

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

September 20, 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 4:02 p.m.

Approve Pending Minutes

Chairman Green asked for a motion to approve the July 19, 2016 meeting minutes. Mark Moshier offered the following resolution and moved its adoption:

**RESOLUTION: #16-27**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the July 19, 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.

COMPTROLLER'S REPORT

Bills

The payment of the August 2016 and September 2016 (#08 & #09) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for August is \$38,428.19 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for September is \$33,851.75 and \$0.00 for the Capital Projects Fund.

Chairman Green asked for a motion to approve the payment of the August 2016 and September 2016 (#08 & #09) abstracts. Secretary MacDougall offered the following resolution and moved its adoption:

**RESOLUTION #16-28**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of the August 2016 and September 2016 (#08 & #09) abstracts. The total for the Water & Sewer Fund for August is \$38,428.19 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for September is \$33,851.75 and \$0.00 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 \$330.53 for August and a negative \$3298.22 for July need to be approved by the board.

Chairman Green asked for a motion to approve the billing adjustments in the amount of a positive \$330.53 for August and a negative \$3298.22 for July. Secretary MacDougall offered the following resolution and moved its adoption:

#### **RESOLUTION #16-29**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$330.53 for August and a negative \$3298.22 for July.

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 transfers as per the September 20, 2016 Comptroller's Report.

Chairman Green asked for a motion to approve budget transfers as per the September 20, 2016 Comptroller's Report. Mark Moshier offered the following resolution and moved its adoption:

#### **RESOLUTION #16-30**

**NOW, THEREFORE, BE IT RESOLVED**, to approve budget transfers as per the September 20, 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.

#### Replacement Reserve Contribution Calculation

The Board discussed changing the methodology for computing the annual contribution to the replacement reserves. Comptroller presented proposed calculations of 85%, 90% and 100% funding of the Accumulated Depreciation for the 2017 budget for discussion by Board. Board agrees to adopt the 90% funding option.

Chairman Green asked for a motion to approve the Replacement Reserve Contribution to be 90% of the Accumulated Depreciation at the end of the prior year on Assets covered by the Reserve. Mark Moshier offered the following resolution and moved its adoption:

### **RESOLUTION #16-31**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the Replacement Reserve Contribution to be 90% of the Accumulated Depreciation at the end of the prior year on Assets covered by the Reserve.

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.

### **OSC Audit**

Comptroller Green and Director Mooney had an exit conference with state auditors on 8/2/16. Their work now goes 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**

#### **Returned Check Policy**

The Board needs a resolution to formally reflect a Returned Check Policy in the Policies and Procedures. WWSA assesses a \$32 returned check fee to customer accounts for returned paper checks and electronic checks. WWSA staff may waive the returned check fee for cause with director's approval.

Chairman Green asked for a motion to adopt a Returned Check Policy for the Policies and Procedures. Secretary MacDougall offered the following resolution and moved its adoption:

### **RESOLUTION #16-32**

**NOW, THEREFORE, BE IT RESOLVED**, to adopt a Returned Check Policy for the Policies and Procedures.

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.

### **CHAIRMAN'S REPORT**

Director Mooney and Comptroller Green will be working on draft 2017 budget and will be looking for volunteers to review the budget.

### **DIRECTOR'S REPORT**

#### **Budget**

#### **Water rates**

In 2016, we had \$295,000 of debt service. 2017 will have no debt service, except for \$75,000 to pay ourselves back for water line extension. Board to consider lowering rates vs. setting aside for capital needs in the future. Draft budget will be generated using current rates, and totals will then be offered using different revenue rates to consider the effects of a rate change on the budget to determine if rates should change for 2017.

### Capital Improvement

Our oldest sewer pump station (Furlong Hills) needs to be replaced. It will be budgeted around \$375,000 for replacement.

### Addition to staff

Budget will consider the hiring of a part time field employee, to offer on call support and time off needs of full time field staff, as well as learning the system and operations in advance of future retirement.

### Louden Rd Conservation Subdivision Buy In Fees

R.J. Taylor is building a subdivision off Loudon Road. He filled out paperwork and paid Part 1 fees 18 months ago. Part 2 of Buy In Fee and Sewer Capital Improvement Fee is paid just prior to Certificate of Occupancy. Ron Taylor brought in checks for Part 2 labeled "paid under protest." He denies any issues with WWSA but wants to reserve the right to sue for the return of those fees in the future. Checks were not accepted and were returned to builder for reissue.

### Mulberry Water Plant Well Repairs

Repairs needed for five wells at Mulberry Plant due to pump mechanics affected by age and drop pipe rot, not due to dry well.

### Ace Hardware Expansion Improvements to WWSA System

The project is nearing completion, with some programming work and painting left to be done. A bypass was placed in our county connection for fire flow. Not tested yet with the fire department.

### 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.

### Online and Auto Bill Pay Update

No major issues with online and Auto Bill Pay

### School District Testing

A law recently passed in New York State where every school district needs to test for lead out of every water source available (faucet, drinking fountain, etc). WWSA's MCLs are good for lead, but after water sits in pipes with lead solder in building, lead can enter water.

## ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:12 p.m. on a motion by Secretary MacDougall and seconded by Mark Moshier, Chairman Green adjourned the meeting with all in favor.