

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

November 17, 2015

Present: Jamie Green, Chairman; Scott Duffy, Treasurer; Mark Moshier; Dennis Feeney, Attorney at Law; Carol Green, Comptroller (via telephone); Michael Mooney, Director; Ryan Riper, Engineer

Absent: Kirk Moline, Vice Chairman; Dave MacDougall, Secretary

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

Ratify 9/15/15 meeting resolutions

Resolution 15-25: Minutes for July 21, 2015 meeting offered by Scott Duffy, seconded by Mark Moshier

Resolution 15-26: Payment of August 2015 and September 2015 abstracts offered by Scott Duffy, seconded by Mark Moshier

Resolution 15-27: Billing adjustments for July 2015 and August 2015 offered by Mark Moshier, seconded by Scott Duffy

Resolution 15-28: Budget amendment offered by Scott Duffy, seconded by Mark Moshier

Resolution 15-29: Correction of Resolution 15-22 offered by Scott Duffy, seconded by Mark Moshier

The adoption of the foregoing resolutions were declared adopted with all Board members present voting in favor.

Approve Pending Minutes

Chairman Green asked for a motion to approve the September 15, 2015 meeting minutes.

Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #15-30

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the September 15, 2015 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 October 2015 and November 2015 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$104,129.44 and \$449.10 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$55,687.30 and \$164,539.05 for the Capital Projects Fund.

Chairman Green asked for a motion to approve the payment of the October 2015 and November 2015 (#10 & #11) abstracts. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #15-31

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of the October 2015 and November 2015 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$104,129.44 and \$449.10 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$55,687.30 and \$164,539.05 for the Capital Projects Fund.

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.

Billing Adjustments

Billing adjustments in the amount of a positive \$410.64 for September and a negative \$10,033.66 for October need to be approved by the board.

Chairman Green asked for a motion to approve the billing adjustments in the amount of a positive \$410.64 for September and a negative \$10,033.66 for October. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #15-32

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$410.64 for September and a negative \$10,033.66 for October.

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.

Budget

The Board needs to approve budget adjustments, amendments and transfers for the new Administrative Clerk, Perry Road Senior Housing Project, 309 Loudon Road, Repairs and Maintenance, and Mission Communications as per the November 17, 2015 Comptroller's Report.

Chairman Green asked for a motion to approve budget adjustments, amendments and transfers for the new Administrative Clerk, Perry Road Senior Housing Project, 309 Loudon Road, Repairs and Maintenance, and Mission Communications as per the November 17, 2015 Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #15-33

NOW, THEREFORE, BE IT RESOLVED, to approve budget adjustments, amendments and transfers for the new Administrative Clerk, Perry Road Senior Housing

Project, 309 Louden Road, Repairs and Maintenance, and Mission Communications as per the November 17, 2015 Comptroller's Report.

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.

2015 Audit

The Board needs to formally accept Cusack and Company as our auditors for the 2015 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2016 for a fee of \$9050.

Chairman Green asked for a motion to formally accept Cusack and Company as our auditors for the 2015 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2016 for a fee of \$9050. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #15-34

NOW, THEREFORE, BE IT RESOLVED, to formally accept Cusack and Company as our auditors for the 2015 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2016 for a fee of \$9050.

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 2015

The Board needs to ratify the 2015 employee health insurance contribution rates of 16.4% for the field technician and 14.6% for the director.

Chairman Green asked for a motion to ratify the 2015 employee health insurance contribution rates of 16.4% for the field technician and 14.6% for the director. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #15-35

NOW, THEREFORE, BE IT RESOLVED, to ratify the 2015 employee health insurance contribution rates of 16.4% for the field technician and 14.6% for the director.

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.

Employee Health Insurance Participation 2016

The Board needs to approve the percentage of 2016 employee health insurance premium contribution. After discussion, it was determined that WWSA would share the premium increase evenly with the employees, keeping rates of 16.4% for the field technician and 14.6% for the director.

Chairman Green asked for a motion to approve the percentage of 2016 employee health insurance premium contribution, for WWSA to share the premium increase evenly with the employees, keeping rates of 16.4% for the field technician and 14.6% for the director. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #15-36

NOW, THEREFORE, BE IT RESOLVED, to approve the percentage of 2016 employee health insurance premium contribution. WWSA will share the premium increase evenly with the employees, keeping rates of 16.4% for the field technician and 14.6% for the director.

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

Chairman Green thanked Nan Whinnery for her years of service, congratulating her on her retirement, and welcomed Robin Ellnor as replacement Administrative Clerk.

DIRECTOR'S REPORT

2016 Proposed Budget

After a review and discussion of the 2016 Budget, Chairman Green asked for a motion to approve the Budget for 2016. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #15-37

NOW, THEREFORE, BE IT RESOLVED, to approve the 2016 Budget.

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.

2016 Proposed Salary Schedule

After a review and discussion of the 2016 Salary schedule, Chairman Green asked for a motion to approve the Salary schedule for 2016. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #15-38

NOW, THEREFORE, BE IT RESOLVED, to approve the 2016 Salary schedule.

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.

Revised Meter Fee for New Customers

The cost of water meters and MXUs have increased. Director Mooney proposed to raise the meter, MXU, installation and inspection fee for new water customers from \$350 to \$400 to cover the increase of the new meters and MXUs expense.

Chairman Green asked for a motion to raise the meter fee for new water customers from \$350 to \$400. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #15-39

NOW, THEREFORE, BE IT RESOLVED, to raise the meter fee for new water customers from \$350 to \$400.

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.

Ace Hardware Expansion Improvements to WWSA System

No plans have been seen yet for changes to water pump station. Ace Hardware may put a bypass in our pump station to connect to the County line for emergency fire protection only. Saratoga County requests that access be metered.

Proposal for Warehouse on Southeast Side of Exit 16

The warehouse is moving forward.

Internet Meter Reading System Update

Our most recent billing cycle went through the new system well with a few minor issues that have been addressed.

Saratoga County Water Quality

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

NYS Comptroller's Office Update

No new information from the State Comptroller's Office as to when they plan to begin their audit.

Online and Auto Bill Pay Update

Due to the departure of the software programmer who set up our online bill pay system, our online and auto bill payment portal is now being hosted by Web Instinct, Inc. and they will provide ongoing maintenance and upkeep to the system.

ACTIVE PROJECTS

- Rt. 9 mixed use retail and apartments (Under Construction)
- The Mill at Smith Bridge (Under Construction)
- Heritage Apartments IIA (16 units) (Under Construction)
- Heritage Apartment IV (32 units) (Under Construction)
- 18 Lots off Traver Road (Concept)
- Perry Road Senior Apartments (Under Construction)

- Louden Road (Agency Approvals)
- Ace Hardware Expansion (Under Construction)
- Route 50 and Perry Rd (Concept)
- Floral Estates 6 (Concept)
- Exit 16 Warehouse (Concept)

ADJOURNMENT

There being no further business brought before the Authority's Board, at 4:55 p.m. on a motion by Treasure Duffy and seconded by Mark Moshier, Chairman Green adjourned the meeting with all in favor.