

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

March 25, 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 4:04 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the January 22, 2019 meeting minutes. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION: #19-07

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the January 22, 2019 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

COMPTROLLER'S REPORT

Bills

The payment of the February 2019 and March 2019 (#02 & #03) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for February is \$81,165.85 and \$331,998.30 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$58,084.58 and \$85,624.80 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of February 2019 and March 2019 (#02 & #03) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-08

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of February 2019 and March 2019 (#02 & #03) abstracts. The total for the Water & Sewer Fund for February is \$81,165.85 and \$331,998.30 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$58,084.58 and \$85,624.80 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 \$292.35 for January and a positive \$363.69 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 \$292.35 for January and a positive \$363.69 for February. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-09

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$292.35 for January and a positive \$363.69 for February.

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.

Budget

The Board needs to approve the following 2018 budget transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8340-5.00413) \$8,650 to cover the cost of parts for the hydrants for the Fire Departments- \$6,850 and repairs to 5 Apple Tree after the December water main break and other miscellaneous repairs-\$1,800.
- b. From Contingency (a/c # 02-1990-5.00400) to Contractual Expenditures (a/c # 02-8122-5.00400) \$130 for the fact that the quarterly write offs for the year for Mission Communications was slightly over budget.

Chairman MacDougall asked for a motion to approve the 2018 budget transfers as outlined by the Comptroller's Report. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-10

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

- a. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8340-5.00413) \$8,650
- b. From Contingency (a/c # 02-1990-5.00400) to Contractual Expenditures (a/c # 02-8122-5.00400) \$130

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.

The Board needs to approve the following 2019 budget transfers:

- a. Increase Insurance Recoveries (a/c # 01-0000-4.02680) and increase Equipment Maintenance (a/c # 01-8340-5.00431) by \$2,496.86 for insurance proceeds to repair Jeff's truck after the incident at the car wash discussed at the last Board meeting.
- b. A budget transfer from Contingency (a/c # 01-1990-5.00400) to Equipment maintenance (a/c # 01-8340-5.00431) for \$1,000 to cover the deductible for the repairs to Jeff's truck.
- c. As in prior years, the Board needs to approve re-appropriating the ending budget balances for the transfers to and expenditures in the Capital Projects. To accomplish this, you need to approve the following:

Increase Interfund Transfers	(a/c # 01-9900-5.09950)	\$ 584,744.43
Increase Appropriated Reserves	(a/c # 01-0000-4.00511)	\$ 556,261.48
Increase Appropriated Fund Bal.	(a/c # 01-0000-4.00599)	\$ 28,482.95
Increase Interfund Transfers	(a/c # 02-9900-5.00950)	\$ 47,389.98
Increase Appropriated Reserves	(a/c # 02-0000-4.00511)	\$ 42,984.53
Increase Appropriated Fund Bal.	(a/c # 02-0000-4.00599)	\$ 4,405.45
Increase Interfund Transfers	(a/c # 25-0000-4.05031)	\$ 556,261.48
Increase Contractual Expenses	(a/c # 25-1440-5.00400)	\$ 556,261.48
Increase Interfund Transfers	(a/c # 27-0000-4.05031)	\$ 24,077.50
Increase Contractual Expenses	(a/c # 27-1440-5.00400)	\$ 24,077.50
Increase Interfund Transfers	(a/c # 28-0000-4.05031)	\$ 4,405.45
Increase Contractual Expenses	(a/c # 28-1440-5.00400)	\$ 4,405.45
Increase Interfund Transfers	(a/c # 24-0000-4.05031)	\$ 42,984.53
Increase Contractual Expenses	(a/c # 24-1440-5.00400)	\$ 42,984.53
Increase Interfund Transfers	(a/c # 29-0000-4.05031)	\$ 4,405.45
Increase Contractual Expenses	(a/c # 29-1440-5.00400)	\$ 4,405.45

Chairman MacDougall asked for a motion to approve the 2019 budget transfers as outlined by the Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-11

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

- a. Increase Insurance Recoveries (a/c # 01-0000-4.02680) and increase Equipment Maintenance (a/c # 01-8340-5.00431) by \$2,496.86
- b. A budget transfer from Contingency (a/c # 01-1990-5.00400) to Equipment maintenance (a/c # 01-8340-5.00431) for \$1,000

c. To re-appropriate the ending budget balances for the transfers to and expenditures in the Capital Projects:

Increase Interfund Transfers	(a/c # 01-9900-5.09950)	\$ 584,744.43
Increase Appropriated Reserves	(a/c # 01-0000-4.00511)	\$ 556,261.48
Increase Appropriated Fund Bal.	(a/c # 01-0000-4.00599)	\$ 28,482.95
Increase Interfund Transfers	(a/c # 02-9900-5.00950)	\$ 47,389.98
Increase Appropriated Reserves	(a/c # 02-0000-4.00511)	\$ 42,984.53
Increase Appropriated Fund Bal.	(a/c # 02-0000-4.00599)	\$ 4,405.45
Increase Interfund Transfers	(a/c # 25-0000-4.05031)	\$ 556,261.48
Increase Contractual Expenses	(a/c # 25-1440-5.00400)	\$ 556,261.48
Increase Interfund Transfers	(a/c # 27-0000-4.05031)	\$ 24,077.50
Increase Contractual Expenses	(a/c # 27-1440-5.00400)	\$ 24,077.50
Increase Interfund Transfers	(a/c # 28-0000-4.05031)	\$ 4,405.45
Increase Contractual Expenses	(a/c # 28-1440-5.00400)	\$ 4,405.45
Increase Interfund Transfers	(a/c # 24-0000-4.05031)	\$ 42,984.53
Increase Contractual Expenses	(a/c # 24-1440-5.00400)	\$ 42,984.53
Increase Interfund Transfers	(a/c # 29-0000-4.05031)	\$ 4,405.45
Increase Contractual Expenses	(a/c # 29-1440-5.00400)	\$ 4,405.45

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.

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 in 2018 and he lost 27 hours to the rollover limit. The Personnel Policy states that vacation leave in excess of the allowed 10 day carryover which is earned but unused through no fault of the employee can be carried over with the approval of the WWSA Board after petition and submission of supporting documentation.

Chairman MacDougall asked for a motion to approve reinstating 27 hours of vacation time to Director Mooney's leave bank. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-12

NOW, THEREFORE, BE IT RESOLVED, to approve reinstating 27 hours of vacation time to Director Mooney's leave bank.

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.

Budget to Actual Expenditure Report

The report for 2018 is available for review. This report as of today is also available for your review.

Internal Financial Statements

Preliminary internal financial statements as of 12/31/18 are attached.

Paris Report

The Summary of Financial Information in the Paris report for 2018 has been uploaded to the NYSABO. Attached is a copy of a comparison of the 2018 activity to 2017

2018 Results

A comparison of the operational revenue and expenditures for 2018 and 2017, excluding non-cash items (donated infrastructure and depreciation) and transfers to the Capital Project Funds shows the following:

Revenues:	<u>2017</u>	<u>2018</u>	<u>Increase(Decrease)</u>
Water Fund	\$1,585,769.64	\$1,959,191.22	\$373,421.58
Sewer Fund	\$ 358,859.27	\$ 416,894.40	\$ 58,035.13
Expenditures:			
Water Fund	\$ 872,083.85	\$ 907,083.06	\$ 34,999.21
Sewer Fund	\$ 279,393.51	\$ 296,125.40	\$ 16,731.89

CHAIRMAN’S REPORT

DIRECTOR’S REPORT

Ballard Road Water Line Capital Project

Work is progressing along with no major problems encountered. There is one month left in the 120-day contract, and anticipate project completing in accordance with contract. Most of the drilling is done. Pressure testing planned in 6 sections and disinfecting to be done before transferring to new line.

Saratoga County Water Authority Water Leak

SCWA had a water line leak on Mountain Ledge Drive and hit sewer force main during repair. Saratoga County Sewer District owns all force mains, and WWSA owns gravity mains and pump stations. Contractor for SCWA will be making repair to sewer line.

Davidson Drive Water Line Loop

Project design is complete and nearly ready to bid. Project should be ready to proceed by next meeting.

Davidson Drive Residents

Residents on Davidson Drive on the end not covered by the water loop are looking to extend water line to service 13 additional homes. Special assessment district would need to be created for costs to extend water line, to be paid for by the benefiting residents. They would need to petition residents to obtain interested parties representing a minimum of 50% of assessed value of all the properties. Estimate of costs to extend line to service these 13 homes would be \$157,000, with an approximate tax increase of \$775 per property per year x 20 years in addition to regular quarterly water bill.

Water and Sewer Extension for Forest Grove Subdivision

A draft of agreement was received prior to the Board Meeting, but it was the same copy of draft received and replied to in January. Revised copy should be received soon. They are looking for final approval in June or July.

Furlong Hills Pump Station Capital Project

The contract has been canceled and retainage kept. Estimate for repairs to the building is \$2500, but this does not include the cost to replace the large trees that may die following transplanting. We received notice two weeks ago that the electrical sub-contractor has not been paid \$17,000 by the general contractor. Electrical sub-contractor requested copy of payment bond.

Collection of Past Due Water Bills

Two customers remain with large outstanding water bills. One property sold at County tax foreclosure auction has a WWSA balance of \$10,000. Buyer inquiring about setting up payment plan and not charging future interest. Calculations will be done on current balances to determine how much of balance is due to water charges/minimums vs late charges/interest to be presented at next Board meeting.

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 5:14 p.m. on a motion by Treasurer Duffy and seconded by Mark Moshier, Chairman MacDougall adjourned the meeting with all in favor.