

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

November 20, 2018

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

Absent: Kirk Moline, Vice Chairman; Mark Moshier, Board Member

Chairman MacDougall called the meeting to order at 4:15 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the September 18, 2018 meeting minutes. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION: #18-31

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the September 18, 2018 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 2018 and November 2018 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$140,214.07 and \$4,972.57 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$50,597.22 and \$2,082.75 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of October 2018 and November 2018 (#10 & #11) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-32

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of October 2018 and November 2018 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$140,214.07 and \$4,972.57 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$50,597.22 and \$2,082.75 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 \$921.93 for October need to be approved by the Board. There were no billing adjustments for September.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$921.93 for October. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-33

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$921.93 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 the following budget transfers:

- a. from Contingency a/c # 02-1990-5.00400 to Disability a/c # 02-9000-5.00855 for \$15.
- b. from Contingency a/c # 01-1990-5.00400 to Credit Card Fees a/c # 01-8310-5.00422 for \$4,000.

The Board also needs to approve a budget amendment increasing the Sale of Meters a/c # 01-0000-4.02665 and increasing Meters a/c # 01-8340-5.00416 by \$7,500.

Chairman MacDougall asked for a motion to approve the budget transfers and budget amendment as outlined by the Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-34

NOW, THEREFORE, BE IT RESOLVED, to approve a budget transfer from Contingency a/c # 02-1990-5.00400 to Disability a/c # 02-9000-5.00855 for \$15; a budget transfer from Contingency a/c # 01-1990-5.00400 to Credit Card Fees a/c # 01-8310-5.00422 for \$4,000; and a budget amendment increasing the Sale of Meters a/c # 01-0000-4.02665 and increasing Meters a/c # 01-8340-5.00416 by \$7,500.

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.

Capital Project Budgets

There will be significant budgets left in Capital Project #24 Furlong Hills Sewer Pump Station and Capital Project #25 Ballard Road Watermain. Comptroller Green recommends reducing the budgets in these projects.

- a. The low bid received on Capital Project #25 Ballard Road Watermain came in at \$683,800. This, plus the engineering and miscellaneous costs of \$51,038.22 to date, is significantly less than the remaining budget in this capital project of \$997,277.50. The budget for this project could be safely reduced by \$200,000 with the following budget amendments:

Decrease Contractual Expenses (a/c #25-1440-5.00400)-	\$200,000
Decrease Interfund Transfers (a/c #25-0000-4.05031) -	\$200,000
Decrease Transfer to Cap. Proj. (a/c #01-9900-5.09950) -	\$200,000
Decrease Appropriated Reserves (a/c #01-0000-4.00511)-	\$200,000

- b. For Capital Project #24 Furlong Hills Sewer Pump Station, \$564,274.35 in budget was carried over from 2017. We have spent \$121,269.82 this year and the contract has been cancelled. The project will remain open for remediation work that was not completed by contractor. The budget for this project could be safely reduced by \$400,000 with the following budget amendments:

Decrease Contractual Expenses (a/c # 24-1440-5.00400) -	\$400,000
Decrease Interfund Transfers (a/c# 24-0000-4.05031) -	\$400,000
Decrease Transfers to Cap. Proj. (a/c# 02-9900-5.09950) -	\$400,000
Decrease Appropriated Reserves (a/c #02-0000-4.00511 -	\$400,000

Chairman MacDougall asked for a motion to approve the Capital Project budget reductions as outlined by the Comptroller’s Report. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-35

NOW, THEREFORE, BE IT RESOLVED, to approve budget amendments to reduce budgets for Capital Projects #24 and #25:

Decrease Contractual Expenses (a/c #25-1440-5.00400)-	\$200,000
Decrease Interfund Transfers (a/c #25-0000-4.05031) -	\$200,000
Decrease Transfer to Cap. Proj. (a/c #01-9900-5.09950) -	\$200,000
Decrease Appropriated Reserves (a/c #01-0000-4.00511)-	\$200,000
Decrease Contractual Expenses (a/c # 24-1440-5.00400) -	\$400,000
Decrease Interfund Transfers (a/c# 24-0000-4.05031) -	\$400,000
Decrease Transfers to Cap. Proj. (a/c# 02-9900-5.09950) -	\$400,000
Decrease Appropriated Reserves (a/c #02-0000-4.00511 -	\$400,000

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.

New Capital Project

The Board needs to approve opening of Capital Project #27 Davidson Drive Loop Project, and to approve an opening budget of \$50,000 to cover the extension through Adirondack Trust Co. previously discussed and the necessary engineering from EDP for the entire project along with some surveying that is needed. These funds will come from unrestricted funds and if approved the Board needs to approve the following budget adjustments:

Increase Contractual Expenditures (a/c # 27-1440-5.00400) and increase Interfund Transfers (a/c # 27-0000-4.05031) by \$50,000.

Increase Transfers to Cap. Proj. (a/c #01-9900-5.09950) and increase Appropriated Fund Balance (a/c # 01-0000-4.00599) by \$50,000.

Chairman MacDougall asked for a motion to approve opening of Capital Project #27, Davidson Drive Loop Project with an opening budget of \$50,000. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-36

NOW, THEREFORE, BE IT RESOLVED, to approve opening of Capital Project #27, Davidson Drive Loop Project with an opening budget of \$50,000 and budget adjustments:

Increase Contractual Expenditures (a/c # 27-1440-5.00400) and increase Interfund Transfers (a/c # 27-0000-4.05031) by \$50,000.

Increase Transfers to Cap. Proj. (a/c #01-9900-5.09950) and increase Appropriated Fund Balance (a/c # 01-0000-4.00599) by \$50,000.

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.

Investment Policy

The ABO issued a new requirement that all authorities have investment guidelines, issue an investment report at the end of the fiscal year, and have that investment report and compliance with state laws and the Authority's guidelines audited. The audit of the investment report is to be separate from the annual audit. Although we have an investment policy (latest 2/26/08), it needs to be updated. Director Mooney and Comptroller Green drafted the attached policy for the Board's consideration.

Chairman MacDougall asked for a motion to approve the adoption of revised investment policy. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-37

NOW, THEREFORE, BE IT RESOLVED, to approve the adoption of revised investment policy.

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.

2018 Audit

The Board needs to formally accept Cusack and Company as our auditors for the 2018 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for work to be done after April 15, 2019 for a fee of \$9,975, which represents a 3% increase over 2017 audit cost. There is no increase in charge for the addition of the audit of the investment report.

Chairman MacDougall asked for a motion to formally accept Cusack and Company as our auditors for the 2018 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for work to be done after April 15, 2019 for a fee of \$9,975. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-38

NOW, THEREFORE, BE IT RESOLVED, to formally accept Cusack and Company as our auditors for the 2018 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for work to be done after April 15, 2019 for a fee of \$9,975.

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 2019

The Board needs to determine the percentage of 2019 employee health insurance premium contribution. For 2018, the Board approved employee participation in their health insurance at 15% of the employee's premiums. The Board needs to decide whether to keep that percentage the same or change for 2019.

Chairman MacDougall asked for a motion to share the 2019 health insurance premium increase evenly with the employees and continue the employee contribution at 15%. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #18-39

NOW, THEREFORE, BE IT RESOLVED, to share the 2019 health insurance premium increase evenly with the employees and continue the employee contribution at 15%.

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 to Actual Expenditure Report

The report for 2018 to date is available for review.

Internal Financial Statements

Reports as of 9/30/18 are attached.

Investment of Surplus Funds

We invested \$6,000,000 in surplus funds in CDs in July. In September, the Comptroller bid out an additional \$1,000,000. This time, Ballston Spa National Bank won with a bid of 1.9%.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

2019 Proposed Salary Schedule

The proposed 2019 Salary schedule was reviewed and discussed.

Chairman MacDougall asked for a motion to approve the 2019 Salary schedule with a 2% COLA. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-40

NOW, THEREFORE, BE IT RESOLVED, to approve the 2019 Salary schedule with a 2% COLA.

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.

2019 Budget

2019 proposed budget revenues and expenses were presented to Board.

Chairman MacDougall asked for a motion to approve the 2019 Budget. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-41

NOW, THEREFORE, BE IT RESOLVED, to approve the 2019 Budget.

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.

Forest Grove Water District Extension

We need to apply to DEC to expand our service area to include Forest Grove subdivision.

Chairman MacDougall asked for a motion to expand our service area to include Forest Grove subdivision, and to authorize Director Mooney to execute all necessary documents to make application to DEC. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #18-42

NOW, THEREFORE, BE IT RESOLVED, to expand our service area to include Forest Grove subdivision, and to authorize Director Mooney to execute all necessary documents to make application to DEC.

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.

Ballard Road Water Line Capital Project

Low bid of \$683,000 was awarded to Cutting Edge Group, Inc from Lake George, NY. Work is expected to begin in the first week of December.

Northway Crossing Capital Project for Proposed Developments

Director Mooney continues negotiating terms with Belmonte, including determining exact fees and obtaining surety bond for full amount. The closing on the property to Belmonte is scheduled for the beginning of December.

Furlong Hills Pump Station Capital Project

The contract has been cancelled and retainage will be kept.

Adirondack Trust Water Line Extension

Water line extension from Park Place on Rt 9 down to Adirondack Trust is complete. Our portion of the extension of the water line through Adirondack Trust to Davidson Drive is also complete.

Louden Oaks Water Connection

140 lot mobile home park on Loudon Rd. is fully connected.

Collection of Past Due Water Bills

Two customers remain with large outstanding water bills. One of those was sold at County foreclosure auction.

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 5:20 p.m. on a motion by Treasurer Duffy and seconded by Secretary Schneider, Chairman MacDougall adjourned the meeting with all in favor.