

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

January 24, 2017

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

Absent: Kirk Moline, Vice Chairman; Jamie Green, Secretary;

Chairman MacDougall called the meeting to order at 4:06 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the November 15, 2016 meeting minutes. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #17-01

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the November 15, 2016 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.

Adirondack Trust Insurance

Dave Meager, a representative from Adirondack Trust Insurance, presented to the Board a summary of insurance coverage for the Town of Wilton Water and Sewer Authority for 1/1/17-1/1/18. The Board requests a quote to consider adding Cyber Risk Insurance. WWSA does not store any sensitive information and uses a third party (Authorize.net) to process electronic payments. The Board also requests what protections are in place from Authorize.net in the event payment information is compromised.

COMPTROLLER'S REPORT

Bills

The payment of the December 2016 and January 2017 (#12 & #01) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for December is \$230,097.54 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$124,153.16 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of the December 2016 and January 2017 (#12 & #01) abstracts. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #17-02

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of the December 2016 and January 2017 (#12 & #01) abstracts. The total for the Water & Sewer Fund for December is \$230,097.54 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$124,153.16 and \$0.00 for the Capital Projects Fund.

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.

Billing Adjustments

Billing adjustments in the amount of a negative \$345.86 for November and a positive \$219.90 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 negative \$345.86 for November and a positive \$219.90 for December. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #17-03

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a negative \$345.86 for November and a positive \$219.90 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 budget transfers as per the January 24, 2017 Comptroller's Report.

Chairman MacDougall asked for a motion to approve budget transfers as per the January 24, 2017 Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #17-04

NOW, THEREFORE, BE IT RESOLVED, to approve budget transfers as per the January 24, 2017 Comptroller's Report.

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.

CHAIRMAN'S REPORT

Jamie Green has stepped down as Chairman. Dave MacDougall is the new Chairman. Jamie Green will continue on the Board in the role of Secretary.

DIRECTOR'S REPORT

WWSA Policy Updates

Billing Adjustment Policy

Following OSC Audit recommendations, the Board needs a resolution to ratify a Billing Adjustment Policy in the Policies and Procedures.

Chairman MacDougall asked for a motion to adopt a Billing Adjustment Policy for the Policies and Procedures. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #17-05

NOW, THEREFORE, BE IT RESOLVED, to adopt a Billing Adjustment Policy for the Policies and Procedures.

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.

Leave Policy

The Board needs a resolution to amend the Leave policy regarding personal time in the Policies and Procedures to provide employees 4 personal days per calendar year, and unused personal time at the end of the year to move into the employees' vacation bank. The maximum unused personal and vacation time that may roll into following year may not exceed 70 hours.

Chairman MacDougall asked for a motion to amend the Leave Policy for the Policies and Procedures to provide employees 4 personal days per calendar year, and unused personal time at the end of the year to move into the employees' vacation bank with a maximum unused vacation rollover limit of 70 hours. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #17-06

NOW, THEREFORE, BE IT RESOLVED, to amend the Leave Policy for the Policies and Procedures to provide employees 4 personal days per calendar year, and unused personal time at the end of the year to move into the employees' vacation bank with a maximum unused vacation rollover limit of 70 hours.

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.

ABO Board Evaluation

The annual Board Evaluations were distributed to the board members to fill out for the ABO.

Updating Bank Signatory on Accounts

As Dave MacDougall is the new Chairman, the Board needs a resolution to remove Jamie Green as a signatory and add Dave MacDougall as a signatory for Adirondack Trust and Saratoga National bank accounts and authorize Board members to execute any required documents for the banks.

Chairman MacDougall asked for a motion to add Dave MacDougall as a signatory and remove Jamie Green as a signatory for Adirondack Trust and Saratoga National bank accounts and authorize Board members to execute any required documents for the banks. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #17-07

NOW, THEREFORE, BE IT RESOLVED, to add Dave MacDougall as a signatory and remove Jamie Green as a signatory for Adirondack Trust and Saratoga National bank accounts and authorize Board members to execute any required documents for the banks

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.

Addition to staff

55 applicants received for new field technician position, however none have a Water Operator's license already. Interviews have not started yet.

Ballard Road Area Water Line Repairs

There has been one additional water main break in the area of Ballard Road since the breaks discussed at the last meeting. The Board discussed replacing the water line in this area.

Chairman MacDougall asked for a motion to create Capital Project #25 for the Ballard Road Water Line replacement and to approve an initial budget of \$10,000 from the Water Fund Replacement Reserve for design and budgeting. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #17-08

NOW, THEREFORE, BE IT RESOLVED, to create Capital Project #25 for the Ballard Road Water Line replacement and to approve an initial budget of \$10,000 from the Water Fund Replacement Reserve for design and budgeting.

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.

Northway Crossing for Proposed Developments

Large undeveloped area north of Jones Rd east of I-87 with multiple owners of parcels looking to develop. Discussion for WWSA to consider bringing water and sewer across I-87 to service this area and charge higher buy in fees in this area to recoup costs. WWSA would need assurance that the developers are moving forward before expending to bring water and sewer services across I-87.

Ace Hardware Expansion Improvements to WWSA System

The expansion is complete and has been tested.

Internet Meter Reading System Update

No major issues with internet meter reading system. However, since signing the contract, WWSA has not been billed for part of the package, for software as a service- at \$10,000 yearly. Now, they want to begin billing for the software as a service- and back bill to the date the contract was signed vs. to the date we began receiving the service and data began transferring, a difference of 1 year. Dennis Feeney to look at contract and advise.

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.

Letter to Board re: Water Bill for Vacant Home

Letter presented to Board from a new homeowner who purchased 1 Autumn Court through a short sale looking for consideration to reduce outstanding water bill acquired with home purchase. Homeowner was made aware of the outstanding balance prior to home purchase. As many seasonal residents are also charged minimum usage whether water is used or not, WWSA has no legal authority to reduce bill for this vacant property.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:30 p.m. on a motion by Mark Moshier and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.