CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

October 15, 2025

Those present were: Mr. Helmut Gerstenberger, Chairman; Mr. John Ryan, Vice Chairman; Mr. William Butler, Treasurer; Mr. Peter Taubkin, Secretary; Mr. Chris Wheland, Administrator; Mr. James Trainor, Attorney; and Mr. Brock Juusola, Engineer.

Mr. Gerstenberger called the meeting to order at 7:08pm.

Pledge of Allegiance

Approve Minutes of September 24, 2025 Meeting

Mr. Gerstenberger made a **motion** to approve the September 24, 2025 board meeting minutes; seconded by Mr. Butler. The **motion** carried 4-0.

Privilege of the Floor

No members of the public present.

Old Business

Peacock Glen Property

Nothing new to report

Vertical Bridge

Nothing new to report

Fire Hydrants/Private hydrants

The CPWA Board discussed private fire hydrants in Clifton Park, with Chris reporting that while there are no other known private welled systems in the town, some locations have privately owned infrastructure with CPWA water supplying them. The board noted that Nigro Companies is working on flow testing at the Crossings, and they plan to follow up with the fire department to establish maintenance criteria for private hydrants.

Chris discussed plans to meet with fire chiefs and the county fire inspector to review the condition of hydrants and establish a maintenance plan. The group agreed that the town should take a leading role in enforcing regulations and ensuring proper maintenance of both public and private hydrants. They also discussed the need to notify property owners of their responsibilities regarding fire safety and water systems.

Water Infrastructure Technology

There was a presentation of new technologies for water infrastructure assessment, including smart leak detection systems and pipe condition assessment and monitoring tools. Also explored was a 3D mapping system for water treatment facilities to improve asset management and knowledge transfer. Mr. Ryan raised concerns about the cost-benefit of implementing such advanced systems, suggesting that simpler solutions like Microsoft Office could achieve similar results. Chris stated these are only examples of available technology and CPWA was not interested in everything presented.

New Business

2026 Budget Review and Approval

The group reviewed the 2026 budget, clarifying that the proposed 10% increase in the salary line items, included various factors like retirements and benefits.

Clifton Park Water Authority
Resolution # 20, 2025
Adopting CPWA 2026 Operating and Capital Budgets

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby adopts the 2026 Operating Budget and Capital Budget as attached, effective January 1, 2026.

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

Roll Call Vote:

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

Automated Clearing House Policy

Discussion was had over an automated clearinghouse policy which Chris had developed to improve security and efficiency in payments. Mr. Ryan suggested the plan have a disclaimer as there is personal financial information submitted as part of this type of policy. Chris will review options and present them again at the November board meeting.

Procurement Policy

The board approved Resolution #21 to allow electronic signatures as second approvals on checks over $5,000, exempting certain categories.

Clifton Park Water Authority
Resolution # 21, 2025
Revising Procurement Policy

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby approves the revised Procurement Policy that includes electronic signature for checks over $5,000 that require a second signature, as attached.

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

Roll Call Vote:

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

Other Business

Northwood Water Connection

Chris reported progress on the Northwood Water Connection project, with the pipe tapped into their line, and mentioned an upcoming meeting about extending the line for the Hefflin project.

Mountain View Meadows Easement

The board discussed the Mountain View easement, with Chris confirming that the meter pit's location falls within the proposed easement area. The Board approved the easement in Resolution #22.

Clifton Park Water Authority
Resolution #22, 2025
Approving a Utility Easement with Mountainview Meadows

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby approves an easement with Mountain view Meadows that includes the location of the meter pit and piping.

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

Roll Call Vote:

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

PFOA Settlement (Dupont)

A discussion was had about an 8% holdback of attorney fees in a multi-district litigation case, which reduced their firm's contingency fee from 25% to 17%. This was the agreement with the lawsuit filed with regard to PFOA/PFOS.

EXECUTIVE SESSION

Mr. Ryan made a **motion** to move into executive session at 8:34pm to discuss Stipend for the Board Chair Position; seconded by Mr. Butler. The **motion** carried 4-0, Mr. Bowman (Absent).

Mr. Gerstenberger made a **motion** to move out of executive session at 8:36pm; seconded by Mr. Butler. The **motion** carried 4-0, Mr. Bowman (Absent).

Other Business

2026 Budget Amendment

The board approved Resolution #23, an amendment to the 2026 budget

Clifton Park Water Authority
Resolution #23, 2025
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:

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

The next meeting is scheduled for November 12th.

Mr. Gerstenberger made a **motion** to adjourn the meeting at 8:42pm; seconded by Mr. Taubkin. The **motion** carried 4-0, Mr Bowman (Absent).

CLIFTON PARK
WATER AUTHORITY

ADOPTED BUDGET

FISCAL YEAR 2026

Adopted October 15, 2025

OPERATION AND MAINTENANCE EXPENSES

CODE	DESCRIPTION	2026 PROPOSED	2025 ADOPTED	2024 Actual	2023 ACTUAL	2022 ACTUAL	CHANGE (%) over 2025	CHANGE (%) over 2024
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	$ 151,120	$ 152,255	$ 107,975	$ 96,422	16.35	15.48
5125	HEALTH INSURANCE	$ 383,214	$ 343,305	$ 315,490	$ 240,000	$ 270,891	11.63	21.47
	SUBTOTAL	**$ 1,633,429**	**$ 1,454,209**	**$ 1,441,818**	**$ 1,214,273**	**$ 1,186,022**	12.32	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**	**$ 2,027,592**	**$ 2,299,357**	4.18	2.59
TOTAL O & M		$ 4,092,429	$ 3,814,509.00	$ 3,838,672.00	**$ 3,241,865**	**$ 3,485,379**	7.29	6.61

GENERAL AND ADMINISTRATIVE EXPENSES

CODE	DESCRIPTION	2026 PROPOSED	2025 ADOPTED	2024 Actual	2023 Actual	2022 ACTUAL	CHANGE (%) Over 25 budget	CHANGE (%) Over 2024
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	$ 66,231	$ 74,247	$ 55,614	$ 46,009	16.47	3.90
7125	HEALTH INSURANCE	$ 179,218	$ 174,567	$ 168,410	$ 91,308	$ 111,782	2.66	6.42
	SUBTOTAL	**$ 708,401**	**$ 644,345**	**$ 685,733**	**$ 604,745**	**$ 542,583**	9.94	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
TOTAL GENERAL & ADMINISTRATIVE		**$ 1,084,185**	**$ 1,009,279**	**$ 1,021,334**	**$ 940,399**	**$ 833,875**	7.42	6.15

BUDGET SUMMARY

EXPENSES												
WAGES AND BENEFITS	$	2,341,830	$	2,098,554	$	2,127,551	$	1,819,018	$	1,728,605	11.59	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	$	4,823,788	$	4,860,006	$	4,182,264	$	4,319,254	7.31	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	$	6,807,750	$	6,843,419	$	6,171,777	$	6,306,267	2.46	1.93
REVENUES												
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	$	1,235,000	$	1,077,265	$	1,069,160	$	1,054,644	1.62	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	$	7,183,217	$	7,265,953	$	6,783,986	$	6,778,676	2.14	0.98
RESERVED, CAPITAL	$	552,000	$	487,800	$	359,997	$	612,209	$	472,409	13.16	53.33
DEBT SERVICE RATIO		1.20		1.19		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
2026 Capital Plan

	2026		2027		2028		2029		2030	
	Estimated Cost	Explaination	Estimated Cos	Explaination	Estimated Cos	Explaination	Estimated Co	Explaination	Estimated Cos	Explaination
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 Replacement s	$ 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	$ 155,000	Dump Truck$155,000	$ 185,000	3 new pickups		
	$ 552,000		$ 599,000		$ 1,236,000		$ 1,416,000		$ 1,231,000	

CPWA Fund Balance

CPWA Procurement Policy

Determination of the Need for Competitive Bidding:

General Municipal Law requires purchase contracts exceeding $20,000 and public works contracts exceeding $35,000, be awarded to the lowest responsible bidder after public advertising requesting sealed bids.

In determining the necessity for competitive bidding, the aggregate cost of an item or commodity estimated to be purchased in a fiscal year would be considered.

The term “public works contract” would apply to those items or projects involving labor, or both materials and labor. Included in this category would be construction, paving, printing, repair contracts, etc.

The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. The Authority retains the right to reject any and all bids at any time.

The bid announcement will be placed in the Authority’s designated official newspaper for at least one day as a minimum.

Purchases Exempt from Competitive Bidding:

Provisions in State Law allow certain procurements to be exempt from the competitive bidding requirements as follows:

1. Purchases made from state contracts issued by the Office of General Services.

2. Prison Industries and Industries of the Blind purchases.

3. Professional services such as: insurances, medical services, legal services, engineering services, and accounting services.

4. Emergencies arising out of accident or unforeseen circumstances that impair the CPWA’s ability to pump, treat or deliver water, as necessary, to its customers.

5. Purchases made under “piggyback” contracts that are made available through any county within the State of New York.

Standardization of Purchase:

When deemed necessary, for reasons of economy and efficiency, the Authority may approve a standard of purchase of a material or equipment.

Standardization, as the word implies, restricts a purchase to a specific make, model, or type of equipment or supply. For example, to limit the purchase of trucks to a particular make or model based on past performance or to reduce the inventory of spare parts, may be acceptable, provided that sufficient justification is supplied to the Authority Board of Directors.

In order to apply this standardization, the Board must approve the purchase by a two-thirds majority vote.

Inspection of Commodities after Delivery:

Primary responsibility to ensure full vendor performance with contract requirements and commodity specifications, lies in the inspection at the point of receipt. This is particularly true with regard to delivery specifications, including damage to or shortage of, merchandise. Staff must inspect immediately upon delivery, and damaged goods should be refused for delivery.

If there is a shortage, personnel should insist on a notation to that effect on the freight receipt. Both the Authority and the contractor must be notified immediately. All packing slips must be forwarded to the office.

Purchase Requisitions:

All requirements for goods and services shall be recorded on a requisition form and forwarded to the Administrator for approval and line item assignment.

The following information is necessary on the requisition:

1. Date
2. Person requesting order
3. Place material is to be delivered
4. Delivery requirements (rush, time frame, special delivery vehicle requirements)
5. Description of item/service required, including part/catalog numbers (if applicable)
6. Suggested vendor and cost if available
7. Signature of person making request

Any additional information, such as price quotes or other available vendors or literature for specialized equipment should accompany the requisition form at the time of presentation to the Administrator.

All approved requisitions will generate a purchase order. One copy of the purchase order (pink) will be returned to the requisitioner. This copy will serve to verify that the item has been ordered. Another copy (yellow) will be forwarded to the Business Manager. Once the item has been delivered and inspected, the packing slip should be attached to the requisitioner's copy of the purchase order, and the copy should be signed indicating that the item has been received in satisfactory condition. This copy shall be forwarded to the Business Manager for payment.

Blanket Purchase Orders:

Blanket purchase orders are set up with vendors from whom the Authority purchases a number of small items, such as nuts, bolts, small hand tools, hose, etc., or for purchases of identical items or services that are made from an individual vendor frequently over the course of the year.

Vendors that may be issued blanket purchase orders are:

- Local hardware stores
- Treatment chemical suppliers
- Suppliers of cartridge filters for the Boyack Treatment Plant
- Contracted IT service provider
- Shipping vendors (UPS, Fedex)

Authorized Authority staff may make purchases at these specified vendors. Vendors will be approved by the Authority Administrator and will be set up with maximum per-purchase dollar amounts, determined by historical purchases, at the time the blanket purchase order is created. All invoices will be matched to receipts or delivery tickets by the Business Manager for verification of approved purchase.

The vendor may bill the Authority monthly for a partial payment against the open purchase order.

Purchase Order Quotations:

The following rules apply to all Authority purchases:

1. Purchases of more than $1,500, but less than $3,000, will require at least two verbal quotes recorded.
2. Purchases of $3,000 or more, but less than $5,000, will require three verbal quotes recorded.

3. Purchases of $5,000 or more, but less than $20,000, will require three written quotes filed.
4. Purchases of $20,000 or more will require competitive bidding.

Approval of Purchases:

All purchases require the prior approval of the Authority Administrator. In the absence of the Administrator, in instances where the purchase cannot be delayed, approvals will be determined by the Business Manager.

Payment:

All payments require signature of the Authority Administrator. In the absence of the Administrator, in instances where the payment cannot be delayed, approvals will be determined by the Business Manager.

Any individual payment over $5,000 will require a second signature from the Board Chairperson or Treasurer before payment is issued, the second signature can be issued via electronic signature (ie, Docusign or similar). The following categories are exempt from requiring a second signature:

- Utility bills
- Equipment/Software service contracts
- Fuel
- Health insurance
- General Liability Insurance
- Workers' compensation insurance
- Treatment chemicals
- Purchased water
- Property and school taxes
- Emergency repairs

CLIFTON PARK

WATER AUTHORITY

ADOPTED BUDGET

FISCAL YEAR 2026

Adopted October 15, 2025

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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**	**$ 2,027,592**	**$ 2,299,357**	4.18	2.59
TOTAL O & M		$ 4,092,429	$ 3,814,509.00	$ 3,838,672.00	**$ 3,241,865**	**$ 3,485,379**	7.29	6.61

GENERAL AND ADMINISTRATIVE EXPENSES

CODE	DESCRIPTION	2026 PROPOSED	2025 ADOPTED	2024 Actual	2023 Actual	2022 ACTUAL	CHANGE (%) Over 25 budget	CHANGE (%) Over 2024
7000	WAGES	$ 423,133	$ 375,083	$ 413,999	$ 426,710	$ 358,657	12.81	2.21
7010	FICA + MEDICARE	$ 31,911	$ 28,464	$ 29,077	$ 31,113	$ 26,135	12.11	9.75
7020	RETIREMENT	$ 77,140	$ 66,231	$ 74,247	$ 55,614	$ 46,009	16.47	3.90
7125	HEALTH INSURANCE	$ 179,218	$ 174,567	$ 168,410	$ 91,308	$ 111,782	2.66	6.42
	SUBTOTAL	**$ 711,401**	**$ 644,345**	**$ 685,733**	**$ 604,745**	**$ 542,583**	10.41	3.74
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
TOTAL GENERAL & ADMINISTRATIVE		**$ 1,087,185**	**$ 1,009,279**	**$ 1,021,334**	**$ 940,399**	**$ 833,875**	7.72	6.45

BUDGET SUMMARY

EXPENSES												
WAGES AND BENEFITS	$	2,344,830	$	2,098,554	$	2,127,551	$	1,819,018	$	1,728,605	11.74	10.21
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	$	5,179,614	$	4,823,788	$	4,860,006	$	4,182,264	$	4,319,254	7.38	6.58
DEBT SERVICE COSTS	$	1,798,913	$	1,983,963	$	1,983,413	$	1,989,513	$	1,987,013	(9.33)	(9.30)
TOTAL EXPENDITURES	$	6,978,527	$	6,807,750	$	6,843,419	$	6,171,777	$	6,306,267	2.51	1.97
REVENUES												
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	$	1,235,000	$	1,077,265	$	1,069,160	$	1,054,644	1.62	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	$	7,183,217	$	7,265,953	$	6,783,986	$	6,778,676	2.14	0.98
RESERVED, CAPITAL	$	552,000	$	487,800	$	359,997	$	612,209	$	472,409	13.16	53.33
DEBT SERVICE RATIO		1.20		1.19		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
2026 Capital Plan

	2026		2027		2028		2029		2030	
	Estimated Cost	Explaination	Estimated Cos	Explaination	Estimated Cos	Explaination	Estimated Co	Explaination	Estimated Cos	Explaination
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 Replacement s	$ 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	$ 155,000	Dump Truck$155,000	$ 185,000	3 new pickups		
	$ 552,000		$ 599,000		$ 1,236,000		$ 1,416,000		$ 1,231,000	

CPWA Fund Balance