

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

November 15, 2016

Present: Jamie Green, Chairman; Kirk Moline, Vice Chairman; Scott Duffy, Treasurer; Dave MacDougall, Secretary; Dennis Feeney, Attorney at Law; Michael Mooney, Director; Ryan Riper, Engineer; Carol Green, Comptroller (via phone)

Absent: Mark Moshier

Chairman Green called the meeting to order at 4:17 p.m.

Approve Pending Minutes

Chairman Green asked for a motion to approve the September 20, 2016 meeting minutes. Secretary MacDougall offered the following resolution and moved its adoption:

**RESOLUTION: #16-33**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the September 20, 2016 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 October 2016 and November 2016 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$46,330.61 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$51,783.58 and \$0.00 for the Capital Projects Fund.

Chairman Green asked for a motion to approve the payment of the October 2016 and November 2016 (#10 & #11) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION #16-34**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of the October 2016 and November 2016 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$46,330.61 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$51,783.58 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 \$38,957.77 for October and a positive \$105.80 for September need to be approved by the board.

Chairman Green asked for a motion to approve the billing adjustments in the amount of a negative \$38,957.77 for October and a positive \$105.80 for September. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION #16-35**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a negative \$38,957.77 for October and a positive \$105.80 for September.

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.

#### Budget

The Board needs to approve budget transfers as per the November 15, 2016 Comptroller's Report.

Chairman Green asked for a motion to approve budget transfers as per the November 15, 2016 Comptroller's Report. Secretary MacDougall offered the following resolution and moved its adoption:

#### **RESOLUTION #16-36**

**NOW, THEREFORE, BE IT RESOLVED**, to approve budget transfers as per the November 15, 2016 Comptroller's Report.

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 also needs to approve budget amendments as per the November 15, 2016 Comptroller's Report.

Chairman Green asked for a motion to approve budget amendments as per the November 15, 2016 Comptroller's Report. Secretary MacDougall offered the following resolution and moved its adoption:

**RESOLUTION #16-37**

**NOW, THEREFORE, BE IT RESOLVED**, to approve budget amendments as per the November 15, 2016 Comptroller's Report.

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.

**Employee Health Insurance Participation 2017**

The Board needs to approve the percentage of 2017 employee health insurance premium contribution. After discussion, it was determined that WWSA would share the premium increase evenly with the employees, and adjust employee contribution to 15% for all employees.

Chairman Green asked for a motion to share the 2017 health insurance premium increase evenly with the employees and adjust the employee contribution to 15%. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION #16-38**

**NOW, THEREFORE, BE IT RESOLVED**, to share the 2017 health insurance premium increase evenly with the employees and adjust the employee contribution to 15%.

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.

**2016 Audit**

The Board needs to formally accept Cusack and Company as our auditors for the 2016 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2017 for a fee of \$9400.

Chairman Green asked for a motion to formally accept Cusack and Company as our auditors for the 2016 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2017 for a fee of \$9400. Secretary MacDougall offered the following resolution and moved its adoption:

**RESOLUTION #16-39**

**NOW, THEREFORE, BE IT RESOLVED**, to formally accept Cusack and Company as our auditors for the 2016 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2017 for a fee of \$9400.

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.

## CHAIRMAN'S REPORT

### 2017 Budget

Treasurer Duffy and Secretary MacDougall met with Directory Mooney and Comptroller Green for a preliminary budget review. 2017 proposed budget revenues and expenses presented to Board.

### 2017 Water Rates

The proposed 2017 budget has a large contingency with existing rates. The Board was presented with the estimated impact to the budget with various percentages of reductions in water rates. Board consensus is to start with a 2% reduction in water rates for 2017 and reevaluate the contingency after one year for a possible additional rate reduction for 2018.

Chairman Green asked for a motion to approve the 2017 Budget with a 2% reduction in water rates. Secretary MacDougall offered the following resolution and moved its adoption:

#### **RESOLUTION #16-40**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the 2017 Budget with a 2% reduction in water rates.

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.

### 2017 Proposed Salary Schedule and Hiring of Additional Field Technician

After a review and discussion of the proposed 2017 Salary schedule, Chairman Green asked for a motion to approve the 2017 Salary schedule with a 2% COLA and the hiring of an additional field technician. Vice Chairman Moline offered the following resolution and moved its adoption:

#### **RESOLUTION #16-41**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the 2017 Salary schedule with a 2% COLA and the hiring of an additional field technician.

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.

## DIRECTOR'S REPORT

### Addition to staff

Job description will be created and advertising placed for hire of new field technician. Requested for Board members to be part of the interview process of candidate.

### Ballard Road Area Water Line Repairs

3 recent water line breaks have occurred in the area of Ballard Road. The repairs for these breaks cost \$100,000. The cost to replace the line in this section would be approximately \$805,000.

#### Northway Crossing for Proposed Developments

Large undeveloped area north of Jones Rd east of I-87 with multiple owners of parcels looking to develop, but none willing to incur the cost single handedly to bring water and sewer across I-87 to service the area and agreement not reached among developers to split this cost. Discussion for WWSA to consider bringing water and sewer across I-87 and charge higher buy in fees in this area to recoup costs. The cost to bring services across I-87 would be approximately \$600,000 and potentially 300+ new homes would be added in this area.

#### Adirondack Estates Mobile Home Park

Frank Parillo has bought into WWSA system to service 118 mobile homes at Adirondack Estates Mobile Home Park and Ballard Rd Mobil Station with \$192,000 buy in fee.

#### Ace Hardware Expansion Improvements to WWSA System

The system will be tested tomorrow to make sure their new bypass valve works properly.

#### Capital Improvement Project

A capital project is planned for 2017 for the Furlong Hills sewer pump station to be replaced. A budget of \$10,000 is requested to begin the engineering of the project.

Chairman Green asked for a motion to create Capital Project #24 for the Furlong Hills sewer pump station replacement. Secretary MacDougall offered the following resolution and moved its adoption:

#### **RESOLUTION #16-42**

**NOW, THEREFORE, BE IT RESOLVED**, to create Capital Project #24 for the Furlong Hills sewer pump station replacement.

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.

Chairman Green asked for a motion to approve a budget transfer of \$10,000 from sewer fund to Capital Project #24 for engineering for the Furlong Hills sewer pump station replacement. Vice Chairman Moline offered the following resolution and moved its adoption:

#### **RESOLUTION #16-43**

**NOW, THEREFORE, BE IT RESOLVED**, to approve a budget transfer of \$10,000 from sewer fund to Capital Project #24 for engineering for the Furlong Hills sewer pump station replacement.

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.

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.

NYS Comptroller's Office Update

Exit conference planned for next week with OSC auditors and Director Mooney, Comptroller Green, and administrative clerk. Comptroller Green is requesting a copy of the draft report to forward to the Board Members to review.

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 6:05 p.m. on a motion by Secretary MacDougall and seconded by Treasurer Duffy, Chairman Green adjourned the meeting with all in favor.