



**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

**Tuesday, January 10, 2017
7:00 PM**

AGENDA

Privilege of the Floor

Old Business

- Preserve Test Well
- Berryfarm Well Issues
- Tank Mixers – Knolltop, Blue Spruce and Miller Rd. Water Tanks
- SCWA Interconnect Improvements
- Union Negotiations

New Business

- Organizational Resolutions
- Adopt Record Retention and Disposition Schedule
- Authorize Reimbursement for Water Main Install on Vischer Ferry Road

Other Business

- Approve Minutes of December 13, 2016 Meeting

**CLIFTON PARK WATER AUTHORITY
RESOLUTION NO. ____
CALENDAR YEAR 2017**

AMENDING CAPITAL BUDGET FOR BERRY FARM WELL ENGINEERING

WHEREAS, the Clifton Park Water Authority (hereinafter referred to as CPWA) wishes to replace the production well at the location known as Berry Farm as a result of fine sand migration through the well screen of the existing well; and

WHEREAS, CPWA has received a project overview proposal from C.T. Male Associates (hereinafter referred to as “Engineers”) for professional services relating to the replacement of the production well at Berry Farm; and

WHEREAS, the Engineering Service Agreement dated March 8, 2016 between CPWA and the Engineers remains in full effect; and

NOW, therefore be it

RESOLVED, that in accordance with terms and provisions of the Engineering Service Agreement, the Engineers shall be and hereby are retained to provide the services on the terms set forth in the attached project overview; and it is further

RESOLVED, that CPWA hereby amends Resolution #31, 2016 to add a \$6,180.00 line item for Engineers’ professional services related to the design and bidding for the addition of tank mixers to Knoll Top, Miller and Blue Spruce water storage tanks to the 2017 CPWA capital budget; and it is further

RESOLVED, that Engineers shall also be reimbursed for actual reimbursable expenses in accordance with the 2017 reimbursable expense rate schedule provided to CPWA by Engineers; and it is further

RESOLVED, that payment for Engineers' services shall be made within thirty (30) days of receipt of the bill in the amounts set forth in the project overview annexed hereto.

Motion by: _____

Seconded by: _____

Ayes

Noes

Roll call Vote: Mr. Gerstenberger
 Mr. Ryan
 Mr. Peterson
 Mr. Butler
 Mr. Taubkin

C.T. MALE ASSOCIATES

New Well at Berry Farm

Project Overview

The CPWA plans to install a new well at Berry Farm to replace the existing well. The new well is to be a gravel-packed twelve-inch diameter well located adjacent to the soil boring advanced in 2016. The work to be publicly bid includes: installation of the new well and screen, well development, 72 hour pump test, reuse/installation of existing pitless adaptor on the new well and abandonment of the existing well per NYSDEC standards. The CPWA will make the utility connections to the new well (water main and power). The CPWA will collect well water samples and procure all laboratory analysis required for NYSDOH approval and will provide personnel and level recorders for the 72 hour pump test which will be coordinated by the Engineer.

Scope of Work

1. Overall Project Management of the design and construction efforts.
2. Prepare plans, specifications and bid documents for publicly bidding the proposed work. The plans will include a site plan and a detail for the proposed well and utility connections.
3. Preparation of an application of approval of plans and the processing of the application to the NYSDOH for review. Respond to any comments issued by NYSDOH.
4. Assist the CPWA with advertising a public bid for construction, respond to bidder questions, attend the bid opening, review the bids received, and make an award recommendation to the Owner.
5. Construction contract administration including: attendance at preconstruction conference; review of submittals; respond to RFI's and review/process applications for payment.
6. Provide part time construction observation during critical phases of the work; coordinate well sampling by CPWA; coordinate 72-hour pump test with CPWA staff; assist CPWA staff, as required, with utility connections to new well.
7. Prepare a hydrogeological report of the new well and submit it to the NYSDOH for review and acceptance. The report will include the results of water sampling and analysis, and the 72 hour pump test. Certify construction of new well to NYSDOH.

Fee

Engineering and hydrogeological services

- Tasks 1 to 4 (Design and Bidding)	\$6,180.00	Lump Sum
- Task 5 (Construction Administration)	\$ 780.00	Lump Sum
- Task 6 (Construction Observation)	\$1,940.00	Lump Sum
- Task 7 (Hydrogeological Report)	\$7,600.00	Lump Sum

Reimbursable expenses	\$ 500.00	Estimated
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Rate Table List

Wednesday, December 28, 2016

9:16:08 AM

C. T. Male Associates

Table	Employee	Employee Name	Rate
250	2017 Charge Rate 1	Available for Project Planning	
Profit Center:			
Principal:			
Project Manager:			
Supervisor:			
Code:			
	0050	ACHTYL, DANIEL	90.0000
	0072	GAWLAK, SHIRLEY	83.0000
	0302	BEAUREGARD, ZACHARY	58.0000
	0315	BENAMATI, ALICE	71.0000
	0329	BERRY, RYAN	115.0000
	0330	BERNARD, MICHAEL	86.0000
	0332	BIEBER, STEPHEN	115.0000
	0363	BOUDREAU, JOSEPH	78.0000
	0382	BRIZZEE, TODD	83.0000
	0390	BRIZZEE, GARY	96.0000
	0530	CAMERON, LARENE	70.0000
	0540	CARRINGTON, SASHA	45.0000
	0562	CLAYDON, CHRISTIAN	70.0000
	0563	CASTAGNIER, NICOLE	62.0000
	0570	CLARK, MATTHEW	140.0000
	0589	CRAMPTON, ERIC	101.0000
	0609	CANNIZZO, JILL	98.0000
	0610	CAMPBELL, JUSTIN	84.0000
	0612	CARROLAN, PETER	110.0000
	0623	SERRA, KATHRYN	118.0000
	1053	DASKALAKIS, MICHAEL	155.0000
	1055	DAUNT, PATRICK	76.0000
	1075	DEMPSEY, EAMON	64.0000
	1161	DIBELLA, ROBERT	114.0000
	1195	DICKERSON, DOUGLAS	88.0000
	1218	DIPPERT, JONATHAN	90.0000
	1222	GILL, MICHELLE	121.0000
	1348	DOSS, DONALD	96.0000
	1354	DRIVAS-SMITH, MICHELE	82.0000
	1356	DUCKETT, JEFFREY	69.0000
	1357	DUKAT, ALICE	66.0000
	1376	EDICK, GAROLD	82.0000
	1382	EDWARDS, JAMES	175.0000
	1392	ERNST, JOHN	73.0000
	1702	FARRON, JOSEPH	132.0000
	1762	FLORES, ROBERTO	158.0000
	2075	GARRIGAN, EDWARD	250.0000
	2082	GAVIGAN, JAMES	67.0000
	2175	GOODWILL, SCOTT	210.0000
	2178	GORDON, JACOB	90.0000
	2180	GROFF, MICHAEL	121.0000
	2182	GUILLET, PAUL	140.0000
	2341	HICKS, CODY	65.0000
	2361	HOHMAN, JOHN	105.0000
	2374	HOUSTON, THOMAS	168.0000
	2375	HOWARD, FRANCIS	47.0000
	2377	HUBBARD, RYAN	55.0000
	2393	HYLAND, JOSEPH	130.0000
	2500	JAKUBIAK, ERIC	99.0000
	2558	KOLLAR, NICHOLAS	112.0000

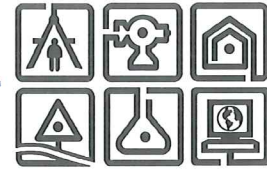
Table	Employee	Employee Name	Rate
250	2017 Charge Rate 1	Available for Project Planning	
Profit Center:			
Principal:			
Project Manager:			
Supervisor:			
Code:			
	2570	KORTZ, CHARLES	150.0000
	2577	SHERMAN, LAUREN	108.0000
	2685	LEWANDOWSKI, PAUL	82.0000
	2695	LIBERTA, MATTHEW	63.0000
	2701	LIUZZO, RAYMOND	167.0000
	2750	LOBOSCO, NICHOLAS	110.0000
	3040	LUKASZEWSKI, SUZANNE	130.0000
	3061	CURRIER, MELISSA	115.0000
	3743	MARQUARD, JESSICA	145.0000
	3850	MEACHAM, STEVEN	90.0000
	4033	MILLER, JOSHUA	70.0000
	4075	MCIVER, JAMES	172.0000
	4081	GATES, AIMEE	105.0000
	4084	MOLINE, KIRK	180.0000
	4085	MUNSEY, JOHN	180.0000
	4093	MAILLE, JOHN	92.0000
	4094	MESERVEY, BRIAN	88.0000
	4109	MARX, JEFFREY	138.0000
	4116	MOEHRINGER, PHILIP	160.0000
	4117	MORGAN, THOMAS	120.0000
	4127	MOSHER, MICHAEL	75.0000
	4131	MOSHER, RICHARD	53.0000
	4170	NETTLETON, WILLIAM	113.0000
	4174	NETTLETON, MICHAEL	77.0000
	4182	MORROW, JOHN	200.0000
	4195	OLEHOWSKI, LUKE	80.0000
	4196	MOLINE, ROBIN	65.0000
	4198	ORMSBY, CHRISTOPHER	70.0000
	4255	PALUMBO, FRANCIS	143.0000
	4270	PASTOR, DAVID	118.0000
	4435	PIERCE, NANCY	57.0000
	4467	PREVO-WHITE, OLYA	117.0000
	4477	RACITI, DAWN	95.0000
	4481	REILLY, DANIEL	190.0000
	4492	RIGDON, CARL	106.0000
	4494	RIORDAN, CRYSTAL	49.5000
	4546	TWISS, CHARLES	84.0000
	4553	ROONEY, PATRICK	81.7900
	4565	ROECKER, DAVID	250.0000
	4576	SECOR, CHRISTOPHER	88.0000
	4639	SHACKELTON, BRIAN	74.0000
	4800	STEWART, ROBERT	84.0000
	4811	SZYMANSKI, CHESTER	128.0000
	4841	UHRINEC, DAVID	130.0000
	4850	THATCHER, JAMES	142.0000
	4862	TULLY, LAWRENCE	150.0000
	4874	LEACH, DIANE	77.0000
	4879	SAWYER, MICHAEL	160.0000
	4886	SLISKI, DAVID	111.0000
	4889	SMAKA JR., RONALD	98.0000
	4901	VOPELAK, EDWIN	235.0000
	4907	CAMPAGNOLA, RICHARD	190.0000
	4910	SKELLY, RAYMOND	100.0000

Table	Employee	Employee Name	Rate
250	2017 Charge Rate 1	Available for Project Planning	
Profit Center:			
Principal:			
Project Manager:			
Supervisor:			
Code:			
	4979	WAHRLICH, DAVID	230.0000
	4981	WAKEMAN, RICHARD	235.0000
	5202	WINSLOW, BRITTANY	68.0000
	5207	SHAVER, CHRISTOPHER	165.0000
	5211	WIDAY, CHRISTINE	145.0000
	5219	WUNSCH, STEPHEN	82.0000
	5255	YOURDON, FERRIS	65.0000

When required by NYS Municipal Law, field survey work shall be performed at charge rates that reflect NYS prevailing wage rates in effect at the time of service.

REIMBURSABLE EXPENSES

January - December 2017



1. **Travel:**
 - * mileage and tolls (\$.535 per mile)
 - * train
 - * taxi, subway, bus
 - * travel time
 - * car rental, gas
 - * airplane (coach fare)
 - * parking
 - * tips
2. **Meals and Lodging:** At cost.
3. **Photocopies:**
 - \$ 0.14 each
 - * color copies/photos
 - 8 1/2x11 \$.75 each
 - 11x17 \$1.50 each
4. **Report Printing:** 10 copies or more (\$.07 per page), less than 10 copies (\$.14 per page)
 - * specifications
 - * 3-Ring binders for reports - at cost
 - * bindings
5. **Printing:**
 - * B&W: \$.35/per square foot
 - * Color: \$.39/per square foot
 - * Mylars: \$2.00/per square foot
6. **Scanning:**
 - * \$.14/per 8 1/2 x 11
 - * \$.35/per square foot
7. **CD Burning:**
 - * \$2.00/per CD
8. **Rental or purchased equipment:** Tools (e.g. scaffolding, special lighting, etc. for measuring and photographing existing building), at cost.
9. **Telephone charges:**
 - * Long distance charges: At cost
 - * Cellular telephone charges: \$.25 per minute
10. **Fax charges:**
 - * One page \$1.00 (minimum charge)
 - * Two or more pages \$.50 (per page up to \$10.00)
11. **Mail Deliveries:**
 - * Certified mail \$3.30, not including first class postage
 - * Return receipt \$2.70, not including first class postage
 - * Insurance \$1.95/\$50 per piece mailed
 - * Bulk mailings Large reports, etc., Client cost to mail, typically UPS ground
 - * Courier service Client cost to courier/deliver
 - * Overnight service Federal Express, UPS, etc., at cost to Client
12. **Consultant's Expenses:** With 10% mark-up

**CLIFTON PARK WATER AUTHORITY
RESOLUTION NO. ____
CALENDAR YEAR 2017**

**AMENDING RESOLUTION #31, 2016
AMENDING CAPITAL BUDGET FOR WATER STORAGE TANK MIXER
ENGINEERING**

WHEREAS, the Clifton Park Water Authority (hereinafter referred to as CPWA) requires to add tank mixers to its water storage tanks at Knoll Top, Miller and Blue Spruce to minimize ice formation in the winter months; and

WHEREAS, CPWA has received from C.T. Male Associates (hereinafter referred to as “Engineers”) a proposed project overview including scope of work and proposed fees for engineering services, a copy of which is annexed hereto; and

WHEREAS, CPWA has previously passed Resolution #31, 2016 adopting a capital budget for calendar year 2017; and

WHEREAS, the Engineering Service Agreement dated March 8, 2016 between CPWA and the Engineers remains in full effect; and

NOW, therefore be it

RESOLVED, that in accordance with terms and provisions of the Engineering Service Agreement, the Engineers shall be and hereby are retained to provide the services on the terms set forth in the attached project overview; and it is further

RESOLVED, that the Engineers shall be retained for services as set forth in the attached project overview; and it is further

RESOLVED, that CPWA hereby amends Resolution #31, 2016 to add a \$7,110.00 line item for Engineers’ professional services related to the design and bidding for the addition of

tank mixers to Knoll Top, Miller and Blue Spruce water storage tanks to the 2017 CPWA capital budget; and it is further

RESOLVED, that Engineers shall also be reimbursed for actual reimbursable expenses in accordance with the 2017 reimbursable expense rate schedule provided to CPWA by Engineers; and it is further

RESOLVED, that payment for Engineers' services shall be made within thirty (30) days of receipt of the bill in the amounts set forth in the project overview annexed hereto.

Motion by: _____

Seconded by: _____

Ayes

Noes

Roll call Vote: Mr. Gerstenberger
 Mr. Ryan
 Mr. Peterson
 Mr. Butler
 Mr. Taubkin

C.T. MALE ASSOCIATES

Mixer Installation at Blue Spruce, Knolltop and Miller Road Tanks

Project Overview

The CPWA plans to install mixing equipment in three (3) of its water storage tanks. The mixers would be purchased and installed by CPWA forces. The electrical work required to provide power to the mixers would be publicly bid. C.T. Male will provide engineering services needed to purchase and install the mixer along with preparing a bid package for procuring an electrical contractor to extend power to each mixer.

Scope of Work

1. Project Management.
2. Preparation of specifications for CPWA purchase of three mixers, each sized for a specific tank.
3. Preparation of construction documents for bidding the electrical work required to install mixers at each of the specific tanks. The work would include project manual with technical specifications along with site plans and details for the electrical work at each tank.
4. Assist the CPWA with advertising a public bid for construction, respond to bidder questions, attend the bid opening, review the bids received and make award recommendations.
5. Construction contract administration including attendance at pre-construction conference, review of submittals, respond to RFI's, site visits to verify construction is in accordance with the contract documents, and review/process applications for payment.

Fee

Engineering services

- Tasks 1 to 4 (Design and Bidding)	\$7,110.00	Lump Sum
- Task 5 (Construction Administration)	\$1,790.00	Lump Sum

Reimbursable expenses	\$ 500.00	Estimated
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RESOLUTION #_____, 2017; An Organizational Resolution.

Pursuant to Section 1120-c(3) the following persons are appointed as Vice Chairman,
Treasurer, and Secretary of the Clifton Park Water Authority.

Vice Chairman: _____

Treasurer: _____

Secretary: _____

Introduced By: _____

2nd By: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



Clifton Park Water Authority

RESOLUTION #____, 2017

Appointing Water Authority Attorney

NOW THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority hereby appoints Neil S. Weiner to the position of Authority Attorney.

Introduced by: _____

2nd by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION #_____, 2017; An Organizational Resolution

RESOLVED, the Daily Gazette, be and hereby is made the official newspaper of the
Clifton Park Water Authority, and

RESOLVED, that including but not limited to M & T Bank and KeyBank (conditional
on acceptable account terms and services) hereby are designated as the official bank depositories
of the Clifton Park Water Authority.

Introduced by: _____

2Nd by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION NO. _____, 2017; An Organizational Resolution.

RESOLVED, that the firm of C. T. Male Associates, be designated and appointed as the professional engineers for the Clifton Park Water Authority.

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION NO. _____, 2017; An Organizational Resolution.

RESOLVED, that the firm of Marvin & Co. P. C., CPAs be designated
and appointed the professional accountants and auditors for the Clifton Park Water Authority.

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION #____, 2017; An Organizational Resolution.

RESOLVED, that an Audit Committee has been formed and members of the Audit Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION # _____, 2017; An Organizational Resolution.

RESOLVED, that a Governance Committee has been formed and the members of the Governance Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION # _____, 2017; An Organizational Resolution.

RESOLVED, that a Grievance Committee has been formed and the members of the Grievance Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no



RESOLUTION # _____, 2017; An Organizational Resolution.

RESOLVED, that a Finance Committee has been formed and the members of the Finance Committee are:

Introduced by: _____

Seconded by: _____

Roll Call Vote:

Mr. Gerstenberger	- aye	no
Mr. Ryan	- aye	no
Mr. Peterson	- aye	no
Mr. Taubkin	- aye	no
Mr. Butler	- aye	no

Clifton Park Water Authority

Resolution # _____, 2017

Adopting Records Retention and Disposition Schedule MI-1

WHEREAS, The Clifton Park Water Authority is a body corporate and politic constituting a public benefit corporation, created by and having the powers and functions set forth in Title 6-B of Article 5 of the Public Authorities Law, as amended from time to time; and be it

RESOLVED, By the Clifton Park Water Authority with offices within the Town of Clifton Park, Saratoga County, New York that *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein;

FURTHER RESOLVED, that Donald Austin be appointed as Records Management Officer (RMO) in compliance with Article 57-A of the Arts & Cultural Affairs Law.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion By: _____ Seconded By: _____

Roll Call Vote

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	_____	_____
Mr. Ryan	_____	_____
Mr. Peterson	_____	_____
Mr. Taubkin	_____	_____
Mr. Butler	_____	_____

Managing Records

MI-1: General

< MI-1: Records Descriptions and Retention Periods
(/records/retention_mi-1_records-descriptions-
retention)

up
(/records
/retention_mi-
1_records-
descriptions-
retention)

MI-1: Archives/Records Management > (/records
/retention_mi-1_archives-records-management)

NOTE: Records common to most offices are listed under this section of the Schedule. In using the Schedule, one should first attempt to locate a specific item under a functional heading. If the record you are locating cannot be found under a functional heading, then proceed to this General section to search for a less specific item covering the record.

*1.1]	Official minutes and hearing proceedings of governing body or board, commission or committee thereof including all records accepted as part of minutes:	PERMANENT
**2.2]	Recording of voice conversations , including audio tape, videotape, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record	
	a. Recording of public meeting of governing body or board, committee or commission thereof: NOTE: Videotapes of public hearings and meetings which have been broadcast on local government public access television are covered by item no. 581, below. NOTE: Appraise these records for historical significance prior to disposition. Audio and videotapes of public hearings and meetings at which significant matters are discussed may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice on the long-term maintenance of these records.	4 months after transcription and/or approval of minutes or proceedings
	b. Other recordings:	0 after no longer needed
*3.13]	Meeting files for meeting of governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings: NOTE: Appraise these records for continuing administrative or historical value prior to disposition. Agendas may have continuing administrative value and may be useful for accessing information in unindexed minutes and for indexing those minutes. Other records prepared for or used at meetings may have administrative or historical value for documenting issues discussed at the meetings and referenced in the minutes. See item no. 1, above, for records which are accepted as part of the minutes.	1 year
*4.14]	Legal opinion or legal directive rendered by government agency:	PERMANENT
5.15]	Local law (including certification that law was properly enacted), rule, regulation, ordinance, resolution, proclamation or court order:	PERMANENT
*6.16]	Legal agreement , including contract, lease, and release involving local government: NOTE: This item does not apply to contracts (collective bargaining agreements) between a local government and a public employee labor organization. These contracts are covered by item no. 321 in the Personnel/Civil Service section, and must be retained permanently.	6 years after expiration or termination or 6 years after final payment under contract, whichever is later
*7.17]	Signature card , or equivalent record, showing signature of individual legally authorized to sign specific transaction:	6 years after authorization expires or is withdrawn
*8.18]	Proof of publication or posting , legal notices, or certification thereof NOTE: This item does not apply to notice of forthcoming election (see item no. 143 in the Election section).	
	a. Relating to bond or note issue or tax limit increase:	6 years after issue or increase disapproved or retired
	b. Not relating to bond or note issue or tax limit increase:	6 years
*9.19]	Manual of procedures , or policies and standards	
	a. Involving major procedures, policies and standards affecting local government operations, critical functions or issues of public visibility or concern:	PERMANENT
	b. Involving routine day-to-day procedures, policies and standards pertaining to internal administration of a local government:	6 years after superseded

'10.[10]	Correspondence , and supporting documentation maintained in a subject file (generated or received by a local government), except correspondence that is part of a case file or other record series listed elsewhere on this Schedule	
	a. Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues: NOTE: Significant correspondence is often maintained by the chief executive or administrative officer, and sometimes in subject file format. See item no. 198 in the Executive, Manager, and/or Administrator section.	PERMANENT
	b. Containing routine legal, fiscal or administrative information:	6 years
	c. Of no fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters):	0 after no longer needed
'11.[11]	Official copy of publication , including newsletter, press release, published report, bulletin, homepage or other website file, educational or informational program material prepared by or for local government NOTE: Specific publications are listed in other places in this Schedule. Before using this item to determine the minimum legal retention for a publication, determine if that publication is covered by a more specific item.	
	a. Publications which contain significant information or substantial evidence of plans and directions for government activities, or publications where critical information is not contained in other publications:	PERMANENT
	b. Publications where critical information is also contained in other publications or reports, publications which document routine activities, publications which contain only routine information, or publications (such as webpages) that facilitate access to government information on the Internet: NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently. Local governments should consider permanent retention of samples of publications covered by part "b" of the above item. Contact the State Archives for additional advice in this area.	0 after no longer needed
'12.[12]	Special project or program files , including official copy of publications, videotapes, or informational literature prepared for public distribution, background materials and supporting documentation: NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently. If special projects or programs deal with significant subjects, then certain documentation from these files, such as summary reports and resulting publications, should be retained permanently.	6 years after project or program ends
'13.[13]	Grant program file NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently.	
	a. Application, proposal, narrative, evaluation, and annual report for grants that have been awarded: NOTE: Local governments may find that some of the records covered by part "a" have ongoing administrative value. These records may be useful beyond the minimum retention period for preparing future grant applications.	6 years after renewal or close of grant
	b. Background material, fiscal records, and supporting documentation for grants that have been awarded and all records relating to grant applications that have been rejected:	6 years after renewal or close of grant or denial of application
'14.[13]	Complaint, petition or request for service received by local government NOTE: Appraise these records for historical significance prior to disposition. Petitions by citizens involving very significant issues should be retained permanently. NOTE: For additional fiscal items, see Fiscal section of this Schedule.	
	a. Summary record (such as log or register) of complaints, petitions or requests:	6 years after disposition of all complaints, petitions or requests listed
	b. Complaints, petitions or requests relating to other than routine services or activities:	6 years after final disposition of complaint, petition or request
	c. Complaints, petitions or requests relating to routine government services or activities:	1 year after final disposition of complaint, petition or request

*15.[15]	Opinion survey records	
	a. Survey results, including official copy of survey form: NOTE: Appraise these records for historical significance prior to disposition. Survey results and sample forms involving very significant issues should be retained permanently.	6 years
	b. Completed survey forms:	0 after survey results prepared
*16.[16]	Repair, installation, maintenance or similar record , including but not limited to request for service, work order, record of work done, and summary or log of service performed: NOTE: For maintenance, testing, service, operational and repair records for public equipment or vehicle, see item no. 424 in the Public Property and Equipment section.	6 years
*17.[17]	Internal investigation or non-fiscal audit records NOTE: Fiscal audit records are covered by item no. 214 in the Fiscal section, Audit subsection. Investigations of personnel are covered by item no. 311 in the Personnel/Civil Service section, Personnel subsection.	
	a. Report and recommendation resulting from investigation:	PERMANENT
	b. Background materials and supporting documentation:	6 years
*18.[18]	Internal information record , including but not limited to calendars of appointments, office and travel schedule, memoranda and routing slips, routine internal reports, reviews and plans, used solely to disseminate information or for similar administrative purposes:	0 after no longer needed
19.[19]	Duplicate copy of record , created for administrative convenience, except where retention is specified elsewhere in this Schedule:	0 after no longer needed
*20.[20]	Log or schedule used for internal administrative purposes only:	0 after no longer needed
*21.[21]	Mailing list used for billing or other administrative purposes:	0 after superseded or obsolete
*22.[22]	Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics: NOTE: For annual, special, or final report, summary, review or evaluation, see item no. 23, below. For routine internal reports and reviews, see item no. 18.	6 years
*23.[23]	Annual, special or final report, summary, review or evaluation NOTE: Specific annual reports are listed in many places in this Schedule. Before using this item to determine the minimum legal retention for an annual report, determine that a report is not covered by a more specific item.	
	a. Reports which contain substantial evidence of government policy, procedures, plans and directions:	PERMANENT
	b. Reports where critical information is contained in other reports, reports which document internal management and housekeeping activities, or reports which contain only routine legal, fiscal and administrative information: NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently.	6 years
*24.[24]	Program plan (annual, special or long-range): NOTE: Program plans of a routine nature covering internal activities are covered by item, no. 18. Program plans where significant information is duplicated in other records (which are retained permanently) are covered by item no. 19.	PERMANENT
25.[25]	List, index or summary used for internal administrative convenience or for informational purposes:	0 after obsolete
26.[26]	Working document , such as draft, worksheet or posting record except worksheets containing fiscal information:	0 after no longer needed
*27.[27]	Communication log recording each communication between caller and receiving unit: NOTE: Item nos. 27 & 28 do not apply to records found in the public safety area. See the Public Safety section of this Schedule.	1 year
28.[28]	Telephone call log, statement or equivalent record:	1 year

*29.[33]	<p>Identification card (duplicate copy or record of issuance) issued to client, patron or resident:</p> <p>NOTE: This does not apply to identification cards issued by a law-enforcement agency as proof of age or residency or identification cards issued by local government to its employees. For these, see item no. 465 in the Public Safety section and item no. 316 in the Personnel/Civil Service section.</p>	0 after invalid
30.[30]	Postal records , including returned registered or certified mail card or receipt and insurance receipt:	1 year
*31.[31]	Accident report and related records:	3 years, or 0 after individual attains age 21, whichever is later
*32.[32]	<p>Report of incident of theft, arson, vandalism, property damage or similar occurrence:</p> <p>NOTE: This item does not apply to records found in the public safety area. See the Public Safety section of this Schedule.</p>	6 years
*33.[58]	Local government public access television records	
	<p>a. Videotape (or other information storage device) recording local government public access television program, where program is produced by a local government</p> <p>Where program constitutes an important public meeting, significant event, important subject or documents local government policy making:</p> <p>NOTE: In order to ensure the continued preservation and availability of videotapes, local governments should consider using broadcast-quality tapes where possible. Those tapes should be periodically inspected and copied to newer tapes and formats. Consult the State Archives for additional advice.</p>	PERMANENT
	Where program constitutes a routine meeting, event or subject:	1 year
	Where program is aired but not produced by a local government:	0 after no longer needed
	<p>b. Viewer guide or other periodic listing of programs:</p> <p>NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently. The State Archives recommends that local governments retain a sampling of these records on a monthly, seasonal or other periodic basis.</p>	1 year
	c. Program files on local government cable television programs:	6 years
*34.[58]	Records covering photocopying and other reproduction of records, books, or other materials, including usage logs and individual copying requests	
	a. For materials subject to U.S. Copyright Law:	3 years
	b. For materials not subject to U.S. Copyright Law:	0 after no longer needed
*35.[58]	Copyright records , for materials copyrighted by local government, including but not limited to copy of application, notice of copyright and correspondence:	6 years after copyright expires or application denied
*36.[58]	<p>Training course information records, including but not limited to memoranda, flyers, catalogues and other records related to specific training courses including information on course content, program registration, instructor, credits, hours and roster of agency registrants:</p> <p>NOTE: This item does not cover training in the Public Safety area; see item nos. 435 and 441 in the Public Safety section. This item does not cover training in dealing with toxic substances; see item no. 325 in the Personnel/Civil Service section.</p>	0 after superseded or obsolete
*37.[58]	Training course registration processing records , including but not limited to employees' application and enrollment records for courses including employee data forms, course applications, and supervisors' and training officers' authorizations or denials:	3 years after date of application to take course

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Clifton Park Water Authority

Resolution # _____, 2017

Authorizing Reimbursement for Water Main Upsize – 254 Vischer Ferry Rd

WHEREAS, the Clifton Park Water Authority required the developer, Ms. Roslyn Weiss, installing water main to serve the property at 254 Vischer Ferry Road, to upsize the water main from 8-inch to 12-inch, and

WHEREAS, The CPWA Board of Directors passed Resolution #14, 2005, establishing a policy to reimburse developers meeting certain criteria for the upsizing of water main, and

WHEREAS, the project in question has met the necessary eligibility requirements for reimbursement under the CPWA's policy, and

WHEREAS, the Authority Administrator has calculated the reimbursement amount in accordance with the policy established under Resolution #14, 2005 to be \$12,807.17, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby authorizes the payment of \$12,807.17 to Ms. Roslyn Weiss as reimbursement for the upsizing of water main to the property at 254 Vischer Ferry Road, in accordance with the reimbursement policy set forth in Resolution #14, 2005.

Motion By: _____ Seconded By: _____

Roll Call Vote

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	_____	_____
Mr. Ryan	_____	_____
Mr. Peterson	_____	_____
Mr. Taubkin	_____	_____
Mr. Butler	_____	_____

EJP

Qty	Price	Total
1000	\$ 28.98	\$ 28,980.00
1	\$ 177.62	\$ 177.62
3	\$ 164.46	\$ 493.38
3	\$ 185.23	\$ 555.69
1	\$ 68.19	\$ 68.19
1	\$ 74.97	\$ 74.97
		\$ 30,349.85

HD Supply

Qty	Price	Total
1000	\$ 25.55	\$ 25,550.00
1	\$ 295.00	\$ 295.00
3	\$ 119.00	\$ 357.00
3	\$ 135.00	\$ 405.00
1	\$ 65.00	\$ 65.00
1	\$ 65.00	\$ 65.00
		\$ 26,737.00

Qty	Price	Total
1000	\$ 15.50	\$ 15,500.00
1	\$ 113.94	\$ 113.94
3	\$ 67.27	\$ 201.81
3	\$ 109.60	\$ 328.80
1	\$ 36.13	\$ 36.13
1	\$ 43.35	\$ 43.35
		\$ 16,224.03

Qty	Price	Total
1000	\$ 15.19	\$ 15,190.00
1	\$ 119.00	\$ 119.00
3	\$ 57.00	\$ 171.00
3	\$ 109.00	\$ 327.00
1	\$ 32.00	\$ 32.00
1	\$ 39.00	\$ 39.00
		\$ 15,878.00

Difference \$ 14,125.82

Difference \$ 10,859.00

Ferguson

Market Average

	Qty	Price	Total	
12" DIP	1000	\$ 31.94	\$ 31,943.00	\$ 28,824.33
12 x 8 Tee	1	\$ 178.26	\$ 178.26	\$ 216.96
12" 45 Deg. Bend	3	\$ 135.65	\$ 406.95	\$ 419.11
12 x 6 Hyd. Tee	3	\$ 154.35	\$ 463.05	\$ 474.58
12" Cap	1	\$ 65.65	\$ 65.65	\$ 66.28
12" Plug	1	\$ 72.17	\$ 72.17	\$ 70.71
			\$ 33,129.08	\$ 30,071.98

	Qty	Price	Total	
8" DIP	1000	\$ 18.96	\$ 18,955.00	\$ 16,548.33
8" Tee	1	\$ 114.35	\$ 114.35	\$ 115.76
8" 45 Deg. Bend	3	\$ 62.17	\$ 186.51	\$ 186.44
8 x 6 Hyd. Tee	3	\$ 110.00	\$ 330.00	\$ 328.60
8" Cap	1	\$ 34.78	\$ 34.78	\$ 34.30
8" Plug	1	\$ 71.74	\$ 71.74	\$ 51.36
			\$ 19,692.38	\$ 17,264.80

Difference	\$	13,436.70	\$	12,807.17
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Clifton Park Water Authority

Resolution # 14, 2005

**A Resolution amending Resolution #10, 2005 Establishing a
Policy with Regard to Reimbursement to Developers for
Installation of Water Main Larger than 8-inch**

WHEREAS, it has been the past policy of the Clifton Park Water Authority (“CPWA”) Board of Directors to require developers, at their own expense, to install eight (8) inch and twelve (12) inch water main pipe as deemed necessary by CPWA in order to provide water service to their projects/subdivisions, and

WHEREAS, it has been the past policy of the CPWA Board of Directors to pay developers the difference in material cost between eight (8) inch and sixteen (16) inch and twenty (20) inch water main pipe in those circumstances where CPWA has required the installation of sixteen (16) and twenty (20) inch water main due to CPWA’s water system needs, and

WHEREAS, the CPWA Board of Directors wishes to establish a revised policy regarding the responsibility for expenses/costs associated with the installation of water main pipe, for projects/subdivisions subject to review by CPWA prior to Planning Board and/or Building Department final approval.

NOW THEREFORE BE IT RESOLVED that the Clifton Park Water Authority Board of Directors determines that all developers will install, at their own expense, any required water main of eight (8) inches in diameter, and it is further

RESOLVED, that the Clifton Park Water Authority will require developers, at their own expense, to install twelve (12) inch diameter water main as required by the Water Authority except when the following criteria are met: (i) the subdivision/project is less than ten (10) lots in size, and; (ii) the subdivision's/project's plans involve the installation of in excess of one thousand (1000) feet of water main as determined by the Water Authority Administrator; and when the foregoing criteria are met, the Water Authority will reimburse the developer the difference in material cost between eight (8) inch and twelve (12) inch diameter water main based on a market average cost as determined by the Authority Administrator, and it is further

RESOLVED, that Water Authority will reimburse the developer the difference in material cost between eight (8) inch and sixteen (16) and twenty (20) inch diameter water main based on a market average cost as determined by the Authority Administrator, and it is further

RESOLVED, that the length of the installed water main subject to the foregoing reimbursement shall be determined by the Water Authority Administrator prior to final approval of the project by the subject Planning Board(s).

WAIVER OF NOTICE OF REGULAR MEETING OF DIRECTORS
OF
COUNTRY KNOLLS WATER WORKS, INC.

The undersigned, being all the directors of Country Knolls Water Works, Inc., consent that the regular meeting of the directors be held at 661 Clifton Park Center Road, Clifton Park, New York on January 10, 2017 at _____pm. We waive further notice of the meeting.

Helmut Gerstenberger

John Ryan

George Peterson

Peter Taubkin

William Butler

COUNTRY KNOLLS WATER WORKS, INC.

661 Clifton Park Center Road
Clifton Park, NY 12065
Phone (518) 383-1122

COUNTRY KNOLLS WATER WORKS BOARD MEETING

Tuesday, January 10, 2017
Immediately following the CPWA Board Meeting

AGENDA

- Organizational Resolutions

COUNTRY KNOLLS WATER WORKS

BOARD MEETING

ORGANIZATIONAL

January 10, 2017

Those present at the Country Knolls Water Works Board Meeting were County Knolls Board members: Mr. Helmut Gerstenberger, Mr. John Ryan, Mr. George Peterson, Mr. Peter Taubkin, and Mr. William Butler.

Also present: Mr. Donald Austin Jr., Administrator; and Mr. Neil Weiner, Attorney;

Mr. Gerstenberger called the meeting to order at _____ p.m.

The first item of business that was proposed was the waiver of notice. The waiver, having been signed by all of the directors, was read aloud by Mr. Gerstenberger and was ordered to be made part of the minutes.

Mr. _____ made a **motion** that the Board of Directors of the Clifton Park Water Authority (CPWA) continue to serve as the Board of Directors for Country Knolls Water Works (CKWW) and that such board members serve in such corporate officer capacities as correspond to their CPWA Board titles. This **motion** was seconded by _____. The **motion** carried _____.

Mr. _____ offered Resolution No. 1, 2017 to the effect that the Corporation's Board members be indemnified with regard to their official acts and duties undertaken on behalf of the Corporation commensurate with the indemnification provided to them with regard to their official acts and duties undertaken on behalf of CPWA; seconded by _____.

Roll Call Vote:

Mr. Gerstenberger	- Aye	No
Mr. Ryan	- Aye	No
Mr. Peterson	- Aye	No
Mr. Taubkin	- Aye	No
Mr. Butler	- Aye	No

Motion to adjourn made by Mr. _____; seconded by Mr. _____. The **motion** carried _____. Meeting adjourned at _____ p.m.

Secretary

Approved:

Chairman

Attached:
Waiver of Notice