

CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

August 19, 2026

Those present were: Mr. John Ryan, Vice Chairman; Mr. Peter Taubkin, Board Secretary; Mr. Kenneth Bowman Board Member; Mr. Chris Wheland, Administrator; Mr. James Trainor, Attorney.
Absent were: Mr. Gerstenberger, Chairman; Mr. William Butler, Treasurer

Mr. Ryan called the meeting to order at 7:00pm.

Pledge of Allegiance

Approve Minutes of July 15, 2026 Meeting

Mr. Bowman made a **motion** to approve the July 15, 2026, board meeting minutes; seconded by Mr. Taubkin. The **motion** carried 3-0.

Privilege of the Floor

None

Old Business

Peacock Glen Property

Working with the Town to determine if there is a buildable lot within all of the stormwater detention area.

Vertical Bridge

The agreement drafted by Vertical Bridge is too complex and doesn't incorporate the property at Boyack. Mr. Wheland will develop a draft agreement on CPWA terms to send to Mr. Trainor for review and then send to Vertical Bridge for review.

Website

The website redesign is expected to be completed within 60 days, with a test site coming in the next couple of weeks and two days of training planned for staff on how to update it.

Billing Software Update

Mr. Wheland discussed the transition from the old billing system to the new one, explaining that while some accounts were successfully migrated, others were not, and customers are experiencing difficulties accessing the new system. He noted that the first full billing of all customers in the new system will be completed by the end of September, after which they will have more accurate data.

New Business

Everbridge

Everbridge is a notification system to send one-way communications to customers about water system issues. The platform costs \$4,500 annually and allows up to one million notifications, including automatic updates to websites and social media. This system is used by New York State and is on State contract. The system's ease of use allows for templates for different types of notifications, recommending it as a starting solution before adding more complex features. Emphasis is the need for a mobile-friendly system that can quickly send notifications about issues like main breaks and water shut-offs. Mr. Ryan requested to follow up with other known systems similar to the system used by National Grid.

721 Rt 67 Malta

A discussion was had about a proposed waterline extension project across Route 67 involving three 11-unit apartment buildings, requiring approvals from multiple authorities including Clifton Park Water Authority and the Town of Malta. The project is part of a long-term 3-5 year plan to extend water lines across the area, with a 16-inch line being considered but not yet approved.

Resolution # _21_, 2026 Approving 721 Rt 67 Water Line extension

WHEREAS, the Developer of 721 Rt 67 desires water services from the CPWA and the CPWA desires to provide such services to development pursuant to certain terms and conditions, and

WHEREAS, the CPWA has an intermunicipal agreement with the Town of Malta, which allows the CPWA to provide water to a portion of the Town of Malta, including the area of 721 Rt 67 development, and

WHEREAS, the Developer has created plans that extends a 16 inch water line on the south side of Rt 67 from Eastline to 721 Rt 67 and included needs of CPWA related to their connection, now therefore be it

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby approves the water extension, and authorizes the Authority Administrator to execute any documents necessary to implement this extension.

Motion to Accept: Mr. Ryan Seconded: Mr. Taubkin

Roll Call Vote:

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	___	___ Absent
Mr. Ryan	<u>X</u>	___
Mr. Taubkin	<u>X</u>	___
Mr. Butler	___	___ Absent
Mr. Bowman	<u>X</u>	___

Transfers

Mr. Wheland reviewed budget transfers, noting that no major changes were needed at this time as previous transfers had helped optimize the budget, though some service contract increases of 5-10% were discussed.

Resolution #22, 2026 Amend the CPWA 2026 Operating Budget

WHEREAS, the Clifton Park Water Authority wishes to amend the 2026 Operating Budget,

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, **now, therefore be it**

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby amends the 2026 Operating and Capital Budget as stated in Exhibit A.

Motion to Accept: Mr. Ryan

Seconded: Mr. Taubkin

Roll Call Vote

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	___	___ Absent
Mr. Ryan	<u>X</u>	___
Mr. Taubkin	<u>X</u>	___
Mr. Butler	___	___ Absent
Mr. Bowman	<u>X</u>	___

Bond Repayment

The board approved paying off both the 2013 and 2016 bonds in full by October 1, 2026, using funds from the reserve account with Bank of New York Mellon. This decision will save approximately \$112,000 in interest and eliminate future interest payments on the 2016 bond. The board authorized the authority administrator to execute all necessary documents for the redemption and payment of both bonds, with final confirmation of redemption amounts to be provided by the bank. Mr. Ryan discussed a bond-related financial decision, expressing concerns about how it would be perceived externally and requesting confirmation from bond counsel that it would appear as an early defund rather than a default. The group approved moving forward with the plan, which would save \$124,000, though Mr. Wheland will verify with auditors and the bond council before finalizing the authority to proceed.

Resolution # 23, 2026 Approving Final Bond Payment

WHEREAS, the Clifton Park Water Authority ("CPWA") currently has two outstanding bonds in repayment, the 2013 Bond and the 2016 Bond; and

WHEREAS, the 2013 Bond is scheduled to be paid in full as of October 1, 2026; and

WHEREAS, the 2016 Bond is redeemable as of October 1, 2026; and

WHEREAS, CPWA maintains a reserve fund with the Bank of New York Mellon for the purpose of safeguarding and providing funds for bond repayment; and

NONE

Privilege of the Floor

None

Motion to Adjourn

Mr. Ryan made a **motion** to adjourn at 8:11pm; seconded by Mr. Bowman. The **motion** carried 3-0.

DRAFT

Clifton Park Water Authority

Budget Transfer

Date: 8/14/2026

Acct No	Description	Budget Amount	Increase/Decrease	Revised Budget	Explanation
Operation and Maintenance					
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
			\$ -		
General and Administrative					
7420	Audit and Accounting fees	\$ 40,000.00	\$ (3,000.00)	\$ 37,000.00	
7430	Engineering Fees	\$ 30,000.00	\$ (3,000.00)	\$ 27,000.00	
7705	Technical Supplies	\$ 9,000.00	\$ (2,500.00)	\$ 6,500.00	
7425	Legal Fees	\$ 20,000.00	\$ 5,000.00	\$ 25,000.00	
7600	Service Contracts	\$ 30,000.00	\$ 2,000.00	\$ 32,000.00	
7824	Bank Service Charge	\$ 8,000.00	\$ 1,500.00	\$ 9,500.00	
				\$ -	
			\$ -		
Overall Budget Change			0.00		

Capital Budget		Budget amount	Amount Spent	Remaining budget	Project update
Closed Y/N					
Y	Annual Parts	\$ 40,000		\$ 40,000.00	
N	Water meters	\$ 130,000		\$ 130,000.00	
Y	Hydrants	\$ 22,000		\$ 22,000.00	
Y	Acuators Boyack	\$ 20,000		\$ 20,000.00	
N	SCADA Boyack	\$ 65,000		\$ 65,000.00	
H	Water Main Evaluation	\$ 25,000		\$ 25,000.00	
H	Roof Office	\$ 50,000		\$ 50,000.00	
Y	Excavator	\$ 130,000		\$ 130,000.00	
Y	Utility Truck	\$ 70,000		\$ 70,000.00	