

TOWN of WILTON
WATER and SEWER AUTHORITY
20 Traver Road
Gansevoort, New York 12831

January 22, 2019

Present: Dave MacDougall, Chairman; Kirk Moline, Vice Chairman; Scott Duffy, Treasurer; Mark Moshier, Board Member; Dennis Feeney, Attorney at Law; Michael Mooney, Director; Ryan Ripper, Engineer; Carol Green, Comptroller (via phone)

Absent: Evan Schneider, Secretary

Chairman MacDougall called the meeting to order at 4:10 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the November 20, 2018 meeting minutes. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #19-01

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the November 20, 2018 Wilton Water & Sewer Authority meeting as typed, without amendment.

The adoption of the foregoing resolution was seconded by Mark Moshier, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

COMPTROLLER'S REPORT

Bills

The payment of the December 2018 and January 2019 (#12 & #01) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for December is \$52,699.25 and \$127,408.75 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$136,813.63 and \$58,730.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of December 2018 and January 2019 (#12 & #01) abstracts. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #19-02

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of December 2018 and January 2019 (#12 & #01) abstracts. The total for the Water & Sewer Fund for December is \$52,699.25 and \$127,408.75 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$136,813.63 and \$58,730.00 for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Mark Moshier, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

Billing Adjustments

Billing adjustments in the amount of a positive \$453.21 for November and a positive \$837.16 for December need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$453.21 for November and a positive \$837.16 for December. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-03

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$453.21 for November and a positive \$837.16 for December.

The adoption of the foregoing resolution was seconded by Treasurer Duffy, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

Budget

The Board needs to approve the following budget transfers:

a. From Health Insurance (a/c # 01-9000-5.00860)	\$ 1,363
To Personal Services (a/c # 01-8310-5.00100)	\$ 1,348
To Personal Services (a/c #01-8320-5.00100)	\$ 15
From Health Insurance (a/c # 02-9000-5.00860)	\$ 241
To Personal Services (a/c # 02-8110-5.00100)	\$ 225
To Social Security (a/c # 02-9000-5.00830)	\$ 16

To cover the budget for the health insurance waiver that was paid through Payroll.

b. From Contingency (a/c # 01-1990-5.00400)	\$ 8,860
To Office Supplies (a/c # 01-8310-5.00402)	\$ 400
To Engineer Review Fees (a/c # 01-8310-5.00417)	\$ 60
To Credit Card Fees (a/c # 01-8310-5.00422)	\$ 3,000
To Insurance (a/c #01-8310-5.00408)	\$ 400
To Telephone (a/c# 01-8310-5.00411)	\$ 400
To Repairs and Maintenance (a/c # 01-8340-5.00413)	\$ 2,500
To Gasoline (a/c# 01-8340-5.00432)	\$ 2,100
From Contingency (a/c # 02-1990-5.00400)	\$ 520
To Office Supplies (a/c # 02-8110-5.00402)	\$ 20
To Insurance (a/c # 02-8110-5.00408)	\$ 500

To cover accounts overbudget at year end

- c. From Contingency (a/c# 01-1990-5.00400) \$24,200
- To Repairs and Maintenance (a/c # 01-8340-5.00413) \$24,200

To cover the cost from Bill Morris for the December Water Main Breaks and parts ordered from Core and Main

- d. From Contingency (a/c #02-8122-5.00200) \$ 3,500
- To Equipment (a/c # 02-8122-5.00200) \$ 3,500

To cover remaining cost of moving Sewer pump station at StoneRidge

FYI:

Total Cost	\$ 9,410
< Donated infrastructure from developer	\$ 3,410
< provided in budget	\$ 2,500
= remaining budget needed	\$ 3,500

Chairman MacDougall asked for a motion to approve the budget transfers as outlined by the Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-04

NOW, THEREFORE, BE IT RESOLVED, to approve the following budget transfers:

- a. From Health Insurance (a/c # 01-9000-5.00860) \$ 1,363
- To Personal Services (a/c # 01-8310-5.00100) \$ 1,348
- To Personal Services (a/c #01-8320-5.00100) \$ 15
- From Health Insurance (a/c # 02-9000-5.00860) \$ 241
- To Personal Services (a/c # 02-8110-5.00100) \$ 225
- To Social Security (a/c # 02-9000-5.00830) \$ 16

- b. From Contingency (a/c # 01-1990-5.00400) \$ 8,860
- To Office Supplies (a/c # 01-8310-5.00402) \$ 400
- To Engineer Review Fees (a/c # 01-8310-5.00417) \$ 60
- To Credit Card Fees (a/c # 01-8310-5.00422) \$ 3,000
- To Insurance (a/c #01-8310-5.00408) \$ 400
- To Telephone (a/c# 01-8310-5.00411) \$ 400
- To Repairs and Maintenance (a/c # 01-8340-5.00413) \$ 2,500
- To Gasoline (a/c# 01-8340-5.00432) \$ 2,100
- From Contingency (a/c # 02-1990-5.00400) \$ 520
- To Office Supplies (a/c # 02-8110-5.00402) \$ 20
- To Insurance (a/c # 02-8110-5.00408) \$ 500

- c. From Contingency (a/c# 01-1990-5.00400) \$24,200
- To Repairs and Maintenance (a/c # 01-8340-5.00413) \$24,200

- d. From Contingency (a/c #02-8122-5.00200) \$ 3,500
- To Equipment (a/c # 02-8122-5.00200) \$ 3,500

The adoption of the foregoing resolution was seconded by Vice Chairman Moline, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

New Capital Projects

The Director is requesting that the Board approve new capital projects for the water and sewer projects for Forest Grove with an initial budget of \$10,000 each for the necessary engineering work. The Capital Projects will be #28- Forest Grove Water and #29- Forest Grove Sewer. If you approve this request, you need to approve the following budget adjustments:

Increase Contractual Expenses	a/c # 28-0000-5.00400	\$10,000
Increase Interfund Transfers	a/c # 28-0000-4.05031	\$10,000
Increase Interfund Transfers	a/c # 01-9900-5.09950	\$10,000
Increase Appropriated Fund Balance	a/c # 01-0000-4.00599	\$10,000
Increase Contractual Expenses	a/c # 29-0000-5.00400	\$10,000
Increase Interfund Transfers	a/c # 29-0000-4.05031	\$10,000
Increase Interfund Transfers	a/c # 02-9900-5.09950	\$10,000
Increase Appropriated Fund Balance	a/c # 02-0000-4.00599	\$10,000

Chairman MacDougall asked for a motion to approve opening Capital Project #28 Forest Grove Water, Capital Project #29 Forest Grove Sewer, and the budget amendments to create an initial budget of \$10,000 for each as outlined by the Comptroller’s Report. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-05

NOW, THEREFORE, BE IT RESOLVED, to approve to approve opening Capital Project #28 Forest Grove Water and Capital Project #29 Forest Grove Sewer, and the following budget amendments to create an initial budget of \$10,000 for each:

Increase Contractual Expenses	a/c # 28-0000-5.00400	\$10,000
Increase Interfund Transfers	a/c # 28-0000-4.05031	\$10,000
Increase Interfund Transfers	a/c # 01-9900-5.09950	\$10,000
Increase Appropriated Fund Balance	a/c # 01-0000-4.00599	\$10,000
Increase Contractual Expenses	a/c # 29-0000-5.00400	\$10,000
Increase Interfund Transfers	a/c # 29-0000-4.05031	\$10,000
Increase Interfund Transfers	a/c # 02-9900-5.09950	\$10,000
Increase Appropriated Fund Balance	a/c # 02-0000-4.00599	\$10,000

The adoption of the foregoing resolution was seconded by Vice Chairman Moline, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

Vacation Time

WWSA's Personnel Policy limits the amount of unused vacation time that can be carried over to the new year to 70 hours. Director Mooney usually takes significant vacation time at the end of the year. Due to water main breaks, he was unable to take his all his planned vacation time and he lost 27 hours to the rollover limit. The Board will discuss a possible policy update at the next Board meeting to allow for extenuating circumstances such as this to increase the rollover limit.

2018 Investment Report

The ABO issued a new requirement that all authorities have investment guidelines, issue an investment report at the end of the fiscal year, and have that investment report and compliance with state laws and the Authority's guidelines audited. The audit of the investment report is to be separate from the annual audit. A copy of the Investment Report for 2018 is attached. The Board needs to formally accept this report.

Chairman MacDougall asked for a motion to formally accept the 2018 Investment Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-06

NOW, THEREFORE, BE IT RESOLVED, to formally accept the 2018 Investment Report.

The adoption of the foregoing resolution was seconded by Vice Chairman Moline, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

Investments

At the end of December, Comptroller Green bid out two more CDs for 6 months, one for the Sewer Replacement Fund for \$250,000 and one for the Water Replacement Fund for \$200,000. Ballston Spa National Bank won with a bid of 2.4%. Also, attached is a copy of an agreement with UBS in order to secure quotes for additional CDs for less than the FDIC limit of \$250,000. The annual fee would be \$175 which would be more than covered by rates that are half percentage higher than local banks are offering. Deposits over FDIC limit must be collateralized.

Budget to Actual Expenditure Report

The report for 2018 to date is available for review.

Internal Financial Statements

Reports as of 12/31/18 will not be available for a few weeks. They will be emailed to Board when complete.

CHAIRMAN'S REPORT

Adirondack Trust Insurance

Dave Meager, a representative from Amsure Insurance, was unable to attend today's meeting but presented to the Director a summary of insurance coverage for the Town of Wilton Water and Sewer Authority for 1/1/19-1/1/20. All coverages are the same and property values were increased.

DIRECTOR'S REPORT

Water and Sewer Extension for Forest Grove Subdivision

Proposed additional fees for special district discussed by Board. Without interest, cost would be \$1320 per connection for water and \$2100 for sewer to run water and sewer lines across Northway to serve new development. With interest, \$1837 per connection for water and \$3148 for sewer, with a provision to be completely built out in 20 years, averaging 16.2 homes per year following a 2-year lead time to get started. An annual municipal bond will be provided starting at full amount then deducting each year for the number of units built.

Recent Water Main Breaks

Appletree/Northern Pines- There is a valve cluster on the corner. The first leak was repaired by our staff. Retainer gland bolts were rotted out and leaking. Other valves in area observed with glands rusted but not leaking. But by the time area cleaned up from first repair, a second leak arose at northernmost valve. Bill Morris contacted to correct with a more permanent fix- replacing whole valve cluster and 5ft of pipe on each side. A week later, area noted to be leaking again. Re-repair scheduled for today with Bill Morris was postponed due to extreme cold, and will be repaired when weather improves. A trough was dug to ensure that water coming up does not drain and freeze onto road.

Shuvee Lane- The copper service under the road had hole rotted out in it. Remainder of copper pipe in the area appeared in good shape.

Ballard Road Water Line Capital Project

Work is progressing along. Cutting Edge Group continuing to work through recent bad weather.

Hoffman Car Wash truck accident

Field Technician's truck was pushed off conveyor at Hoffman's Car Wash hitting side of car wash, resulting in \$1600 worth of damage. A few weeks later, the same exact thing happened to the same truck in the same location a second time. Our insurance has copies of both incident reports. There is a \$500 deductible for the repair.

Davidson Drive Water Line Loop

Engineering was done to loop the line from Adirondack Trust to Mills at Smith Bridge. A developer for a property on Rt 9 just north of Minogue's that backs onto Davidson Drive submitted plans for an apartment complex. If that project moves faster than the water line loop project, the developer would need to run the line 400 ft further to the Mills at Smith Bridge. If the project moves slower than the water line loop project, they would connect to the looped line. Submitted plans show both connections.

Furlong Hills Pump Station Capital Project

The contract had been considered abandoned, cancelled and \$6150 retainage kept. Contractor called a month later wanting to finish project. A further 3 weeks have passed, and no further contact or effort to complete work have been done. A quote will be obtained for the cost to finish the remaining work and to replace the trees that died following transplant by prior contractor.

Internet Meter Reading System Update

No new information to report.

Saratoga County Water Quality

Our continual testing has not shown any problems with water quality.

Online and Auto Bill Pay Update

No major issues with online and Auto Bill Pay.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:15 p.m. on a motion by Vice Chairman Moline and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.