

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

July 19, 2016

Present: Jamie Green, Chairman; Kirk Moline, Vice Chairman; Scott Duffy, Treasurer;
Dave MacDougall, Secretary; Carol Green, Comptroller; Michael Mooney,
Director; Ryan Riper, Engineer

Absent: Mark Moshier; Dennis Feeney, Attorney at Law

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

Approve Pending Minutes

Chairman Green asked for a motion to approve the May 17, 2016 meeting minutes. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #16-18

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the May 17, 2016 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

Independent Audit Findings

John Criscone from Cusack and Company presented to the board findings of annual audit performed 5/18/16-5/20/16.

Chairman Green asked for a motion to formally accept audit report provided by Cusack and Company. Secretary MacDougall offered the following resolution and moved its adoption:

RESOLUTION #16-19

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

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 June 2016 and July 2016 (#06 & #07) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for June is \$42,721.12 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$98,156.42 and \$0.00 for the Capital Projects Fund.

Chairman Green asked for a motion to approve the payment of the June 2016 and July 2016 (#06 & #07) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #16-20

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of the June 2016 and July 2016 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$42,721.12 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$98,156.42 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 positive \$1,239.05 for June and a positive \$158.70 for May need to be approved by the board.

Chairman Green asked for a motion to approve the billing adjustments in the amount of a positive \$1,239.05 for June and a positive \$158.70 for May. Secretary MacDougall offered the following resolution and moved its adoption:

RESOLUTION #16-21

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$1,239.05 for June and a positive \$158.70 for May.

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

Budget

The Comptroller's budget for 2016 services has been exhausted due to time spent with OSC audit. A budget increase for 60 hours of service is requested to cover remainder of OSC audit (10 hours) and remainder of 2016 (50 hours).

Chairman Green asked for a motion to approve a budget transfer as per the July 19, 2016 Comptroller's Report for an additional 60 hours of Comptroller service for 2016. Vice Chair Moline offered the following resolution and moved its adoption:

RESOLUTION #16-22

NOW, THEREFORE, BE IT RESOLVED, to approve a budget transfer as per the July 19, 2016 Comptroller's Report for an additional 60 hours of Comptroller service for 2016.

The adoption of the foregoing resolution was seconded by Secretary MacDougall, duly put to a vote and the resolution was declared adopted with 3 Board members present voting in favor, 1 abstained.

The Board needs to approve budget amendments as per the July 19, 2016 Comptroller's Report.

Chairman Green asked for a motion to approve budget amendments as per the July 19, 2016 Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #16-23

NOW, THEREFORE, BE IT RESOLVED, to approve budget amendments as per the July 19, 2016 Comptroller's Report.

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

Interfund Receivable/Payable and Replacement Reserve Contribution calculation

The Interfund Receivable/Payable between Water and Sewer Funds has increased by nearly \$100,000 in past 5 years. Options discussed as per the July 19, 2016 Comptroller's Report. The Board will consider and decision tabled to September 2016 Board Meeting.

CHAIRMAN'S REPORT

The Audit and Governance Committee Meetings will take place immediately following today's Board Meeting.

DIRECTOR'S REPORT

OSC Audit

The OSC Audit is winding down. On the last day, the auditors will meet with Comptroller and Director with summary of findings. Their work will then go to Albany for review. A draft report will be emailed to Board Members in the fall. Auditors will then return to meet with Comptroller, Director and any Board Member that would like to attend. Final report will be available a few weeks later and press notified that report is available.

OSC Audit- Policy Updates

Standard Work Day

Although the standard work day is outlined in the personnel policy, the Board needs a resolution for OSC Form RS 2418 to establish the standard work day for employees of 7 hours per day, and form filed for the NYS Retirement System.

Chairman Green asked for a motion to establish a 7 hour standard work day for Wilton Water and Sewer Authority employees for the NYS Retirement System form RS 2418. Secretary MacDougall offered the following resolution and moved its adoption:

RESOLUTION #16-24

NOW, THEREFORE, BE IT RESOLVED, to establish a 7 hour standard work day for Wilton Water and Sewer Authority employees for the NYS Retirement System form RS 2418.

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

Late Charge Policy

The Board needs a resolution to formally reflect a Late Charge policy in the Policies and Procedures. Late payment charges to be computed at a rate of 1.5% compounded monthly to all balances left unpaid at the end of the billing month. WWSA staff may remove late charges for payments paid in full and postmarked prior to the end of the month or when the end of the month falls on a weekend or holiday or for any justified reason within the current month.

Chairman Green asked for a motion to adopt a Payment and Late Charge Policy for the Policies and Procedures. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #16-25

NOW, THEREFORE, BE IT RESOLVED, to adopt a Payment and Late Charge Policy for the Policies and Procedures.

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

Purchasing Policy

The Board needs to revise the figures in our purchasing policy to adhere to changes in General Municipal Law sections 101 and 103. The dollar amounts have doubled in each line item listed.

Chairman Green asked for a motion to revise the purchasing policy to adhere to changes in General Municipal Law sections 101 and 103. Secretary MacDougall offered the following resolution and moved its adoption:

RESOLUTION #16-26

NOW, THEREFORE, BE IT RESOLVED, to revise the purchasing policy to adhere to changes in General Municipal Law sections 101 and 103.

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.

Annual Water Quality Report

Copies of the Annual Water Quality Report have been emailed to all Board members for review. No significant findings. Department of Health is changing procedures for monitoring lead and copper. They would like to keep the same 20 test subjects within the town to maintain a standing history with those locations.

Ace Hardware Expansion Improvements to WWSA System

Project is moving forward. Approval has been received to do bypass in the county connection for fire flow. Work expected to begin next month.

Gavin Park Splashpad

The Gavin Park Splashpad opened June 10. In the last 13 days, they used 966,000 gallons of water- at County rate of \$2.22=\$2100, at regular water rate of \$3.95=\$3800. The Board agrees to charge Gavin Park Splashpad the County rate for water of \$2.22/1000 gallons.

Internet Meter Reading System Update

No major issues with internet meter reading system.

Saratoga County Water Quality

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

Saratoga County Taste Test

The Taste Test for Best Tasting Water in Saratoga County/New Yorks State is occurring today.

Online and Auto Bill Pay Update

No major issues with online and Auto Bill Pay

139 Gailor Road

A request was received from an owner who acquired a property in an estate that has been vacant for 5 years, with an accumulated water bill of \$1860.89. He requests to pay for only water usage/minimums of \$1011.93 instead of full amount including late fees. Board considered rationale provided, discussed and denied request as doing so would violate policy created above to only adjust late fees within month they are added.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:18 p.m. on a motion by Vice Chair Moline and seconded by Treasurer Duffy, Chairman Green adjourned the meeting with all in favor.