

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

July 17, 2018

Present: Dave MacDougall, Chairman; Kirk Moline, Vice Chairman; Evan Schneider, Secretary; Scott Duffy, Treasurer; Mark Moshier, Board Member; Dennis Feeney, Attorney at Law; Michael Mooney, Director; Ryan Riper, Engineer; Carol Green, Comptroller

Absent:

Chairman MacDougall called the meeting to order at 4:04 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the May 15, 2018 meeting minutes. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION: #18-18

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the May 15, 2018 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

Review of 2017 Audit Report

John Criscone from Cusack and Company presented to the board findings of annual audit performed for year ending 12/31/2017.

COMPTROLLER'S REPORT

Bills

The payment of the June 2018 and July 2018 (#06 & #07) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for June is \$50,553.88 and \$28,538.12 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$89,333.79 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of June 2018 and July 2018 (#06 & #07) abstracts. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #18-19

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of June 2018 and July 2018 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$50,553.88 and \$28,538.12 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$89,333.79 and \$0.00 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 \$35.35 for May and a positive \$192.58 for June need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$35.35 for May and a positive \$192.58 for June. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #18-20

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$35.35 for May and a positive \$192.58 for June.

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 a budget transfer from Contingency a/c # 01-1990-5.00400 to Repairs and Maintenance a/c # 01-8320-5.00413 for \$7303 to cover unexpected costs of the following:

1. Cost of Generac Replacement Turbocharger from Advance Power for \$4050,
2. \$1953.07 to cover purchase and installation of firewall protection on the Skada System,
3. \$1299.95 to USA Bluebook for a Mag Drive Pump for the chlorinator.

Chairman MacDougall asked for a motion to approve the budget transfer from Contingency a/c # 01-1990-5.00400 to Repairs and Maintenance a/c # 01-8320-5.00413 for \$7303 to cover unexpected costs. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-21

NOW, THEREFORE, BE IT RESOLVED, to approve the budget transfer from Contingency a/c # 01-1990-5.00400 to Repairs and Maintenance a/c # 01-8320-5.00413 for \$7303 to cover unexpected costs.

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.

Investment of Surplus Funds

As interest rates have been climbing, in June we requested quotes from banks with whom we have collateral agreements to invest some of our surplus funds in CDs. We requested quotes from:

1. Ballston Spa National Bank who declined to bid,
2. Adirondack Trust Company whose bid was just slightly over what we are getting on our money market account
3. Saratoga National Bank who quoted an APY of 1.87% for a one-year CD and 2.07% for a two-year CD.

We ended up investing the following:

\$750,000 in the Water Replacement Reserve in a 1-year CD
\$750,000 in the Water Replacement Reserve in a 2-year CD
\$750,000 in the Sewer Replacement Reserve in a 1-year CD
\$750,000 in the Sewer Replacement Reserve in a 2-year CD
\$500,000 in the Capital Improvement Reserve in a 1-year CD
\$500,000 in the Capital Improvement Reserve in a 2-year CD
\$1,000,000 in Unrestricted Funds in a 1-year CD
\$1,000,000 in Unrestricted Funds in a 2-year CD

This will result in more that \$100,000 in additional interest income in the first year alone and still leaves approximately 1.2 million in unrestricted funds for emergencies, 2.5 million in the Water Replacement Reserve which will more than cover the Ballard Road Replacement Capital Project, \$350,000 in the Sewer Replacement Reserve to cover the remaining costs in the Furlong Hill Sewer Replacement Capital Project, and \$600,000 in the Capital Improvement Reserve.

Chairman MacDougall asked for a motion to ratify investment of surplus funds as outlined. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-22

NOW, THEREFORE, BE IT RESOLVED, to ratify the investment of surplus funds as follows:

\$750,000 in the Water Replacement Reserve in a 1-year CD
\$750,000 in the Water Replacement Reserve in a 2-year CD
\$750,000 in the Sewer Replacement Reserve in a 1-year CD
\$750,000 in the Sewer Replacement Reserve in a 2-year CD
\$500,000 in the Capital Improvement Reserve in a 1-year CD
\$500,000 in the Capital Improvement Reserve in a 2-year CD
\$1,000,000 in Unrestricted Funds in a 1-year CD
\$1,000,000 in Unrestricted Funds in a 2-year CD

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.

2017 Audit Report

Following the Board's review of Audit Report from auditor, Chairman MacDougall asked for a motion to formally accept audit report provided by Cusack and Company. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-23

NOW, THEREFORE, BE IT RESOLVED, to accept the audit report provided by Cusack and Company.

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.

Budget to Actual Expenditure Report

The report for 2018 to date is available for review.

Internal Financial Statements

Reports as of 6/30/18 will be emailed to the Board when they are completed.

CHAIRMAN'S REPORT

WWSA Facility Tour

A tour of water plants and sewer pump stations will take place following this Board Meeting for any Board Member that would like to visit.

DIRECTOR'S REPORT

Furlong Hills Pump Station Capital Project

Contractor has been slow to finish up few remaining items on project. Final payment on hold until project completed.

Adirondack Trust Water Line Extension

Adirondack Trust will be running water line from Park Place on Rt 9 down to Adirondack Trust. They agreed to continue line through to the rear of the property to Davidson Drive. This will allow WWSA to loop the line in the future to the existing line at the Mills at Smith Bridge, which will increase fire flow and open capacity for Davidson Drive residents. The extension of water line to Davidson Drive will be bid separately from the water line from Park Place to Adirondack Trust.

Louden Oaks Possible Water Connection

140 lot mobile home park on Loudon Rd. has been having problems with iron in their wells. They are exploring connecting to water system. Buy-In Fee would be \$220,000.

Water Use Restrictions

Summer outdoor water use restrictions are in effect. Restrictions are posted on the July quarterly bills and WWSA website, and postings on Town Hall's electronic sign and town social media outlets will be explored to help spread the word to residents.

Saratoga County Water Taste Test

Water sample has been delivered for the Saratoga County Water Taste Test occurring today.

Traver Road Water System Loop Capital Project

Change order for time and material for vault with bypass from Bellamy Construction was billed at \$48,044. The labor billed is in dispute as the project took longer to complete than expected. The billing for heavy equipment and operator was also billed on hourly basis vs a 2-week rate. Bellamy agreed to change rate calculation for trench boxes and plates but not for backhoe/excavator. Bellamy reduced bill to \$38,479.

Chairman MacDougall asked for a motion to authorize payment of change order bill to Bellamy Construction for \$38,479. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-24

NOW, THEREFORE, BE IT RESOLVED, to authorize payment of change order bill to Bellamy Construction for \$38,479.

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.

Collection of Past Due Water Bills

Water authorities cannot re-levy outstanding water bills onto tax bills as liens. There was a special legislation passed for Suffolk County, but it does not apply statewide. Without state legislation to allow, we would need to sue individually. Secretary Schneider will check if any bills have been introduced but not yet passed in state senate to address this issue on a state level.

Ballard Road Capital Project

Original plans had conflicting information over what type of pipe was in ground. Areas with cast iron needs to be replaced due to frequent breaks. A section of line with unknown material was dug up and found to be ductile iron, so that section is no longer planned for replacement. A revised estimate of costs has not been received.

Ballard Road Water Line Easement

There is an existing easement through Ridgeview Townhomes property, but a new easement will be granted in different location through property to the existing line. The change in location of the easement will save 1200-1300 feet of line for Ballard Road Capital Project.

Northway Crossing Capital Project for Proposed Developments

Belmonte Builders now controls two large parcels being developed. Belmonte is exploring having WWSA put the water line in vs. running the line themselves. A special water district would be made, and the costs of water line spread pro-rata over the proposed 310 homes in the area as they are built. It will likely take 10-15 years to complete the building in this area and recoup costs. The proposed route of the water line has changed to come through Knollwood Drive to Jones Road, which will allow additional potential connections to existing homes in that neighborhood. Knollwood Drive would be included in the special water district.

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 5:23 p.m. on a motion by Mark Moshier and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.