



## CLIFTON PARK WATER AUTHORITY

### BOARD MEETING MINUTES

DECEMBER 11, 2018

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

Mr. Gerstenberger called the meeting to order at 7:01pm.

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

Marcy Quinn of 4 Appleton Road, Rexford was in attendance requesting water service to her home. Mrs. Quinn shares the home with her husband. She explained that they have three wells on their property. One well they don't use because the water quality is so poor. They have water treatment equipment and holding tanks in their basement, which they check frequently to make sure they have enough water to run the dishwasher and washing machine. She explained that if they have company coming to their house they have to conserve water for 3-4 days to ensure they will have enough water in their holding tanks.

There is no water main in front of their house on Appleton Road, but they have a neighbor adjacent to them on Grooms Road, Cleo Emmer, that has agreed to give them an easement if the Authority allows them to run a water line from Grooms Road to their property. Mr. Austin stated the approximate distance for the water service would be 450 feet. The CPWA would install a curb stop off the main on Grooms Road and the Quinns would be responsible to install and maintain the water service line to their home.

Mr. Austin will present the Board with a resolution at the January meeting.

#### **OLD BUSINESS**

#### **WATER MAIN REPLACEMENT ON PLANK ROAD**

Mr. Austin stated there is nothing new to report at this time.

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

Mr. Kortz reported that the EFC grant was awarded to the Water Authority. The award was for an amount not to exceed \$674,250. CT Male is working on some final details with EFI, the manufacturer of the pre-manufactured pump station to be used on this project. He should be able to present the finished design to Mr. Austin by next week and set up a schedule to go out to bid. The grant agreement has to be signed before the project goes out to bid.

### **SPRINT MODIFICATION REQUEST – KNOLLTOP**

Mr. Ryan recused himself from this discussion. Mr. Weiner has not heard anything from Fran Clerkin of BSP.

### **AT&T MODIFICATION REQUEST – BOYACK**

Mr. Ryan recused himself from this discussion. Mr. Austin stated that BSP is waiting for approval from the CPWA before he begins negotiations. The Board agreed to allow BSP to begin the negotiation process.

### **RIGGI SUBDIVISION ON MILLER ROAD – POTENTIAL CONTRIBUTION TO ADDITIONAL WATER**

Mr. Gerstenberger and Mr. Austin met with Tom McCarthy and John Scavo from the Town of Clifton Park last week. Mr. Gerstenberger stated the total cost to install the section of water main on Miller Road is approximately \$139,000.00. The Town is willing to waive GEIS fees, which is approximately \$98,000.00. The Town has a fund that is specifically earmarked for capital improvements that take place in the western part of Town. This fund has been in place since 2005 and has approximately \$40,000.00 that has been earning interest that they are also willing to put toward this project. Mr. Austin stated the Town Planning Board is meeting tonight and will be making a final determination on this subdivision. They are going to put a note on the plans that says if the funds are available, the contractor or the developer agrees to put in this extra piece of main. They had the engineer redraw the plans to show the additional piece main which will serve the four homes on Miller Road. Mr. Austin stated there would be no cost to the Authority. The Board has deferred this matter to Mr. Weiner and asked him to follow up with Mr. McCarthy to make sure this process meets legal guidelines and to sort out the funding details.

### **NEW BUSINESS**

#### **ADOPT NEW DISCRIMINATORY HARASSMENT PREVENTION POLICY AND AMEND EMPLOYEE HANDBOOK**

Mr. Austin presented the Board with a discriminatory harassment prevention policy. After reviewing the policy, the Board recommended Mr. Austin contact a third party human resource firm that could assist the Authority with training and other human resource matters to minimize the liability to the CPWA, as well as its directors and management personnel. Mr. Austin will contact the HR firm that the Town of Clifton Park uses and get more information. The Board tabled this matter until next month.

## OTHER BUSINESS

- Mr. Gerstenberger discussed a long term goal to connect residents of the Town who will not have access to public water. He would like to come up with a plan that clearly delineates a procedure where the Authority could potentially contribute something towards these situations. Mr. Peterson added that properties in the Town that do not have municipal water and have a dire need for water need to be identified to start this process. Mr. Ryan suggested setting up a weighting scale to aid in identifying the benefits and the associated costs. Then use those results, based upon the score, to come up with a percentage of funding that would be given to each project. Mr. Austin recommended filling in the holes in the system, especially in the places where there is no future opportunity for development that would bring water to those areas.
- Mr. Peterson stated that since the grant was approved for the project to increase capacity from the SCWA we should review the tank inspections for Knolltop, Blue Spruce, and Miller Road and review the Barney Road tank possible elimination that were placed on hold. Mr. Austin wanted to get past the county upgrade to see where the Authority is financially and wait until that project is moving forward before we go out to design and put out specs for another project. He will review the Knolltop tank rehab project in the coming months. Per the NYS Department of Health, the Barney Road tank can't be eliminated until additional capacity is secured in the system.

## APPROVE MINUTES OF NOVEMBER 13, 2018 MEETING

A **motion** was made by Mr. Butler to approve the minutes of November 13, 2018; seconded by Mr. Gerstenberger. The motion carried 5-0.

The CPWA's next board meeting is scheduled for Tuesday, January 8, 2019 at 7pm.

A **motion** was made by Mr. Ryan to adjourn the meeting at 8:09pm; seconded by Mr. Peterson. The **motion** carried 5-0.

Respectfully submitted,  
*Sheri Collins*  
Recording Secretary

cc: CPWA Board of Directors  
Neil Weiner, Esq.