

CLIFTON PARK WATER AUTHORITY BOARD MEETING

Wednesday, April 9, 2025
7:00 PM

AGENDA

- Approve Minutes of March 12, 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

- Peacock Glen Property
- Northwood Water Service/ Stein project
- Chelsea Place
- Verizon Agreement Amendment
- NYS Open Meetings Law
- Pipe Specification

New Business

- Approve Financial Statements from March Meeting*
- Transit Van Sale*

Other Business

- Staff Load

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.

*Need Board Approval

CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

APRIL 9, 2025

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

Mr. Gerstenberger called the meeting to order at 7:02pm.

Pledge of Allegiance

APPROVE MINUTES OF MARCH 12, 2025 MEETING

Mr. Gerstenberger made a **motion** to approve the minutes of March 12, 2025; seconded by Mr. Butler. The **motion** carried 3-0, 1 abstain, 1 absent.

PRIVILEGE OF THE FLOOR

No members of the public present.

OLD BUSINESS

PEACOCK GLEN PROPERTY

The Town of Clifton Park has received the grant for the property. Councilwoman Reid reported the Town of Clifton Park will be using this grant towards another property acquisition that ranks a little higher in priority than the Peacock Glen property. The Peacock Glen property is a 1.77-acre lot on Blue Jay Way. The market value was estimated at \$154,000 in June 2023. The board requested a copy of the appraisal. Mr. Wheland will put a map together and overlay the wetland map on top to see how much of the property is useful.

Councilwoman Reid stated the grant was a 2023 Saratoga County grant that is for farmland open space preservation, therefore not property specific. She will follow up with John Scavo, Town of Clifton Park Planning Department, to see if there is an expiration date. The total project cost was estimated at \$117,762 and the county funding was a 50% grant for the Town to match at \$58,581.

NORTHWOOD WATER SERVICE/STEIN PROJECT

The Town of Clifton Park approved the extension on Monday, April 7th.

CHELSEA PLACE

This extension is scheduled to be voted on at the Town of Clifton Park board meeting on Monday, April 21st.

VERIZON AGREEMENT AMENDMENT

Mr. Trainor stated he heard back from Verizon Vertical Bridge and they don't consider it an assignment, which would trigger the CPWA's review, they consider it a lease back of existing equipment that Verizon has at the site. Mr. Ryan asked for the definition of "assignment". Mr. Trainor stated it essentially means someone else is substituting into

their shoes for the agreement. According to Verizon Vertical Bridge, they have a master lease for approximately 6,500 facilities across the country and it states they are not taking an assignment of it, they are just leasing what the current leases are. Mr. Trainor feels it's a sublease and a sublease does require some review. Their soft position right now is they don't feel the sublease triggers any type of review because they are not changing anything. From the CPWA's standpoint, that particular site is a sensitive location.

NYS OPEN MEETINGS LAW

Mr. Wheland is waiting to hear back from Albany IT on how to set up a web camera and YouTube channel. He explained that minutes shall be taken at all open meetings and are required to include a record or summary of all motions, proposals, resolutions, and any other matter formally voted on, including the results of the vote. Minutes are to be taken at executive session or any action that is taken by formal vote and are required to include a record or summary of the final determination of the action, and the date and results of the vote. The minutes should note which if any members attended remotely via videoconferencing.

Minutes of regular open meetings are to be made available and posted within two weeks from the date of the meeting. Unabridged video recordings, unabridged audio recordings, or unabridged written transcripts may be deemed to be meeting minutes for the purpose of this requirement.

Minutes of executive session are to be made available within one week from the date of the executive session.

While Open Meetings Law does not require these minutes be approved within the required time periods, posting in draft form is acceptable.

It is expected that meeting minutes be maintained on the CPWA's website for at least two years following the date on which the meeting was held.

PIPE SPECIFICATION

The current CPWA specifications require ductile iron pipe. Mr. Wheland provided the board a cost difference between ductile iron and PVC. One length of 8-inch PVC is \$443.00, one length of 8-inch ductile iron is \$853.42. Mr. Juusola did a review of the material difference cost for a mile of pipe and it was \$134,000 difference to do PVC over ductile iron. The cost of the install is the trench that the pipe goes in, not necessarily the materials used for it. The PVC pipe installation is more labor intensive because it requires proper bedding material. The lifespan is about the same for both if the pipe is bedded and installed appropriately. PVC doesn't rot like ductile iron can. All ductile iron has to be wrapped but still can rot over time. Mr. Ryan asked, if the PVC has to have additional bedding and the labor is going to be higher, does this negate the delta? Mr. Juusola stated it would certainly play a role in it, but would probably not negate the whole 15 percent, maybe 5 percent. There are pros and cons to each type of pipe.

Mr. Wheland is looking to hold off on making any changes at this time. There is approximately 300 feet of pipe up north that the CPWA is looking at replacing due to the high number of breaks on it. He is looking at using the PVC pipe there as a test piece.

NEW BUSINESS

APPROVE FINANCIAL STATEMENTS FROM MARCH MEETING

A **motion** was made by Mr. Gerstenberger to accept the 2024 Financial Statements as presented; seconded by Mr. Ryan. The **motion** carried 4-0, 1 absent.

TRANSIT VAN SALE

The new Transit van has been delivered, outfitted, and is on the road. The 2015 Transit van was going to go to auction but the Town of Clifton Park Parks and Rec and Highway Departments expressed interest in it as a parts runner for their mechanics. Mr. Wheland asked Mr. Trainor if we are able to sell to another municipal entity without having to go to auction. Mr. Trainor said it can be done. There are certain stipulations that have to be abided by. Kelly Bluebook value is between \$7,000-\$9,000. Mr. Wheland will offer it to the Town and see if they are interested in it. If they are not it will go to auction. Mr. Bowman asked if vehicles are replaced on a schedule or as needed? Mr. Wheland replied, vehicles are replaced based on age, mileage, cost of repairs, reliability, etc. There is not a set 10-year replacement program at this time.

OTHER BUSINESS

- Mr. Wheland updated the board regarding the new billing software. He had a kickoff meeting with Edmunds GovTech on April 2nd. They are moving forward with getting him a schedule of implementation. They estimate approximately 12 months for implementation.
- **STAFF LOAD**
Mr. Wheland presented the Board with a retirement schedule which lists all CPWA employees and their estimated retirement dates. He stated the union contract has been negotiated and it now gives the CPWA the ability to hire experienced employees. After a six-month probationary period they will move up to the step appropriate to their years of experience. Currently there is no budget item for a new employee. Mr. Wheland let the Board know that he is not actively looking at this time but if someone happens to come along that he feels would be a good fit he asked for some flexibility to potentially hire a new employee. The Board was appreciative of Mr. Wheland being proactive in planning ahead in anticipation of the upcoming retirements.

OTHER DISCUSSIONS

- Hydrant flushing began two weeks ago. Flushing will continue through May 15th.
- Mr. Ryan questioned why Douglas Connor is being reimbursed health insurance premiums. Mr. Wheland explained that back in October 2010 the Board passed a resolution agreeing to provide Mr. Connor reimbursement for health insurance premiums he paid for under his wife's policy in lieu of health benefits being provided by the CPWA. The maximum reimbursement would be equal to the CPWA's cost of providing health insurance coverage to him under the CPWA plan. Mr. Connor's wife retired from NYS and the state insurance policy doesn't require them to switch over to Medicare. Mr. Ryan questioned why we are paying for his insurance when retirees after him are responsible to pay for healthcare premiums based on years of service. He feels we need to be consistent across the board from a policy perspective. Mr. Wheland will look into this matter further and follow up with the Board.

- Mr. Trainor followed up with Mr. Austin regarding Country Knolls Water Works, Inc. (CKWW). Mr. Austin said the accounting firms that the CPWA has worked with over the years have recommended that the entity be kept alive for tax purposes. There is a potential for a significant tax liability if it is dissolved because the assets still have value. Mr. Connor, back in the 1990's, reached out to the IRS and couldn't get a clear answer so it was decided to keep CKWW alive.

The CPWA's next board meeting is scheduled for Wednesday, May 14, 2025 at 7pm.

Mr. Gerstenberger made a **motion** to adjourn the meeting at 8:46pm; seconded by Mr. Ryan. The **motion** carried 4-0, 1 absent.

Respectfully submitted,
Sheri Collins
Recording Secretary

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