CLIFTON PARK WATER AUTHORITY
BOARD MEETING

Wednesday, May 14, 2025
7:00 PM

AGENDA

Pledge of Allegiance

- Approve Minutes of April, 9, 2025 Meeting

Privilege of the Floor

Note: Each speaker shall state their name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes for items on the agenda.

Old Business

- Verizon Agreement Amendment

New Business

- Investment Policy Review
- Procurement Policy Review
- Automated Clearing House (ACH) Policy Development
- Peacock Glen Property

Other Business

Executive Session

- Employee Review

Privilege of the Floor

Note: Each speaker shall state their name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes for any items related to the Clifton Park Water Authority.

CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

MAY 14, 2025

Those present were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. Peter Taubkin, Secretary; Mr. Kenneth Bowman, Board Member; Mr. Chris Wheland, Administrator; Mr. Ronald Marshall, Superintendent; Mr. James Trainor, Attorney; and Councilwoman Agatha Reid, Town of Clifton Park Liaison. Absent: Mr. William Butler, Treasurer.

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

APPROVE MINUTES OF APRIL 9, 2025 MEETING

Mr. Gerstenberger made a **motion** to approve the April 9, 2025 minutes; seconded by Mr. Ryan. The **motion** carried 4-0, 1 absent.

PRIVILEGE OF THE FLOOR

No members of the public present.

OLD BUSINESS

VERIZON AGREEMENT AMENDMENT

Mr. Trainor reported he has not gotten any updates regarding the amendment. He did have to send an email (see below) about an incident that happened at the Boyack Road site when a third-party vendor entered the site and sprayed for weeds. No notification was given to the CPWA. The Plant Operator happened to see them spraying and told them to leave the property immediately. Mr. Wheland spoke to the contractor. Going forward they will give 24-hour notice and use mechanical means to maintain the property. The Board voiced their concern about security issues to this location. Mr. Wheland replied that a security gate is in the 2025 capital plan for this location. The Plant Operator is working through the quotes now. The Board also recommended looking into remote wireless camera devices. Mr. Ryan recommended a Physical Plant Security Policy to help secure CPWA sites. Mr. Wheland is working on physical security as well as digital security.

Mr. Trainor read the email he sent on May 1, 2025 to the Board: It was addressed to Jonathon, a senior paralegal from Vertical Bridge and Jeff, “This week there was a potentially dangerous incident which occurred at our Clifton Park, NY site leased to Verizon. A toxic pesticide sprayer was apparently engaged by your firm to spray the weeds and grass near one of the CPWA’s primary water towers which supplies water to over 30,000 people in town, without any prior coordination with the CPWA. Over time this has the potential to leach into the CPWA’s aquifer and water supply so as to contaminate the water supply. More immediately, and as Verizon is well aware and by extension you should be also, the compound containing the CPWA water tower and the Verizon monopole is a secure site and requires prior coordination with the CPWA before entering the facility so as incidents like this can be headed off without endangering anyone. In the future we expect your agents and vendors to contact the CPWA when they feel the need to access the site for any reason. We also reiterate our previous request for information specified below so we can formulate an operational plan for the site that will work for all three entities. Please provide ASAP." Mr. Ryan feels that they are in breach and are not following the agreement and are ignoring the CPWA. Mr. Ryan advised Mr. Whalen to reach out to Verizon's government relations person to voice our concerns regarding the lack of communication. The Board agreed that Verizon will have to contact the CPWA for access once the gate is installed.

NEW BUSINESS
INVESTMENT POLICY REVIEW
Mr. Wheland stated this is an annual review and no changes have been made to the policy. Mr. Gerstenberger made a **motion** to accept the CPWA Investment Policy as presented; seconded by Mr. Ryan.

RESOLUTION# 14, 2025 – ADOPTING CPWA INVESTMENT POLICY

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby approves the policy with regard to the investment of Authority funds as attached.

Roll Call Vote:

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

PROCUREMENT POLICY REVIEW
Mr. Wheland stated this is an annual review and no changes have been made to the policy. Mr. Ryan made a **motion** to accept the Procurement Policy as presented, seconded by Mr. Taubkin.

RESOLUTION #15, 2025 – ADOPTING CPWA PROCUREMENT POLICY

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby approves the Procurement Policy as attached.

Roll Call Vote:

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

AUTOMATED CLEARING HOUSE (ACH) POLICY DEVELOPMENT
Mr. Wheland is looking into developing an ACH Policy as a way to remove checks from the mail system to prevent check fraud. The CPWA does have a few vendors that are already set up with ACH due to vendor payment processing delays. Mr. Wheland is trying to find a municipality that has an ACH policy that he can modify. One concern he has is that the Procurement Policy requires 2 signatures on any individual payment over $5,000 with the exception of the following categories: utility bills, equipment/software service contracts, fuel, health insurance, general

liability insurance, workers' compensation insurance, treatment chemicals, purchased water, property and school taxes, and emergency repairs. Mr. Ryan recommended using Docusign for payment approvals needed over $5,000. Mr. Wheland will look into Docusign and contact our current accounting software vendor to see what options are available.

PEACOCK GLEN PROPERTY

Mr. Wheland spoke to Orlando Valero of Valero Associates regarding the land appraisal he did in 2023. Mr. Valero stated it is still accurate. Single vacant lot sales have decreased unless there is paperwork stating the vacant land is an approved buildable lot. Councilwoman Reid stated there is no cost to get the lot approved as a buildable lot. She said to contact Wade Schoenborn in Code Enforcement or Scott Reese in Stormwater for the determination. Mr. Wheland stated there are no wetlands on this lot.

OTHER BUSINESS

- Mr. Bowman asked for an update on the bulk water permits stations. Mr. Wheland stated he is looking for a location to install a kiosk filling station. The station would allow the CPWA to keep track of the amount of water sold, protect the water system with our own backflow prevention and air gaps, and can be enforced as any other location that a tanker is connected to would be deemed theft of services. Mr. Marshall stated it is very frustrating because they have to verify the truck has a permit (when no permit sticker is displayed on the back of the tanker) and on occasion the conversation between the CPWA employee and truck driver has become confrontational. Reports have also come in stating companies are pulling up after hours when they know the CPWA is closed. Cameras can't be installed at the Tanner Road hydrant location because it is on State property.

  Mr. Bowman stated he has been able to go to the Alplaus Fire House in the Town of Glenville to fill up. He calls during their business hours to make arrangements to meet someone there. He believes the Town of Glenville is currently working on a facility to be able to allow this service. The Board recommended Mr. Whalen contact the Town of Glenville to find out more information.

- Mr. Wheland reported our IT vendor has ordered the equipment to enable public viewing of the board meetings via a Zoom channel. The link will be posted on the CPWA website.

- New (used) office furniture has been purchased for the office. Mr. Wheland put money in the 2025 budget for this expenditure. He found a company, Turnkey Solutions, that sells new and used furniture. An office building in Albany was upfitted just before` COVID hit and then the company never came back. He was able to purchase all new file cabinets, bookcases and adjustable sit-to-stand desks.

- The Board asked for an update on the installation of anodes. Mr. Marshall stated they are being installed every 20 feet after a water main break.

- Mr. Marshall reported flushing finished up yesterday. We are seeing better water quality in Rexford since we started pumping water from the Town of Glenville. He also noted that the actual time taken to flush each individual hydrant has definitely gotten shorter over the years which shows better water quality system wide.

- Mr. Gerstenberger made reference that the PFAS water lawsuit has been settled. We are waiting to hear back from the attorney for more information about qualifications for the settlement. During this discussion, Mr. Ryan asked if the Town of Glenville has more than one well contaminated with PFAS and is(are) the well(s) active? Mr. Wheland reported that there is only one well and they don't use it. It is their backup well. If it is ever turned on, they will notify the CPWA immediately. Mr. Ryan asked if the conversation was documented by an email or letter. Mr. Wheland stated there is language in the contract to provide potable water but will follow up with the Town Glenville regarding this specific conversation.

- Mr. Gerstenberger made a **motion** to move into executive session at 8:17pm to discuss employee reviews; seconded by Mr. Ryan. The **motion** carried 4-0, 1 absent.

  Mr. Gerstenberger made a **motion** to move out of executive session at 9:00pm; seconded by Mr. Bowman. The **motion** carried 4-0, 1 absent.

  Upon exiting executive session, the Board adjusted the Exempt Employee salaries according to their employee reviews. The Board thanked Sheri Collins for all of her efforts over her 30+ years of dedicated service. Mrs. Collins thanked the Board and replied she was very grateful for the opportunity given to her over 30 years ago when she started with the CPWA as an intern in college.

The CPWA's next board meeting is scheduled for Wednesday, June 11, 2025 at 7pm.

Mr. Gerstenberger made a **motion** to adjourn the meeting at 9:04pm; seconded by Mr. Taubkin. The **motion** carried 4-0, 1 absent.

Respectfully submitted,
Sheri Collins
Recording Secretary

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