

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

March 20, 2018

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

Absent: Kirk Moline, Vice Chairman; Mark Moshier, Board Member

Chairman MacDougall called the meeting to order at 4:02 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the January 16, 2018 meeting minutes. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #18-07

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the January 16, 2018 Wilton Water & Sewer Authority meeting as typed, without amendment.

The adoption of the foregoing resolution was seconded by Secretary Schneider, 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 February 2018 and March 2018 (#02 & #03) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for February is \$204,687.25 and \$148,774.29 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$32,725.73 and \$125,901.41 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of February 2018 and March 2018 (#02 & #03) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-08

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of February 2018 and March 2018 (#02 & #03) abstracts. The total for the Water & Sewer Fund for February is \$204,687.25 and \$148,774.29 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$32,725.73 and \$125,901.41 for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Secretary Schneider, 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 \$268.08 for January and a positive \$342.43 for February need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$268.08 for January and a positive \$342.43 for February. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-09

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$268.08 for January and a positive \$342.43 for February.

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.

Ratification of Paid Time Off

Due to a snowstorm, Town Hall closed at noon on 2/7/18. Director Mooney sent Administrative Clerk home early and she was paid 3.5 hours for the snow day. The Board needs to ratify this action.

Chairman MacDougall asked for a motion to approve payment for 3.5 hours of Administrative Clerk's missed work due to weather closure. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-10

NOW, THEREFORE, BE IT RESOLVED, to approve payment for 3.5 hours of Administrative Clerk's missed work due to weather closure.

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

Closure of Capital Projects

The Board needs to formally close Capital Project #22 (South East Water Line) and Capital Project #23 (Internet Meter Reading Project) and transfer the remaining cash to Capital Project #26 (Traver Road Watermain Loop Project). The total cash to be transferred is \$1,055.35.

Chairman MacDougall asked for a motion to formally close Capital Project #22 (South East Water Line) and Capital Project #23 (Internet Meter Reading Project), and to transfer the remaining cash of \$1,055.35 to Capital Project #26 (Traver Road Watermain Loop Project). Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-11

NOW, THEREFORE, BE IT RESOLVED, to formally close Capital Project #22 (South East Water Line) and Capital Project #23 (Internet Meter Reading Project), and to transfer the remaining cash of \$1,055.35 to Capital Project #26 (Traver Road Watermain Loop Project).

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.

2017 Audit

Cusack and Company is scheduled to begin the 2017 Audit on 5/21/18

CHAIRMAN'S REPORT

Welcome to new Board Member, Evan Schneider, appointed by Wilton Town Board on 2/1/18.

DIRECTOR'S REPORT

Furlong Hills Pump Station Capital Project

Work is progressing but has been slowed by the weather. Final connections and cleanup work should be done in a couple of weeks.

Town Hall Office Space

The Town of Wilton is doing studies regarding Town Hall buildings expanding to create more space. As WWSA rents space in the court building, we may be asked to vacate in the future to allow the space to be reconfigured for the court. Planning is in the beginning stages.

Insurance Risk Control Audit

Insurance Risk Control Audit was completed. No comments or suggestions were made.

Traver Road Water System Loop Capital Project

All the pipe is drilled and in the ground. The work remaining is the tie in at each end, and the control valve installed in vault with bypass piping, then pressure test and disinfect. The original above ground footage measurement for the project was +/-1400 feet, but the pipe in the ground is almost 1500 feet. A poured concrete retainer will be installed at one end around the HDPE pipe where it ties into the PVC pipe. During installation, they hit the active line causing a break. It was fixed promptly at their expense, but some customers were without water for a few hours.

Ballard Road Capital Project

The Ballard Road Capital Project is still in the design phase. Surveying to the area is done. A plan should be available by the next Board meeting to review.

WWSA Water and Sewer Fee Schedule Review

All WWSA fees and rates as outlined by budget have been compiled into one document for review by Board. No changes have been made to fees or rates. They will be reviewed annually with budget meeting.

Chairman MacDougall asked for a motion to ratify the Water and Sewer Fee Schedule, effective for 2018, and review annually with budget meeting. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-12

NOW, THEREFORE, BE IT RESOLVED, to ratify the Water and Sewer Fee Schedule, effective for 2018, and review annually with budget meeting.

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 Capital Project for Proposed Developments

No new information to report. Per Town Engineer Riper, projects may come before Planning Board in April, but no applications have been received.

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 4:50 p.m. on a motion by Treasurer Duffy and seconded by Secretary Schneider, Chairman MacDougall adjourned the meeting with all in favor.