

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

May 17, 2016

Present: Jamie Green, Chairman; Dave MacDougall, Secretary; Mark Moshier; Dennis Feeney, Attorney at Law; Carol Green, Comptroller; Michael Mooney, Director; Ryan Riper, Engineer

Absent: Kirk Moline, Vice Chairman; Scott Duffy, Treasurer

Chairman Green called the meeting to order at 4:00 p.m.

Approve Pending Minutes

Chairman Green asked for a motion to approve the March 15, 2016 meeting minutes. Secretary MacDougall offered the following resolution and moved its adoption:

**RESOLUTION: #16-11**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the March 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.

COMPTROLLER'S REPORT

Bills

The payment of the April 2016 and May 2016 (#04 & #05) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for April is \$203,010.76 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$23,444.89 and \$0.00 for the Capital Projects Fund.

Chairman Green asked for a motion to approve the payment of the April 2016 and May 2016 (#04 & #05) abstracts. Mark Moshier offered the following resolution and moved its adoption:

**RESOLUTION #16-12**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of the April 2016 and May 2016 (#04 & #05) abstracts. The total for the Water & Sewer Fund for April is \$203,010.76 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$23,444.89 and \$0.00 for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Secretary MacDougall, 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 \$23,408.32 for April and a positive \$1,560.42 for March need to be approved by the board.

Chairman Green asked for a motion to approve the billing adjustments in the amount of a negative \$23,408.32 for April and a positive \$1,560.42 for March. Secretary MacDougall offered the following resolution and moved its adoption:

#### **RESOLUTION #16-13**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a negative \$23,408.32 for April and a positive \$1,560.42 for March.

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 budget amendments and transfers as per the May 17, 2016 Comptroller's Report.

Chairman Green asked for a motion to approve budget amendments and transfers as per the May 17, 2016 Comptroller's Report. Mark Moshier offered the following resolution and moved its adoption:

#### **RESOLUTION #16-14**

**NOW, THEREFORE, BE IT RESOLVED**, to approve budget amendments and transfers as per the May 17, 2016 Comptroller's Report.

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

### Deferred Revenues

The Board needs to authorize the return of \$1850 each to Kain, Trice and Smith Bridge projects for DEC review fees collected but not needed.

Chairman Green asked for a motion to approve the return of \$1850 each to Kain, Trice, and Smith Bridge projects for DEC review fees collected but not needed. Mark Moshier offered the following resolution and moved its adoption:

### **RESOLUTION #16-15**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the return of \$1850 each to Kain, Trice, and Smith Bridge projects for DEC review fees collected but not needed.

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

### **Interfund Receivable/Payable**

The Interfund Receivable/Payable between Water and Sewer Funds has increased by nearly \$100,000 in past 5 years. Sewer revenue has increased to 17% of billed receivables and 21% of total revenue since originally set up. Board discussed revising the 95% water 5% sewer split of shared expenses- such as billing expenses, administrative supplies, personnel salary and benefits. Consensus among board for the Comptroller to evaluate the impact of a 75% water 25% sewer split to correct increases to the Interfund Receivable/Payable.

### **Addendum to Comptroller Report**

The Board needs to approve an additional 2016 budget amendment for Sale of Meters of \$2000 indicated on revised Comptroller's Report.

Chairman Green asked for a motion to approve the additional 2016 budget amendment for Sale of Meters as per the amended Comptrollers Report. Secretary MacDougall offered the following resolution and moved its adoption:

### **RESOLUTION #16-16**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the additional 2016 budget amendment for Sale of Meters as per the amended Comptrollers Report.

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

### **CHAIRMAN'S REPORT**

Chairman Green reports that his home is currently for sale and he will soon no longer be a resident of Wilton. Due to bylaws requiring residency, he will be stepping down as Chairman. A new candidate for the WWSA Board will need to be appointed by the Town Board and a new Chairman will need to be appointed by the WWSA Board.

### **DIRECTOR'S REPORT**

#### **Personnel Policy-Holidays and Personal Leave**

WWSA typically mirrors the Town of Wilton policy with regards to holidays as town buildings are open or closed. A few years back, the Town of Wilton eliminated Lincoln's birthday as a holiday, and increased employees' personal leave from 3 days per year to 4 days per year to keep employee benefit even. Board approval is needed to retroactively revise WWSA's personnel policy to reflect this change.

Chairman Green asked for a motion to approve the retroactive revision of WWSA's Personnel Policy to eliminate Lincoln's birthday as a holiday and increase employees' personal leave from 3 days per year to 4 days per year to mirror the Town of Wilton policy. Secretary MacDougall offered the following resolution and moved its adoption:

**RESOLUTION #16-17**

**NOW, THEREFORE, BE IT RESOLVED**, to retroactively revise WWSA's Personnel Policy to eliminate Lincoln's birthday as a holiday and increase employees' personal leave from 3 days per year to 4 days per year.

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.

Ace Hardware Expansion Improvements to WWSA System

Project is moving forward, but work at pump station is presently held up due to awaiting DOH approval. Approval is expected and work is expected to continue within 1-2 weeks.

Department of Health Annual Report

Information has been with Department of Health for review for 2 weeks, awaiting return in order to publish in June Wilton Report.

Budget and Governance Committee Meetings in July

The Budget and Governance Committee meetings will take place prior to the July Board meeting.

ABO Board Evaluation Forms

Board Evaluation forms distributed to Board to complete and return for submission to ABO.

Internet Meter Reading System Update

We are continuing to correct MXUs that are not reading, but expect to get them back online shortly. No major issues with internet meter reading system. In the purchase budget, \$7000 for a 1-2 day training course was included but never completed. System has been in place for nearly a year and training not required at this point.

Saratoga County Water Quality

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

NYS Comptroller's Office Update

The State Comptroller's office has scheduled their audit to start within the next week. They expect to be on site for 5-6 weeks.

Online and Auto Bill Pay Update

We are having one ongoing minor issue with manual payments made over the phone through our portal. With a couple of extra steps, we are able to work around to go directly onto service provider Authorize.net to continue to take manual payments. Web Instincts is working with Authorize.net to identify the problem and resolve.

Water Main Break

On May 7, 2016, we had a water break on Ballard Road at the Fire Department, resulting in water outage east of Fire Department during repair, affecting: Target distribution center, Stewart's, Wilton Town Hall and Scotty's Restaurant.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 4:57 p.m. on a motion by Mark Moshier and seconded by Secretary MacDougall, Chairman Green adjourned the meeting with all in favor.