CLIFTON PARK WATER AUTHORITY

BOARD MEETING MINUTES

March 18, 2026

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

Mr. Gerstenberger called the meeting to order at 7:10pm.

Pledge of Allegiance

Approve Minutes of February 18, 2026 Meeting

Mr. Ryan made a **motion** to approve the February 18, 2026, board meeting minutes; seconded by Mr. Gerstenberger. The **motion** carried 5-0.

Privilege of the Floor

None

Old Business

Peacock Glen Property

Stormwater paperwork is being reviewed by the Town.

Vertical Bridge

Mr. Wheland presented a quote for upgrading the security gate at Boyack and installing security cameras, with a cost of $27,521, going to Vertical Bridge. Vertical Bridge offered $13,700. Vertical Bridge requested a blanket waiver of future requirements, which was rejected by CPWA. Mr. Wheland will keep in contact with Vertical Bridge.

Councilman Fantini reported on a lengthy town board meeting where Vertical Bridge presented two potential cell phone tower locations, though the meeting was so long that Vertical Bridge ultimately withdrew their presentation. The discussion focused on coordinating between different entities regarding tower placement, particularly regarding state-owned land and 5G requirements. The group agreed to work together to ensure proper coordination and communication with Vertical Bridge, with plans to review meeting minutes and potentially schedule a joint meeting with the CPWA to discuss both tower placement and water tower issues.

New Business

2025 Financial Audit Presentation

Chris Healy, an audit partner with Mengel Metzger Barr & Co. LLP, presented at the March 2026 CPWA board meeting to discuss the required communications and audit report for the authority's financial statements for the year ended December 31, 2025. He explained the audit process, including their responsibility to form an opinion on the financial statements' accuracy and their consideration of internal controls, while noting that they do not provide opinions on internal controls. He also mentioned that significant deficiencies or material weaknesses would be reported to those charged with governance.

Mr. Healy discussed the financial review process, highlighting that no significant risks were identified in areas such as management override of controls and revenue recognition. He explained that significant estimates, particularly related to pension liability and retiree health benefits, are based on actuarial calculations over which the organization has limited control. Mr. Healy also addressed a question about the possibility of setting aside funds for future pension obligations, clarifying that public authorities are prohibited from doing so for pensions but are permitted to fund retiree health liabilities through trusts. The discussion concluded with an interest in learning more about funding options for retiree health benefits

Mr. Healy discussed the financial audit results and key findings. The audit received clean opinions across all reports, including the financial statements, internal control over financial reporting, and investment compliance. Mr. Healy noted that while there were some estimates related to leases and unbilled water, these were considered reasonable. The discussion also touched on potential opportunities for public authorities to manage financial obligations, particularly regarding workforce aging and retirement costs, though this would require further legal review.

Mr. Healy presented financial highlights, noting increases in retiree health and pension liabilities totaling just under $600,000, along with a 3.9% increase in water-related revenues and a 22% increase in non-operating revenues driven by PFOA settlement funds. Mr. Healy discussed the difference between cash basis and full accrual financial statements, explaining that timing differences exist between the two approaches, particularly regarding unbilled water sales. The discussion concluded with a detailed explanation of how accrual estimates work, including factors like meter accuracy, unbilled water, and potential main breaks that affect revenue calculations.

A **motion** was made by Mr. Taubkin to accept the 2025 Financial Statements as presented; seconded by Mr. Ryan. The **motion** carried 5-0.

Transfers & Capital Plan Adjustment

The board approved budget amendments and capital budget changes, including a $30,490 cost adjustment for the Northwood Water Connection project involving a 16-inch pipe upgrade.

Clifton Park Water Authority
Resolution # 11, 2026
Amend the CPWA 2026 Operating and Capital Budget

WHEREAS, the Clifton Park Water Authority wishes to amend the 2026 Operating and Capital 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.Butler Seconded: Mr. Taubkin

Roll Call Vote

	Ayes	Noes
Mr. Gerstenberger	_X__	_____
Mr. Ryan	_X_	_____
Mr. Taubkin	_X__	_____
Mr. Butler	_X__	_____
Mr. Bowman	_X__	_____

Exempt Salary Adjustment

The board approved Resolution #12, which provides a 0.75% salary adjustment for exempt employees to align with CSEA union members' increases.

Clifton Park Water Authority
Resolution #12, 2026
Exempt Employee Salary adjustment

WHEREAS, the CSEA unit members receive between two to three percent increases in salary every 3 years,

WHEREAS, Exempt employees do not receive the step increases of CSEA members,

WHEREAS, This adjustment is a means for union exempt employees to keep in track with union member rate increase to avoid a lopsided salary in the future,

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors agrees to provide exempt employees with a 0.75% salary adjustment.

Motion to Accept- **Mr. Butler** Seconded **– Mr. Taubkin**

Roll Call Vote:

	Ayes	Noes
Mr. Gerstenberger	__X__	_____
Mr. Ryan	__X__	_____
Mr. Taubkin	___X_	_____
Mr. Butler	__X____	_____
Mr. Bowman	_X___	_____

Cost to upsize main from 12” to 16”to Northwood Water Services

The Board approved Resolution #13, authorizing a $30,290 reimbursement to Northwood Water Services for upsizing a water main from 12 to 16 inches, contingent on proper easements being granted. The reimbursement amount was calculated based on the policy established in Resolution #14, 2005 and will be placed in escrow until the necessary easements are obtained.

Clifton Park Water Authority
Resolution # 13, 2026
Authorizing Reimbursement for Water Main Upsize – Northwood Water Services

WHEREAS, Northwood Water Services requested service from the Clifton Park Water Authority to supply water from Saratoga County Water Authority to Northwood Water Services, and

WHEREAS, Northwood Water Services required a 12 inch water service main, and

WHEREAS, Upsizing the water main from 12 inches to 16 inches allows the continuation of water main east on Route 67 from Eastline to State Farm, and provides access to a future loop to equalize water pressure and usage through the CPWA service area in Malta, and

WHEREAS, The CPWA Board of Directors passed Resolution #14, 2005, establishing a policy to reimburse developers meeting certain criteria for the upsizing of water main, and

WHEREAS, the project in question has met the necessary eligibility requirements for reimbursement under the CPWA's policy, and

WHEREAS, the Authority Administrator has calculated the reimbursement amount in accordance with the policy established under Resolution #14, 2005 to be $31,625, actual reimbursement will be $30,290 that is less than estimated, and

WHEREAS, Reimbursement will be issued upon granted easement through property east of the 16 inch tee'd connection point to provide access to extend the line along Route 67, and will be held in escrow until then, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby authorizes the payment of proposed costs $30,290 to Malta Development as reimbursement for the upsizing of water main to Northwood Water Services, in accordance with the reimbursement policy set forth in Resolution #14, 2005, once proper easements are granted.

Motion By: **Mr. Ryan** Seconded By: **Mr. Bowman**

Roll Call Vote

	Ayes	Noes
Mr. Gerstenberger	X	
Mr. Ryan	X	
Mr. Butler	X	
Mr. Taubkin	X	
Mr. Bowman	X	

Other Business

Call Center

Mr. Wheland discussed a potential partnership with Daupler, a company offering an AI-powered call center service for water main breaks. The service would automate the collection of information, send follow-up texts to residents, and allow photo uploads, potentially reducing response time and improving customer communication. Mr. Wheland outlined the basic features of the service, including call center support, texting, historical data tracking, and overflow call capabilities, which would cost $18,000 annually. He emphasized the benefits of implementing this technology to address residents' concerns about outdated communication methods and improve overall service efficiency.

Mission Statement

Mr. Wheland discussed revising the company mission statement, noting that while the current statement focuses on quality and cost, it could be enhanced to include more elements like customer service and client satisfaction. He plans to refine the draft and share it with the full group the following day.

Deer Carcasses at Tanner Rd

Mr. Wheland provided an update on a situation involving deer carcasses being dumped on Tanner Road, explaining that it was state property and not the CPWA's responsibility. He reported the issue to NYSDEC and provided contact information for Dahn Bull to follow up on the matter.

Oaths of Office

All CPWA Board members completed Oaths of Office that were filed on the next day with the Town Clerk by James Trainor. The Board also completed Fiduciary responsibility paperwork that was filed by CPWA with the NYS Comptroller via PARIS software.

Executive Session

NONE

Privilege of the Floor

None

Motion to Adjourn

Mr. Gerstenberger made a **motion** to adjourn at 8:37; seconded by Mr. Ryan. The **motion** carried 5-0.