervision may be exercised over Water Maintenance Technicians working at the treatment facilities. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES:

General plant maintenance performed under the direction of the Water Treatment Plant Operator;  
Make daily inspections of plant and plant machinery, including wells and wellhouses;  
Perform necessary tests for control of plant operation;  
Maintain inventory of supplies, chemicals, and equipment;  
Make any necessary adjustments to chemical feed systems or other operational parameters under the direction of the Water Treatment Plant Operator, to ensure the optimal operation of the treatment facilities;  
Perform preventative maintenance and repair on all equipment and complete accurate records of same;  
General housekeeping tasks to keep plants neat and orderly;

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices used and equipment required in the operation and maintenance of a Type B manganese greensand filtration plant; good knowledge of principles and applications of physics, chemistry, and bacteriology as they relate to water purification; ability to repair pumps, valves and related mechanical and electrical equipment; good knowledge and understanding of the Authority's SCADA system, and ability to manipulate programming when necessary; ability to make routine laboratory and field tests for control of facility operation; working knowledge of electronics and simple electronic circuit analysis; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Possession of a valid NYS Driver's License.

# **Driving Record Review Policy**

## **I. DEFINITIONS**

Employee Driver – An employee of the CPWA whose job description requires the possession of a valid NYS Driver's License.

Unrestricted Operator's License – A current NYS operator's license that allows the employee driver to operate CPWA vehicles as required for the unrestricted performance of his/her job duties. A conditional license that allows an employee driver to operate CPWA vehicles necessary for the performance of his/her job duties shall be considered an Unrestricted Operator's License as it pertains to the policy herein.

Misdemeanor Violation – A traffic violation that requires an operator to answer the ticket in a criminal court. Examples include:

1. Driving while intoxicated.
2. Driving under the influence of a controlled substance.
3. Operating during a period of suspension or revocation.
4. Permitting an unlicensed person to drive.
5. Reckless driving.
6. Leaving the scene of an accident

Minor Violation – A traffic infraction that does not require an operator to answer the ticket in a criminal court. Examples include:

1. Speeding.
2. Failure to wear a seat belt.
3. Failure to signal a turn.
4. Failure to obey a traffic signal.
5. Use of cell phone while driving.

Standard MVR – A driver's three-year motor vehicle record as maintained by the NYS Department of Motor Vehicles.

## **II. PURPOSE**

To assure that employee drivers of the Clifton Park Water Authority (CPWA) maintain a current, unrestricted New York operators license in accordance with the following policy:

## **III. PROCEDURE**

- A. Each employee driver of the CPWA shall at all times maintain a current operator's license allowing him/her to operate a CPWA vehicle as necessary for the unrestricted performance of their job duties. Any

employee driver failing to maintain a current, unrestricted operator's license shall be placed on unpaid administrative leave until such time as he/she obtains a current, unrestricted operator's license. An employee driver placed on administrative leave due to failure to maintain a necessary NYS operator's license may use any accrued vacation and/or personal leave to receive compensation during the leave period.

- B. Any employee driver whose operator's license is suspended, revoked or restricted is immediately prohibited from operating any CPWA vehicle. Each employee driver shall immediately notify his/her immediate supervisor if his/her operator's license has been suspended, revoked or restricted in any way. Each employee driver is responsible for knowing the status of his/her operator's license.

#### **IV. DRIVER RECORD EVALUATION**

##### **A. LICENSE EVENT NOTIFICATION SYSTEM (LENS)**

The CPWA utilizes the NYS Department of Motor Vehicles' License Event Notification Service (LENS), which provides notification of driver's license events as they post to an employee's driver record.

##### **B. MISDEMEANOR VIOLATION**

Any employee driver convicted of a misdemeanor violation shall be automatically suspended from driving CPWA vehicles for a period of 30 days from the date of conviction. The employee driver may return to work after 30 days, provided they have maintained or received a license allowing them to operate any CPWA vehicles necessary for the unrestricted performance of their job duties.

##### **C. MINOR VIOLATIONS**

Any employee driver who accumulates more than two (2) minor violations on his/her driving record in an 18-month period will be prohibited from driving any CPWA-owned vehicles for a period of 14 days.

##### **D. MOTOR VEHICLE DRIVING RECORD**

At no time shall an employee driver be allowed to drive a CPWA vehicle if their Standard MVR has minor violations totaling more than 6 points. The driving suspension shall remain in effect until the point total drops to 6 points or less.

##### **E. OTHER EVENTS AFFECTING DRIVER STATUS**

The CPWA Administrator may change the driving status of CPWA personnel based on driving complaints or driving ability. All driving complaints received against a CPWA employee driver will be investigated

and a determination of the credibility of each complaint shall be made by the CPWA Administrator.

1. A credible complaint against a CPWA employee regarding his/her driving of CPWA-owned vehicles shall become part of the employee driver's personnel file. The employee driver shall also be notified of the complaint.
2. A second credible complaint filed against an employee driver within a 12-month period may result in disciplinary action in accordance with the collective bargaining agreement between the CPWA and CSEA Clifton Park Water Authority Unit #8472-00.