

**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

Wednesday, September 24, 2025
7:00 PM
(next meeting October 15, 2025)

AGENDA

Pledge of Allegiance

- Approve Minutes of July 16, 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

New Business

- Transfers and Capital Plan Update*
- 2026 Budget Presentation

Other Business

- Vertical Bridge
- Fire Hydrants/ Private Hydrants
- Ruhle Rd Settlers Ridge water line Replacement
- Town of Ballston/Northwood Water

Executive Session

If needed

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

Budget Transfer

Date: 9/5/2025

Acct No	Description	Budget Amount	Increase/Decrease	Revised Budget	Explanation
Operation and Maintenance					
5000	Salary and Wages		\$ 20,000.00	\$ 20,000.00	For new employee
5010	FICA		\$ 1,100.00	\$ 1,100.00	For new employee
5020	NY Retirement		\$ 2,500.00	\$ 2,500.00	For new employee
5310	Consultant services		\$ 2,000.00	\$ 2,000.00	Adjustment to current budget
5500	Tretment chemicals		\$ 15,000.00	\$ 15,000.00	Chemical purchases to end of year
5700	Repairs+Materials		\$ 10,000.00	\$ 10,000.00	For repairs to Boyack Plant until end of year
5710	Small Tools		\$ 3,000.00	\$ 3,000.00	Adjustment to current budget
5910	Rent Equipment		\$ 500.00	\$ 500.00	Increase for pump rental to clean lagoons
5715	Contracted Repairs		\$ (57,800.00)	\$ (57,800.00)	Adjustment as well cleaningless than anticipated
			\$ (3,700.00)		
General and Administrative					
7400	Office Supplies		\$ 1,200.00	\$ 1,200.00	Adjustment to current budget
7420	Audit and Acct fee		\$ 500.00	\$ 500.00	Adjustment to current budget
7815	Travel		\$ 500.00	\$ 500.00	Adjustment to current budget
7824	Bank Service charge		\$ 1,500.00	\$ 1,500.00	Adjustment to current budget
				\$ -	
			\$ 3,700.00		
Overall Budget Change			0.00		

Capital Budget		Budget amount	Amount Spent	Remaining budget	Project update
Closed Y/N					
Y	Brass Goods	\$ 40,000	\$ 41,014.00	\$ (1,014.00)	
N	Water Meters	\$ 160,000		\$ 160,000.00	Ongoing until end of 2025
Y	Fire Hydrants	\$ 20,000	\$ 19,681.00	\$ 319.00	
Y	Actuators	\$ 7,500	\$ 7,777.42	\$ (277.42)	Added freight charges
Y	Valves (Boyack)	\$ 20,800	\$ 27,107.40	\$ (6,307.40)	Replaced more than anticipated
Y	Scada	\$ 23,000	\$ 20,386.40	\$ 2,613.60	
Y	Scissor Lift	\$ 6,500	\$ 6,500.00	\$ -	Order received
Y	Security Gate	\$ 7,000	\$ 9,360.48	\$ (2,360.48)	
Y	Transfer Switch	\$ 12,500	\$ 12,350.00	\$ 150.00	Materials are ordered, waiting for delivery and invoicing
N	Ruhle Rd	\$ 40,000	\$ 45,903.25	\$ (5,903.25)	Project complete, waiting for all bills
N	Billing Software	\$ 85,000	\$ 34,275.00	\$ 50,725.00	Ongoing will be into 2026
Y	GPS	\$ 3,300	\$ 4,085.00	\$ (785.00)	Order received
Y	Brake Trailer	\$ 20,000	\$ 19,500.00	\$ 500.00	Materials are ordered, waiting for delivery and invoicing
Y	Dump Trailer	\$ 17,000	\$ 13,715.00	\$ 3,285.00	Order received
Y	Skid Steer	\$ 25,000	\$ 25,000.00	\$ -	Order received
		\$ 487,600	\$ 286,654.95	\$ 200,945.05	

OPERATION AND MAINTENANCE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>		<u>2026 PROPOSED</u>		<u>2025 ADOPTED</u>		<u>2024 Actual</u>		<u>2023 ACTUAL</u>		<u>2022 ACTUAL</u>	<u>CHANGE (%)</u> <u>over 2025</u>	<u>CHANGE (%)</u> <u>over 2024</u>
5000	WAGES	\$	909,034	\$	808,578	\$	819,896	\$	724,427	\$	685,740	12.42	10.87
5001	OVERTIME	\$	65,000	\$	60,000	\$	64,862	\$	64,175	\$	61,520	8.33	0.21
5002	SEASONAL EMPLOYEES	\$	24,000	\$	23,000	\$	24,871	\$	19,236	\$	13,704	4.35	(3.50)
5010	FICA + MEDICARE	\$	76,350	\$	68,206	\$	64,444	\$	58,460	\$	57,745	11.94	18.47
5020	RETIREMENT	\$	175,831	\$	161,105	\$	152,255	\$	107,975	\$	96,422	9.14	15.48
5125	HEALTH INSURANCE	\$	383,214	\$	343,305	\$	315,490	\$	240,000	\$	270,891	11.63	21.47
	SUBTOTAL	\$	1,633,429	\$	1,464,194	\$	1,441,818	\$	<u>1,214,273</u>	\$	<u>1,186,022</u>	11.56	13.29
5310	CONSULTANT FEES	\$	500	\$	1,000	\$	-	\$	920	\$	400	(50.00)	
5320	LAB FEES	\$	42,000	\$	42,000	\$	37,277	\$	39,490	\$	32,946	0.00	12.67
5330	EDUCATION	\$	14,000	\$	3,000	\$	12,595	\$	3,395	\$	3,070	366.67	11.16
5400	ELECTRICITY	\$	350,000	\$	315,000	\$	347,282	\$	285,107	\$	278,965	11.11	0.78
5405	GAS & OIL	\$	37,000	\$	40,000	\$	34,141	\$	36,095	\$	44,806	(7.50)	8.37
5500	TREATMENT CHEMICALS	\$	230,000	\$	230,000	\$	233,246	\$	198,541	\$	220,404	0.00	(1.39)
5610	SUPPLIES	\$	11,000	\$	9,000	\$	6,695	\$	10,441	\$	8,365	22.22	64.30
5700	REPAIRS & MAINTENANCE	\$	330,000	\$	320,000	\$	240,832	\$	291,854	\$	314,622	3.13	37.02
5710	SMALL TOOLS	\$	10,000	\$	5,000	\$	6,473	\$	2,970	\$	4,546	100.00	54.49
5715	CONTRACTED REPAIRS	\$	60,000	\$	90,000	\$	51,640	\$	53,008	\$	23,743	(33.33)	16.19
5730	UNIFORMS	\$	5,500	\$	6,500	\$	5,637	\$	6,240	\$	4,473	(15.38)	(2.43)
5805	VEHICLE MAINTENANCE	\$	25,000	\$	25,000	\$	29,368	\$	24,936	\$	17,616	0.00	(14.87)
5810	MILEAGE	\$	500	\$	500	\$	1,762	\$	295	\$	-	0.00	(71.62)
5901	PRESERVE RENTAL	\$	62,000	\$	62,000	\$	61,958	\$	61,645	\$	61,657	0.00	0.07
5902	NPDES PERMIT	\$	3,000	\$	2,500	\$	3,000	\$	2,000	\$	2,500	20.00	0.00
5903	PURCHASED WATER	\$	1,200,000	\$	1,100,000	\$	1,250,431	\$	938,133	\$	1,211,017	9.09	(4.03)
5910	EQUIPMENT RENTAL	\$	1,500	\$	1,500	\$	1,831	\$	1,493	\$	1,307	0.00	(18.08)
5950	PROPERTY TAXES - MALTA	\$	65,000	\$	65,000	\$	65,239	\$	61,450	\$	60,985	0.00	(0.37)
6000	MISCELLANEOUS	\$	12,000	\$	42,300	\$	7,447	\$	9,579	\$	7,935	(71.63)	61.14
	SUBTOTAL	\$	2,459,000	\$	2,360,300	\$	2,396,854	\$	<u>2,027,592</u>	\$	<u>2,299,357</u>	4.18	2.59
TOTAL O & M		\$	4,092,429	\$	3,824,494.00	\$	3,838,672.00	\$	<u>3,241,865</u>	\$	<u>3,485,379</u>	7.01	6.61

GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>		<u>2026 PROPOSED</u>		<u>2025 ADOPTED</u>		<u>2024 Actual</u>		<u>2023 Actual</u>		<u>2022 ACTUAL</u>	<u>CHANGE (%)</u> <u>Over 25 budget</u>	<u>CHANGE (%)</u> <u>Over 2024</u>
7000	WAGES	\$	420,133	\$	375,083	\$	413,999	\$	426,710	\$	358,657	12.01	1.48
7010	FICA + MEDICARE	\$	31,911	\$	28,464	\$	29,077	\$	31,113	\$	26,135	12.11	9.75
7020	RETIREMENT	\$	77,140	\$	69,545	\$	74,247	\$	55,614	\$	46,009	10.92	3.90
7125	HEALTH INSURANCE	\$	179,218	\$	174,567	\$	168,410	\$	91,308	\$	111,782	2.66	6.42
	SUBTOTAL	\$	708,401	\$	647,659	\$	685,733	\$	604,745	\$	542,583	9.38	3.31
7100	INSURANCE, GENERAL	\$	75,000	\$	55,000	\$	52,913	\$	44,578	\$	39,283	36.36	41.74
7105	WORKERS COMPENSATION	\$	36,784	\$	44,334	\$	44,578	\$	38,873	\$	44,370	(17.03)	(17.48)
7310	CONSULTANT FEES	\$	12,000	\$	8,000	\$	10,573	\$	16,608	\$	5,363	50.00	13.50
7320	DUES	\$	1,000	\$	600	\$	524	\$	521	\$	494	66.67	90.84
7330	EDUCATION	\$	1,500	\$	1,000	\$	575	\$	295	\$	75	50.00	160.87
7400	OFFICE SUPPLIES	\$	40,000	\$	40,000	\$	32,861	\$	31,650	\$	28,620	0.00	21.72
7410	POSTAGE	\$	37,000	\$	37,000	\$	40,860	\$	34,760	\$	33,235	0.00	(9.45)
7420	AUDIT & ACCOUNTING	\$	40,000	\$	40,000	\$	36,143	\$	38,210	\$	33,293	0.00	10.67
7425	LEGAL FEES	\$	20,000	\$	25,000	\$	19,961	\$	37,618	\$	25,182	(20.00)	0.20
7430	ENGINEERING FEES	\$	30,000	\$	25,000	\$	35,297	\$	25,677	\$	24,764	20.00	(15.01)
7600	SERVICE CONTRACTS	\$	30,000	\$	30,000	\$	25,266	\$	30,546	\$	24,336	0.00	18.74
7700	TELEPHONE EXPENSES	\$	18,000	\$	18,000	\$	13,105	\$	18,060	\$	16,350	0.00	37.35
7705	TECHNICAL SUPPLIES	\$	9,000	\$	8,800	\$	4,437	\$	3,090	\$	622	2.27	102.84
7710	UTILITIES OFFICE	\$	9,000	\$	8,200	\$	10,360	\$	8,549	\$	5,933	9.76	(13.13)
7810	MILEAGE	\$	200	\$	200	\$	-	\$	-	\$	-	0.00	
7815	TRAVEL	\$	4,000	\$	500	\$	741	\$	-	\$	104	700.00	439.81
7820	BAD DEBT EXPENSE	\$	1,000	\$	2,000	\$	122	\$	295	\$	(227)	(50.00)	719.67
7822	COLLECTION AGENCY FEE	\$	300	\$	300	\$	32	\$	48	\$	65	0.00	837.50
7824	BANK SERVICE CHARGE	\$	8,000	\$	2,500	\$	4,247	\$	386	\$	7,277	220.00	88.37
7990	MISCELLANEOUS	\$	3,000	\$	18,500	\$	3,006	\$	5,890	\$	2,153	(83.78)	(0.20)
	SUBTOTAL	\$	375,784	\$	364,934	\$	335,601	\$	335,654	\$	291,292	2.97	11.97
<u>TOTAL GENERAL & ADMINISTRATIVE</u>		\$	<u>1,084,185</u>	\$	<u>1,012,593</u>	\$	<u>1,021,334</u>	\$	<u>940,399</u>	\$	<u>833,875</u>	7.07	6.15

BUDGET SUMMARY

	<u>2026 PROPOSED</u>	<u>2025 ADOPTED</u>	<u>2024 ACTUAL</u>	<u>2023 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>CHANGE (%)</u> <u>over 2025 budget</u>	<u>CHANGE(%)</u> <u>over 2024</u>
<u>EXPENSES</u>							
WAGES AND BENEFITS	\$ 2,341,830	\$ 2,111,853	\$ 2,127,551	\$ 1,819,018	\$ 1,728,605	10.89	10.07
ADMINISTRATION EXPENSES	\$ 375,783.70	\$ 364,934	\$ 335,601	\$ 335,654	\$ 291,292	2.97	11.97
O & M EXPENSES	\$ 2,459,000.00	\$ 2,360,300	\$ 2,396,854	\$ 2,027,592	\$ 2,299,357	4.18	2.59
TOTAL OPERATIONAL COSTS	\$ 5,176,614	\$ 4,837,087	\$ 4,860,006	\$ 4,182,264	\$ 4,319,254	7.02	6.51
DEBT SERVICE COSTS	\$ 1,798,913	\$ 1,983,963	\$ 1,983,413	\$ 1,989,513	\$ 1,987,013	(9.33)	(9.30)
TOTAL EXPENDITURES	\$ 6,975,527	\$ 6,821,049	\$ 6,843,419	\$ 6,171,777	\$ 6,306,267	2.26	1.93
<u>REVENUES</u>							
METERED WATER SALES	\$ 5,037,300	\$ 4,980,750	\$ 5,083,478	\$ 4,847,596	\$ 4,827,480	1.14	(0.91)
BULK SALES	\$ 62,000	\$ 62,000	\$ 57,483	\$ 63,172	\$ 62,808	0.00	7.86
HYDRANT CHARGES	\$ 591,866	\$ 560,000	\$ 560,721	\$ 542,229	\$ 528,644	5.69	5.55
PRIVATE FIRE	\$ 36,000	\$ 36,000	\$ 37,316	\$ 34,158	\$ 34,841	0.00	(3.53)
HOOK UP FEE	\$ 65,000	\$ 70,000	\$ 78,500	\$ 43,884	\$ 71,650	(7.14)	(17.20)
BASIC SERVICE CHARGE	\$ 1,255,000	\$ 1,235,632	\$ 1,077,265	\$ 1,069,160	\$ 1,054,644	1.57	16.50
LEASE INCOME	\$ 150,000	\$ 149,467	\$ 145,036	\$ 140,762	\$ 137,849	0.36	3.42
INTEREST ON CAPITAL	\$ 100,000	\$ 60,000	\$ 165,338	\$ 5,000	\$ 3,039	66.67	(39.52)
MISCELLANEOUS*	\$ 40,000	\$ 30,000	\$ 60,816	\$ 38,025	\$ 57,721	33.33	(34.23)
TOTAL REVENUE	\$ 7,337,166	\$ 7,183,849	\$ 7,265,953	\$ 6,783,986	\$ 6,778,676	2.13	0.98
RESERVED, CAPITAL	\$ 552,000	\$ 487,800	\$ 359,997	\$ 612,209	\$ 472,409	13.16	53.33
DEBT SERVICE RATIO	1.20	1.18	1.21	1.31	1.24		

Miscellaneous Revenues include charges and fees such as: Inspection Fees,
Interest Charges, Plan Review Fees, Hydrant Permit Fees and others.

**Clifton Park Water Authority
2025 Capital Plan**

	2026		2027		2028		2029		2030	
	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation
Brass Goods	\$ 40,000	Annual Parts	\$ 40,000	Annual Parts	\$ 45,000	Annual Parts	\$ 45,000	Annual Parts	\$ 45,000	Annual Parts
Water Meters	\$ 130,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements
Fire Hydrants	\$ 22,000	4 hydrants annually	\$ 24,000	4 hydrants annually	\$ 26,000	4 hydrants annually	\$ 26,000	4 hydrants annually	\$ 26,000	4 hydrants annually
Boyack/ Pump station Improvements	\$ 85,000	22 of 55 actuators, \$20,000, Scada \$65,000,	\$ 85,000	33 of 33 actuators, \$30,000, Air scower pump and motor \$45,000, Zero Turn Mower \$10,000	\$ 800,000	Construct shop at Kinns Rd Site				
Water Main	\$ 25,000	Water Main Evaluation	\$ 25,000	Water Main Evaluation	\$ 50,000	Water Main Evaluation	\$ 1,000,000	Water Main Replacement	\$ 1,000,000	Water Main Replacement
Office	\$ 50,000	New Roof 50,000								
Vehicles	\$ 200,000	Excavator, 1 Utility Truck	\$ 265,000	2 pickup 100,000, Backhoe 165,000	\$ 320,000	Dump Truck \$155,000, Backhoe \$165,000	\$ 185,000	3 new pickups		
	\$ 552,000		\$ 599,000		\$ 1,401,000		\$ 1,416,000		\$ 1,231,000	

CPWA Fund Balance

Rate Comparison

Rate

per 1000 Water sold, Gallons Revenue Revenue Increase

2024	4.35	1,137,931,034	4,950,000	
2025	4.35	1,137,931,034	4,950,000	
2025	4.35	1,145,000,000	4,980,750	30,750
2026	4.35	1,158,000,000	5,037,300	56,550

Meter Size	Total Meters in service	2024 BSC	Total BSC per 1/4	Total 2024 BSC Annual	2025 Proposed BSC	Total BSC 1/4	Total 2025 BSC Annual	Increase per 1/4	Increase per year/ meter
5/8	138	\$ 17.25	\$ 2,380.50	\$ 9,522.00	\$ 19.32	\$ 2,666.16	\$ 10,664.64	\$ 2.07	\$ 8.28
3/4	13141	\$ 17.25	\$ 226,682.25	\$ 906,729.00	\$ 19.32	\$ 253,884.12	\$ 1,015,536.48	\$ 2.07	\$ 8.28
1	429	\$ 34.28	\$ 14,706.12	\$ 58,824.48	\$ 38.39	\$ 16,470.85	\$ 65,883.42	\$ 4.11	\$ 16.45
1.5	120	\$ 61.96	\$ 7,435.20	\$ 29,740.80	\$ 69.40	\$ 8,327.42	\$ 33,309.70	\$ 7.44	\$ 29.74
2	112	\$ 96.80	\$ 10,841.60	\$ 43,366.40	\$ 108.42	\$ 12,142.59	\$ 48,570.37	\$ 11.62	\$ 46.46
3	40	\$ 202.68	\$ 8,107.20	\$ 32,428.80	\$ 227.00	\$ 9,080.06	\$ 36,320.26	\$ 24.32	\$ 97.29
4	10	\$ 306.42	\$ 3,064.20	\$ 12,256.80	\$ 343.19	\$ 3,431.90	\$ 13,727.62	\$ 36.77	\$ 147.08
6	2	\$ 624.09	\$ 1,248.18	\$ 4,992.72	\$ 698.98	\$ 1,397.96	\$ 5,591.85	\$ 74.89	\$ 299.56
0.5	78	\$ 17.25	\$ 1,345.50	\$ 5,382.00	\$ 19.32	\$ 1,506.96	\$ 6,027.84	\$ 2.07	\$ 8.28

Total \$ 1,103,243.00

Total \$ 1,235,632.16

Revenue Increase **\$ 132,389.16**