



CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

APRIL 30, 2024

Those present were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. William Butler, Treasurer; Mr. Peter Taubkin, Secretary; Ms. Julia Haig, Board Member; Mr. Chris Wheland, Administrator; Mr. Ronald Marshall, Superintendent; Mr. James Trainor, Attorney; and Mr. Brock Juusola of Delaware Engineering.

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

APPROVE MINUTES OF MARCH 19, 2024 MEETING

Mr. Gerstenberger made a **motion** to approve the minutes of the March 19, 2024 board meeting; seconded by Mr. Ryan. The **motion** carried 5-0.

PRIVILEGE OF THE FLOOR

Mr. Donald MacElroy of DCG Development was in attendance to observe the meeting.

OLD BUSINESS

PEACOCK GLEN PROPERTY

No updates to report. Mr. Gerstenberger will follow up with Agatha Reid, our new liaison with the Town of Clifton Park.

PROJECT TO INCREASE CAPACITY FROM SCWA

Mr. Wheland stated EFC is finalizing the final payment and we are waiting for the check from CT Male for their portion of the meter reprogramming reimbursement.

NEW BUSINESS

AMEND 2024 OPERATING AND CAPITAL BUDGETS

Mr. Wheland explained that periodically it is necessary to adjust the budget. The bottom line stays the same but specific budget lines within the budget are adjusted to allow for other necessary purchases throughout the year. By doing this it helps track annual purchases and budget history for the production of future budgets. Mr. Gerstenberger made a **motion** to amend the CPWA 2024 Operating and Capital Budgets; seconded by Ms. Haig.

RESOLUTION #11, 2024 – AMEND THE CPWA 2024 OPERATING AND CAPITAL BUDGET

WHEREAS, the Clifton Park Water Authority wishes to amend the 2024 Operating and Capital Budgets,

WHEREAS, the current budget is proposed and passed in the fall of the previous year based on best knowledge of upcoming expenses,

WHEREAS, the budget often requires adjustment based on changes in costs and needs for the Authority,

WHEREAS, items on the Capital Budget are completed they shall be closed out to confirm the costs and validate any overages in the budget,

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby amends the 2024 Operating and Capital Budget as stated in Exhibit A.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye
Ms. Haig - Aye

AMEND BYLAWS TO DEFINE PUBLIC PRIVILEGE

A motion was made by Mr. Ryan to amend the CPWA Board Bylaws to define Public Privilege; seconded by Mr. Butler.

RESOLUTION #12, 2024 – AMEND THE CPWA BOARD BYLAWS TO DEFINE PUBLIC PRIVILEGE

WHEREAS, the Clifton Park Water Authority wishes to amend the Bylaws to include a definition of Public Privilege/Privilege of the Floor,

WHEREAS, the definition of Public Privilege/Privilege of the Floor shall be included in Article IV, Section 8 of the current CPWA Board of Directors Bylaws,

WHEREAS, Public Privilege/Privilege of the Floor shall be defined as:

There shall be a privilege of the floor at the beginning of the meeting for topics related to agenda items where each speaker is limited to five minutes.

There shall be a privilege of the floor at the end of the meeting prior to adjournment for topics related to any other CPWA business where each speaker is limited to five minutes.

Speakers are to state their name and address, they are to address the board of directors in a respectful manner and not speak in a derogatory manner towards any specific member or employee of the water authority.

The board is not required to respond to any comments, but is allowed to ask questions for clarification.

WHEREAS, this is the only amendment to the Bylaws and all other articles and sections remain unchanged,

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby amends the bylaws to define the term public privilege/privilege of the floor.

Roll Call Vote:

Mr. Gerstenberger - Aye
Mr. Ryan - Aye
Mr. Taubkin - Aye
Mr. Butler - Aye
Ms. Haig - Aye

AMEND CREDIT CARD POLICY

The CPWA has various lines of credit with multiple vendors that require the use of a credit card. Mr. Wheland is requesting a change to the credit card policy to allow certain employees the issuance of a credit card from our current financial institution. This credit card will be issued to a specific user, with a specific credit limit and limited

to be used at specific vendors. A **motion** was made by Mr. Butler to amend the CPWA Credit Card Policy; seconded by Mr. Gerstenberger.

RESOLUTION #13, 2024 – AMEND THE CPWA CREDIT CARD POLICY

WHEREAS, the Clifton Park Water Authority wishes to amend the Credit Card Policy,

WHEREAS, the current policy allows for only the Authority Administrator to obtain a credit card,

WHEREAS, single vendor cards have been added over the years (i.e. Lowe’s, Home Depot, Tractor Supply) as these vendors only take cash or credit as payment,

WHEREAS, processing of vendor invoices is timely and posting of these payments is often delayed due to USPS and vendor processing procedures,

WHEREAS, for better control and ease of payment CPWA wished to consolidate to one standard credit card with the current bank of CPWA,

WHEREAS, issued credit cards will have limited vendors to purchase from and only issued to specific employees at predetermined credit limits per card,

WHEREAS, all purchases will still require a purchase order for approval prior to use of any credit card,

WHEREAS, online tracking and payment of credit cards increase security and control over purchases and payments,

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby amends the Credit Card Policy.

Roll Call Vote:

Mr. Gerstenberger	- Aye
Mr. Ryan	- Aye
Mr. Taubkin	- Aye
Mr. Butler	- Aye
Ms. Haig	- Aye

GLENVILLE PFOA/PFOS

Mr. Wheland stated the Town of Glenville has one back up well that will be over the MCL set by the EPA in 2029. The allowable level of PFOA will be 4 parts per trillion. The Town of Glenville uses this well only in times of need during the summer. They will contact the CPWA before they turn it on. As part of their planned upgrades over the next few years they will be adding filtration to remove the PFOA/PFOS from their system. The Board directed Mr. Wheland to sample quarterly for PFOA/PFOS at the Glenville connection point to validate the levels.

OTHER BUSINESS

• **PIPE RELINING**

At least a dozen repairs have been made to approximately 600 feet of water main on Settlers Ridge. This section of water main is corroding from the outside in. It is located between 2 properties on Settlers Ridge, under a National Grid gas main, and then goes into a third property that feeds an apartment complex. Mr. Wheland cannot locate any easements for this water main. He contacted a company that relines the pipeline from the inside of the pipe. The estimate for this work came in between \$200,000 - \$300,000 for 600 feet of pipe. The estimate came in much higher than he anticipated. He is going to look into other options to resolve this ongoing issue.

- **INVESTMENTS**

Mr. Wheland has invested monies from the General Fund into treasury bills and notes that are yielding over 5% interest. They have staggered maturity dates between May and December. Upon maturity he will review rates and reinvest.

- **MOUNTAIN VIEW MEADOWS**

The engineer for this project contacted Mr. Wheland regarding the payment for the 8-inch water line. The estimated costs for the 8-inch line have come in at \$500,000. The developer will be paying the CPWA that amount to be put towards the future installation of a 24-inch water line on Eastline Road. Mr. Juusola explained that the original plan was for the developer to install the 24-inch water main. The CPWA would pay the delta between the 24-inch and the 8-inch water main. The developer came back and didn't want to put the 24-inch water main in because it takes more of a custom type contractor to do that size water main install and agreed to pay for the 8-inch line. The developer has requested that if the future water main installation doesn't happen within a certain time frame, his payment for this project be returned to him. Mr. Wheland stated that this project as well as three more developments to the north are moving forward. He sees a definite need for the 24-inch line. The Board requested mapping for next month's meeting showing all of these developments on Eastline Road.

- **PFAS LAWSUIT UPDATE**

Mr. Trainor reported the Judge has approved the PFAS Class Action Lawsuit against 3M and will begin making payments to public municipalities during the summer of 2024. Tyco has also settled and agreed to pay \$750 million to public water suppliers.

EXECUTIVE SESSION

DCG LITIGATION

Mr. Gerstenberger made a **motion** to move into executive session at 7:55pm to discuss the DCG litigation; seconded by Mr. Ryan. The **motion** carried 5-0.

Mr. Gerstenberger made a **motion** to move out of executive session at 8:22pm; seconded by Mr. Taubkin. The **motion** carried 5-0.

The CPWA's next board meeting is scheduled for Wednesday, May 15, 2024 at 7pm.

A **motion** was made by Mr. Ryan to adjourn the meeting at 8:25pm; seconded by Mr. Taubkin. The **motion** carried 5-0.

Respectfully submitted,

Sheri Collins

Recording Secretary

cc: CPWA Board of Directors
Trainor, Pezzullo, & DeSanto LLC

Clifton Park Water Authority
Budget Transfer

Date: 4/29/2024

Acct No	Description	Budget Amount	Increase/Decrease	Revised Budget	Explanation
Operation and Maintenance					
5330-1	Education	\$ 3,000.00	\$ 3,500.00	\$ 6,500.00	2 employees taking the operator course (\$2,500)
5710-1	Small Tools	\$ 5,200.00	\$ 1,300.00	\$ 6,500.00	Annual purchases to replenish small tools overbudget
5700-1	Repairs and Maintenance	\$ 300,000.00	\$ (4,800.00)	\$ 295,200.00	Monthly reviewed and modified if necessary
			\$ -	\$ -	
			\$ -	\$ -	
General and Administrative					
7100-1	Insurance Gen. Liability	\$ 45,000.00	\$ 8,100.00	\$ 53,100.00	Annual increase about the budgeted amount
7400-1	Office Supplies & Exp	\$ 30,000.00	\$ (2,100.00)	\$ 27,900.00	Monthly reviewed and modified if necessary
7420-1	Audit & Accounting Fees	\$ 39,000.00	\$ (3,000.00)	\$ 36,000.00	Monthly reviewed and modified if necessary
7425-1	Legal Fees	\$ 25,000.00	\$ (3,000.00)	\$ 22,000.00	Monthly reviewed and modified if necessary
			\$ -	\$ -	
			\$ -	\$ -	

Closed Y/N	Capital Budget	Budget amount	Amount Spent	Remaining budget	Project update
Y	Brass goods	\$ 40,000.00	\$ 33,061.35	\$ 6,938.65	Purchased
N	Water Meters	\$ 460,000.00		\$ 160,000.00	ongoing for 2024
Y	Color Monitor	\$ 10,000.00	\$ 4,823.22	\$ 5,176.78	Purchased
Y	Chlorine Analyzer	\$ 6,600.00	\$ 6,572.72	\$ 27.28	Purchased
Y	Boyaack Filters (2023)	\$ 230,000.00	\$ 270,976.59	\$ (40,976.59)	Project Complete, with more rehab than anticipated
Y	Hydrants	\$ 20,000.00	\$ 18,563.00	\$ 1,437.00	Purchased
Y	Gate and Check Valves	\$ 8,000.00	\$ 5,656.20	\$ 2,343.80	Project Completee
Y	Excavator Trailer	\$ 30,000.00	\$ 29,970.00	\$ 30.00	Purchased
N	Pickup	\$ 40,000.00		\$ 40,000.00	Evaluating electric vehicle and grants
N	Meter Van	\$ 45,000.00		\$ 45,000.00	Evaluating electric vehicle and grants
Y	Well Replacement (2023)	\$ 32,000.00	\$ 37,500.00	\$ (5,500.00)	Scheduling pushed to 2024
Y	SCWA Interconnect	\$ 1,137,173.00	\$ 1,141,945.66	\$ (4,772.66)	Once reimbursed from EFC and CT Male we will close