



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

APRIL 4, 2023

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

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

PRIVILEGE OF THE FLOOR

- Mr. William Balfort of 173 Hubbs Road spoke to the Board regarding his recent high use water bill. On January 19, 2023 he received a letter from the CPWA notifying him that his most recent water reading on January 17, 2023 shows higher than normal water usage. The letter recommended he check his home for leaks. He contacted the office and it was recommended he take daily meter readings. He recorded daily meter readings from January 19th through January 23rd which showed a total of 90 gallons used during that time, which is in line with his normal usage. His meter was replaced on January 23rd with a new meter that is equipped with leak detection functionality. Since he received notification of the high-water usage, he has been unable to find a leak in his home. He claims the old meter was not recording usage accurately and his bill should be adjusted to reflect his normal usage for that time period. He explained to the Board that he pays strict attention to detail and would have noticed if the toilet in his house was leaking or had a faucet that was dripping. The Board will follow up on his complaint and thanked Mr. Balfort for attending the meeting. Mr. Gerstenberger will follow up with Mr. Balfort.

Later in the meeting, Mr. Austin shared the letter he sent to Mr. Balfort on February 15, 2023 that maintains his position that the meter in his home was functioning properly and accurately recording usage into his home. Unfortunately, at the time of his response he didn't have Mr. Balfort's recorded daily meter readings from January 19th through January 23rd which confirms that his usage was back to normal prior to the new meter being installed. The Board agreed to send out the meter to a third-party expert for testing. Such testing will provide additional detailed evidence of the meter's integrity and performance. They believe this is a fair, reasonable, and evidence-based path toward resolution of this dispute.

- Scott Lansing from Lansing Engineering and Christopher Mitchell, the owner/applicant of 258 Eastline Road spoke to the Board regarding the required water connections to the

project. They are looking for some sort of flexibility on how the secondary connection is made. The project is 120 acres. It is a cluster subdivision and is clustered with the units in the back of the property in order to preserve the agricultural view in the front of the property. They have all the necessary approvals in place with the Town of Malta. The initial connection would be made in the back of the property off of Avendale Parkway and the secondary connection would be on Eastline Road then run down to Miller Road. The applicant was not particularly excited about this secondary connection requirement running another line parallel to the existing 16" water line on Eastline Road down to Miller Road but understood this is what the CPWA wanted. This connection would be approximately 2,560 linear feet of 8" water main. The CPWA would like to eventually install a 24"/30" transmission main from the Eastline Road pumpstation down to Round Lake Road, approximately 13,330 linear feet. The existing 16" water main is a shared main with the Town of Ballston that is not sufficient to handle the expected long-term demand of the CPWA, which will look to further enhance its capacity from the SCWA system in the future. Given the desire to install the 24"/30" transmission main, the applicant would pay for the 8" portion and the CPWA would pay for the additional upsizing of the main.

Mr. Lansing stated the following hardships:

- The design would be for a small section (2,500 ft) of the entire 13,000 ft main. He feels it would be more efficient to design the entire section in one instance.
- The type of contractor needed to install the larger diameter main versus the 8" main. He explained that an 8" line is a relatively easy connection to make but a 24"/30" water main is a lot more difficult to install. It requires large equipment to handle the much larger parts.
- Coordination for obtaining the larger diameter pipe versus the 8" pipe. Stock piling on the roadway for installing the larger pipe would be a greater effort on the builder/developer.
- The costs associated with the project. He estimates an 8" line between \$300,000 - \$500,000 range versus the 24"/30" line between \$1.2 - \$1.5 million range. He understands the CPWA would cover the difference but the project would require additional coordination on the part of the applicant and/or developer. This burdens the applicant's ability to market this project and sell it to builders and developers.

They are asking the Board to consider accepting the cost of the 8" main in escrow. The CPWA could put that money towards the project when they decide to move forward with the installation of the 24"/30" transmission main. The applicant understands the financial contribution is required of this project but is asking the CPWA to consider his request for an escrow as opposed to taking on the construction of that 24" main for that small section. They feel this benefits the CPWA by delaying the installation of the 24"/30" main and allowing the CPWA the opportunity to design the entire 13,350ft in one shot as one big comprehensive project where an appropriate contractor can be selected for the construction of the overall line. They believe the CPWA may get better pricing if it's one big overall project. Overall, they feel it's a more efficient way to do the project. It helps

the owner/applicant to be able to reasonably market the project without it be burdened with the installation of the larger transmission main.

Mr. Austin stated that there was a proposal made for the applicant to make the secondary connection on the shared 16" water main that runs down Eastline Road. The problem with this connection is that it is on a shared water line which would require the installation of a meter pit. The SCWA would have to read the meter and they stated they were not willing to do that. The other option was to connect directly to the 16" main and become the Town of Ballston's customers, which Ballston was amenable to except that they wanted a secondary connection in the back to the CPWA's system which Mr. Austin was not willing to allow if the project wasn't going to be served by the CPWA. Mr. Austin stated the problem with their proposal of putting money into an escrow now is that the CPWA may not install this main for another 10 years. In the meantime, until the secondary connection is built, 120 homes are hanging off the back of the Avendale subdivision.

Mr. Lansing is going to confirm with SCWA, but it is his understanding that as long as the Town of Ballston and the CPWA are agreeable to the secondary connection to the 16" water main, the SCWA was agreeable to the installation of a meter pit at the connection. The Board will wait to hear back from Mr. Lansing if this option is viable before making a decision regarding the escrow proposal.

APPROVE MINUTES OF FEBRUARY 8, 2023 MEETING

Mr. Gerstenberger made a **motion** to approve the February 8, 2023 board meeting minutes; seconded by Mr. Butler. The **motion** carried 4-0, 1 absent.

OLD BUSINESS

AT&T REQUEST FOR EQUIPMENT MODIFICATION

Mr. Trainor stated AT&T is still reviewing the revisions Mr. Trainor recommended.

NEW BUSINESS

2022 CPWA FINANCIAL AUDIT PRESENTATION

Heather Lewis of MMB & Co. presented the Board with the draft financial and audit reports for the fiscal year ended December 31, 2022.

A **motion** was made by Mr. Gerstenberger to accept the 2022 Financial Statements as presented; seconded by Ms. Brondi. The **motion** carried 4-0, 1 absent.

APPROVE REVISED HYDRANT USE POLICY

A **motion** was made by Mr. Gerstenberger to amend the CPWA Hydrant Use Regulations; seconded by Mr. Butler.

RESOLUTION #14, 2023 – AMENDING CPWA HYDRANT USE REGULATIONS

WHEREAS, the Clifton Park Water Authority has reviewed its Hydrant Use Regulations and wishes to amend the policy with regard to fees and permitting, now therefore be it

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby approves the revised Hydrant Use Regulations, as attached.

Roll Call Vote:

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

APPROVE PURCHASE OF REPLACEMENT MOTOR FOR PRESERVE WELL 4

A **motion** was made by Mr. Taubkin authorizing the purchase of a replacement motor for Preserve Well 4; seconded by Mr. Gerstenberger.

RESOLUTION #15, 2023 – AUTHORIZE PURCHASE OF REPLACEMENT MOTOR FOR PRESERVE WELL 4

WHEREAS, the submersible motor for Preserve Well 4 was in need of emergency replacement, and

WHEREAS, the cost of replacement of the submersible motor was \$11,333.00, and

WHEREAS, the Clifton Park Water Authority Board of Directors passed Resolution #11, 2023 adopting an amended Capital Budget for 2023, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby amends the 2023 Capital Budget to add a line item for the purchase of a submersible motor for Preserve Well 4 in the amount of \$11,333.00.

Roll Call Vote:

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

OTHER BUSINESS

- Mr. Austin and Mr. Gerstenberger had a meeting with the Town of Glenville a few weeks ago to discuss a new water purchase agreement.

Mr. Gerstenberger made a **motion** to move into executive session at 8:28pm to discuss contract negotiations with the Town of Glenville; seconded by Mr. Taubkin. The **motion** carried 4-0, 1 absent.

Mr. Gerstenberger made a **motion** to move out of executive session at 9:05pm; seconded by Mr. Taubkin. The **motion** carried 4-0, 1 absent.

- Mr. Austin received a letter from Paul Goldman the attorney representing DCG Development, stating that they had paid for the majority of the waterline that goes under the Northway to Ushers Road as a secondary connection and they don't believe they should have to pay for anymore extensions. Mr. Trainor replied back to Mr. Goldman stating it was a joint effort, DCG paid for a portion, others paid a portion, to bring the waterline to their property to connect to the water system. He stated no further water connections will be approved until the secondary line is installed.
- Mr. Gerstenberger and Mr. Austin met with officials from the Town of Clifton Park a couple weeks ago to discuss the Synergy Technology Park, Phase II secondary waterline connection requirement. They explained to the Town officials that running a waterline south along Route 9 is not a significant benefit to the CPWA. The Town is investigating setting up a special district for the installation of this waterline. Mr. Austin explained if they formed a special district the waterline would be property of the district until it is paid for then the CPWA would take ownership. The CPWA would operate and maintain the line with an operations and maintenance agreement until then.

The CPWA's next board meeting is scheduled for Wednesday. May 10, 2023 at 7pm.

A **motion** was made by Mr. Gerstenberger to adjourn the meeting at 9:15pm; seconded by Mr. Butler. The **motion** carried 4-0, 1 absent.

Respectfully submitted,
Sheri Collins
Recording Secretary

cc: CPWA Board of Directors
Trainor Law PLLC

Clifton Park Water Authority

Hydrant Use Regulations



Adopted December 2005
Revised April 4, 2023

1. Hydrant Permits For Tank Trucks or Hydrant Connections Greater Than 1-Inch:

A double check valve backflow preventer or certified (by Water Authority personnel) air gap of at least double the diameter of the fill pipe will be required for all water taken from hydrants served by the Clifton Park Water Authority for uses in this category. These uses include, but are not restricted to, hydroseeding, paving, construction, dust control, pressure washing, and sewer flushing.

A. Tank Trucks: Tank trucks will be charged annual permit fees according to the following schedule:

• Less than 1,000 gallons -	\$ 500.00
• Between 1,001 and 2,000 gallons -	\$ 750.00
• Between 2,001 and 3,000 gallons -	\$1,000.00
• Over 3,000 gallons -	\$1,250.00

All permit-holders of truck-mounted or trailer-mounted tankers are required to adhere Water Authority-issued permit stickers to the rear of the tank in a location that is clearly visible whenever they are drawing water from system hydrants. These tankers shall also be clearly marked with the company name for easy identification.

- B. All other uses require a yearly permit fee of \$1,500.00.
- C. Prior to receiving a hydrant permit, the contractor must submit a completed application and have an inspection done on the tanker and/or equipment that is to be connected to CPWA hydrants. This includes determination of tanker size, and inspection of backflow prevention device or air gap, as well as appropriate gate valve and hydrant wrench.
- D. All annual hydrant permits expire on March 1st of the year following permit issue.
- E. Hydrant use is restricted to designated hydrants as specified by the Clifton Park Water Authority.
- F. Upon discovery of backflow preventer malfunction, the permit holder is required to notify the Water Authority immediately. Failure to do so may result in revocation of hydrant permit.
- G. Permit holders are required to submit to an inspection of equipment annually. Backflow prevention devices are required to be tested annually and a copy of the test report must be submitted prior to receiving a hydrant permit.

2. Ten-Day Temporary Permit :

Temporary Use Permits are available for a 10-day maximum, 1-day minimum period. Uses allowed include, but are not limited to special events, filling commercial swimming pools, and commercial street sweeping activities.

- A. Permit fee will be \$100.00 per day to be paid at time of application.
- B. Permit is valid for specified hydrant only. Use is limited to permit holder or specified agent of permit holder.
- C. The Clifton Park Water Authority reserves the right to deny any applicant a temporary permit for any reason.

3. Equipment Rental

The Clifton Park Water Authority will rent equipment (backflow prevention device, gate valve and hydrant wrench) to approved permit holders according to the following schedule:

- 3/4 inch \$50 per day with \$500 refundable deposit*
- 2-1/2 inch \$75 per day with \$750 refundable deposit*

*Deposit can be made in the form of cash, check or money order. Deposits will be refunded via US Mail within 14 days of equipment return. Equipment rental is subject to availability.

Hydrant Use Violations

Fines for violation of these regulations will be assessed as follows:

1 st Violation	\$ 500.00
2 nd Violation	\$1,000.00
3 rd Violation	Revocation of permit and all hydrant use privileges.

Once permit is revoked, any use of hydrants on the Clifton Park Water Authority's system shall be considered theft of service and criminal charges will result.