

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

November 14, 2017

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

Absent: Mark Moshier, Board Member

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

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the September 19, 2017 meeting minutes. Secretary Green offered the following resolution and moved its adoption:

**RESOLUTION: #17-34**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the September 19, 2017 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 2017 and November 2017 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$94,229.22 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$55,581.96 and \$105,000 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of October 2017 and November 2017 (#10 & #11) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION #17-35**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of October 2017 and November 2017 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$94,229.22 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$55,581.96 and \$105,000 for the Capital Projects Fund.

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.

### Billing Adjustments

Billing adjustments in the amount of a positive \$123.83 for September and a positive \$430.30 for October need to be approved by the board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$123.83 for September and a positive \$430.30 for October. Secretary Green offered the following resolution and moved its adoption:

#### **RESOLUTION #17-36**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$123.83 for September and a positive \$430.30 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 Transfers

The Board needs to approve budget transfers as per the November 14, 2017 Comptroller's Report.

Chairman MacDougall asked for a motion to approve budget transfers as per the November 14, 2017 Comptroller's Report. Secretary Green offered the following resolution and moved its adoption:

#### **RESOLUTION #17-37**

**NOW, THEREFORE, BE IT RESOLVED**, to approve budget transfers as per the November 14, 2017 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.

### Budget Amendments

The Board needs to approve a budget amendment as per the November 14, 2017 Comptroller's Report.

Chairman MacDougall asked for a motion to approve budget amendments as per the November 14, 2017 Comptroller's Report. Vice Chairman Moline offered the following resolution and moved its adoption:

#### **RESOLUTION #17-38**

**NOW, THEREFORE, BE IT RESOLVED**, to approve budget amendments as per the November 14, 2017 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.

### New Capital Project- Traver Road Water System Loop

A water main break on Ballard Road currently results in a service interruption to customers beyond a break location, as the line from Ballard Road dead ends at Town Hall on Traver Road. The Board considering a Capital Project to create a looped system on Traver Road, to connect line ending at Town Hall south to line at Conklin Court (1100-1200 ft), to allow customers to continue service from the opposite direction in the event of a water main break.

Chairman MacDougall asked for a motion to create Capital Project #26 for the Traver Road Water Line Loop, to approve an initial budget of \$10,000 for engineering, and to approve budget adjustments as per the November 14, 2017 Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION #17-39**

**NOW, THEREFORE, BE IT RESOLVED**, to create Capital Project #26 for the Traver Road Water Line Loop, to approve an initial budget of \$10,000 for engineering, and to approve budget adjustments as per the November 14, 2017 Comptroller's Report.

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.

### Employee Health Insurance Participation 2018

The Board needs to approve the percentage of 2018 employee health insurance premium contribution. Premiums for health insurance will increase 13% for 2018.

Chairman MacDougall asked for a motion to share the 2018 health insurance premium increase evenly with the employees and continue the employee contribution at 15%. Secretary Green offered the following resolution and moved its adoption:

#### **RESOLUTION #17-40**

**NOW, THEREFORE, BE IT RESOLVED**, to share the 2018 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.

### 2017 Audit

The Board needs to formally accept Cusack and Company as our auditors for the 2017 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2018 for a fee of \$9685. In accordance with ABO, the lead auditor will change from John Criscone to Ken Claflin for the 2017 audit.

Chairman MacDougall asked for a motion to formally accept Cusack and Company as our auditors for the 2017 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2018 for a fee of \$9685. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION #17-41**

**NOW, THEREFORE, BE IT RESOLVED**, to formally accept Cusack and Company as our auditors for the 2017 fiscal year and authorize the Chairman to sign the engagement letter, for work to be done after April 15, 2018 for a fee of \$9685

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'S REPORT**

The search continues for a replacement Board Member for Secretary Green, who will be moving out of Wilton soon and leaving the WWSA Board. Secretary Green is willing to stay on the Board until the move is complete or a replacement is found. The new Board Member must reside in the town and cannot be a registered Republican, as there can be no more than three Board members registered in the same political party.

**DIRECTOR'S REPORT**

**2018 Proposed Salary Schedule**

The proposed 2018 Salary schedule was reviewed and discussed. Chairman MacDougall asked for a motion to approve the 2018 Salary schedule with a 2% COLA. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION #17-42**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the 2018 Salary schedule with a 2% COLA.

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

**2018 Budget**

Chairman MacDougall, Treasurer Duffy, and Comptroller Green met with Directory Mooney for a preliminary budget review. 2018 proposed budget revenues and expenses were presented to Board.

Chairman MacDougall asked for a motion to approve the 2018 Budget. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION #17-43**

**NOW, THEREFORE, BE IT RESOLVED,** to approve the 2018 Budget.

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

Escrow Account for Developer Water Lines

A check was received from a developer to cash, in lieu of a letter of credit from the bank, for lines put in a subdivision. We need to set up an escrow account for the funds, to return 50% in one year, and to return the remainder in two years, provided there are no issues with the line.

Chairman MacDougall asked for a motion to establish an escrow account at Saratoga National Bank and authorize the appropriate Board Member to sign. Vice Chairman Moline offered the following resolution and moved its adoption:

**RESOLUTION #17-44**

**NOW, THEREFORE, BE IT RESOLVED,** to establish an escrow account at Saratoga National Bank and authorizing the appropriate Board Member to sign.

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

Furlong Hills Pump Station Capital Project

The wet well and structures are completed and on site. On site work will begin full time tomorrow and continue until completed.

Sick Leave Policy Review

At prior meeting, the Board opted out of New York State Paid Family Leave program. The Board considered modifying the existing sick leave policy to be comparable to NYS PFL regarding the definition of family members it can be used for (“immediate family” vs “close relative”). The Town has opted out of NYS PFL and has made no change to existing sick leave policies. The Board opts to make no changes to WWSA sick leave policy at this time.

2018 Insurance Bids

Dave Meagher at Adirondack Trust Insurance is going bid out our policy to four other insurance carriers. Applications have been filled out to each. The renewal will happen prior to next meeting. Director Mooney requests the Board’s authorization to sign to accept lowest equivalent 2018 insurance policy.

Chairman MacDougall asked for a motion to authorize Director Mooney to sign the lowest equivalent insurance policy bid for 2018. Treasurer Duffy offered the following resolution and moved its adoption:

### **RESOLUTION #17-45**

**NOW, THEREFORE, BE IT RESOLVED**, to authorize Director Mooney to sign the lowest equivalent insurance policy bid for 2018.

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.

#### New Lead and Copper Testing Rules

A nationwide rule on lead and copper testing is being administered by NYS Department of Health. Sampling being done on residential properties and ongoing monitoring of same locations over the course of time. 40 sites fitting the criteria of homes built between 1983-1985 were selected and sent to DOH for approval. WWSA is on reduced monitoring and acquired samples for 20 of 40 approved locations. Results presented to Board. 1/20 of lead results exceeded MCL, and 0/20 of copper results exceeded MCL. Resampling will be done as directed by NYS Department of Health.

#### Ballard Road Capital Project

Recently in the Exit 16 area, there have been instances of stainless steel bolts rotting out on a hydrant and a valve. Heavy metals in the clay soil has caused expedited degradation of the bolts. The solution would be to excavate and backfill with a different soil. Engineering is currently proceeding with site survey for replacing the water line in this area, and soil content will be considered for this project.

#### Northway Crossing Capital Project for Proposed Developments

No new information to report. Only one of three developers replied to letter sent by Dennis Feeney outlining WWSA's requirements to proceed with extending water and sewer services across Northway to service the area of proposed development.

#### Ace Hardware Expansion Improvements to WWSA System

Improvements to Ace Hardware are officially complete. Third fire flow test was completed a few weeks ago.

#### Internet Meter Reading System Update

Some new homes on the east side, in an area not originally covered when the Internet Meter Reading System was implemented, have a poor signal. We are looking into solutions to boost the signal as the district expands in this area.

#### 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 Vice Chairman Moline, Chairman MacDougall adjourned the meeting with all in favor.