

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

January 18, 2022

Present: Dave MacDougall, Chairman; Kirk Moline, Vice-Chairman; Scott Duffy, Treasurer; Evan Schneider, Secretary; Dave Huestis, Board Member; Michael Mooney, Director; Dennis Feeney, Attorney at Law; Ryan Riper, Engineer; Carol Green, Comptroller

Absent:

Chairman MacDougall called the meeting to order at 4:03pm

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the November 16, 2021 meeting minutes. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION: #22-01

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the November 16, 2021 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 December 2021 and January 2022 (#12 & #01) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for December is \$41,638.65 and \$16,807.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$117,432.82 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of December 2021 and January 2022 (#12 & #01) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-02

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of December 2021 and January 2022 (#12 & #01) abstracts. The total for the Water & Sewer Fund for December is \$41,638.65 and \$16,807.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$117,432.82 and \$0.00 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 \$1362.68 for November and a positive \$67.88 for December need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$1362.68 for November and a positive \$67.88 for December. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-03

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$1362.68 for November and a positive \$67.88 for December.

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.

Budget

The Board needs to approve the following 2021 Budget transfers and amendments, and 2022 budget amendments:

2021 budget transfers:

- | | | |
|----|---|-------------|
| a. | From Contingency a/c # 01-1990-5.00400 | \$10,500.00 |
| | To Repairs and Maintenance a/c # 01-8320-5.00413 | \$10,500.00 |
| | -To cover increased costs for Premier Lawn Care (\$23,235 in 2021 vs \$12,735 in 2020) due to 2 employees vs 3. | |
| b. | From Contingency a/c # 01-1990-5.00400 | \$ 7,100.00 |
| | To Engineer Review Fees a/c # 01-8310-5.00417 | \$ 2,170.00 |
| | To Credit Card Fees a/c # 01-8310-5.00422 | \$ 4,300.00 |
| | To Contractual Expenses a/c # 01-8330-5.00400 | \$ 630.00 |
| | From Contingency a/c # 02-0000-5.00400 | \$ 256.00 |
| | To Contractual Expenses a/c # 02-8110-5.00400 | \$ 5.00 |
| | To Insurance a/c # 02-8110-5.00408 | \$ 250.00 |
| | To Workers Comp a/c # 02-9000-5.00840 | \$ 1.00 |
| | -To cover year end shortages | |

2021 budget amendments:

Increase Contractual exp.	(a/c 28-0000-5.00400)	\$ 283,387.00
Increase Interfund Trans.	(a/c 28-0000-4.05031)	\$ 283,387.00
Increase Interfund Trans.	(a/c 01-9900-5.09950)	\$ 283,387.00
Increase Aprom. Fund Bal.	(a/c 01-0000-4.00599)	\$ 283,387.00

Increase Contractual exp.	(a/c 29-0000-5.00400)	\$ 635,806.00
Increase Interfund Trans.	(a/c 29-0000-4.05031)	\$ 635,806.00
Increase Interfund Trans.	(a/c 02-9900-5.09950)	\$ 635,806.00
Increase Approp. Reserves	(a/c 02-0000-4.00511)	\$ 635,806.00
- To increase the Forest Grove budget to the amounts per the estimates in the Forest Grove contract		

2022 budget amendments:

a.	Increase App. Fund Balance (a/c # 01-0000-4.00599)	\$ 45,000.00
	Increase Equipment (a/c # 01-8340-5.00200)	\$ 45,000.00
-to reappropriate funds in the 2021 budget for new truck that has not yet been delivered		
b.	Increase Interfund Transfers (a/c # 01-9900-5.09950)	\$ 471,575.67
	Increase Approp. Fund Bal. (a/c # 01-0000-4.00599)	\$ 471,575.67
	Increase Contractual Svcs. (a/c #28-1440-5.00400)	\$ 471,119.46
	Increase Interfund Trans. (a/c #28- 0000-4.05031)	\$ 471,119.46
	Increase Contractual Svcs. (a/c #34-1440-5.00400)	\$ 456.21
	Increase Interfund Trans. (a/c #34- 0000-4.05031)	\$ 456.21
	Increase Contractual Svcs. (a/c # 29-1440-5.00400)	\$ 823,430.96
	Increase Interfund Trans. (a/c # 29-0000-4.05031)	\$ 823,430.96
	Increase Contractual Svcs. (a/c # 33-1440-5.00400)	\$ 601,976.25
	Increase Interfund Trans. (a/c # 33-0000-4.05031)	\$ 601,976.25
	Increase Interfund Trans. (a/c # 02-9900-5.09950)	\$ 1,425,407.21
	Increase Approp.Reserves (a/c # 02-0000-4.00511)	\$ 1,425,407.21
	Increase Contractual Svcs. (a/c #35-1440-5.00400)	\$ 1,926.50
	Increase Interfund Trans. (a/c #35-0000-4.05031)	\$ 1,926.50
	Increase Interfund Transfers (a/c # 02-9900-5.09950)	\$ 1,926.50
	Increase Approp. Fund Bal. (a/c # 02-0000-4.00599)	\$ 1,926.50
- To reappropriate the 12/31/2021 budget balances in the Capital Project Funds		

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

RESOLUTION #22-04

NOW, THEREFORE, BE IT RESOLVED, to approve the budget adjustments and transfers as outlined by the Comptroller's Report:

2021 budget transfers:

a.	From Contingency a/c # 01-1990-5.00400	\$10,500.00
	To Repairs and Maintenance a/c # 01-8320-5.00413	\$10,500.00
	-To cover increased costs for Premier Lawn Care (\$23,235 in 2021 vs \$12,735 in 2020) due to 2 employees vs 3.	
b.	From Contingency a/c # 01-1990-5.00400	\$ 7,100.00
	To Engineer Review Fees a/c # 01-8310-5.00417	\$ 2,170.00
	To Credit Card Fees a/c # 01-8310-5.00422	\$ 4,300.00
	To Contractual Expenses a/c # 01-8330-5.00400	\$ 630.00
	From Contingency a/c # 02-0000-5.00400	\$ 256.00
	To Contractual Expenses a/c # 02-8110-5.00400	\$ 5.00
	To Insurance a/c # 02-8110-5.00408	\$ 250.00
	To Workers Comp a/c # 02-9000-5.00840	\$ 1.00
	-To cover year end shortages	

2021 budget amendments:

Increase Contractual exp.	(a/c 28-0000-5.00400)	\$ 283,387.00
Increase Interfund Trans.	(a/c 28-0000-4.05031)	\$ 283,387.00
Increase Interfund Trans.	(a/c 01-9900-5.09950)	\$ 283,387.00
Increase Approp. Fund Bal.	(a/c 01-0000-4.00599)	\$ 283,387.00
Increase Contractual exp.	(a/c 29-0000-5.00400)	\$ 635,806.00
Increase Interfund Trans.	(a/c 29-0000-4.05031)	\$ 635,806.00
Increase Interfund Trans.	(a/c 02-9900-5.09950)	\$ 635,806.00
Increase Approp. Reserves	(a/c 02-0000-4.00511)	\$ 635,806.00
-	To increase the Forest Grove budget to the amounts per the estimates in the Forest Grove contract	

2022 budget amendments:

a.	Increase App. Fund Balance (a/c # 01-0000-4.00599)	\$ 45,000.00
	Increase Equipment (a/c # 01-8340-5.00200)	\$ 45,000.00
	-to reappropriate funds in the 2021 budget for new truck that has not yet been delivered	
b.	Increase Interfund Transfers (a/c # 01-9900-5.09950)	\$ 471,575.67
	Increase Approp. Fund Bal. (a/c # 01-0000-4.00599)	\$ 471,575.67
	Increase Contractual Svcs. (a/c #28-1440-5.00400)	\$ 471,119.46
	Increase Interfund Trans. (a/c #28- 0000-4.05031)	\$ 471,119.46
	Increase Contractual Svcs. (a/c #34-1440-5.00400)	\$ 456.21
	Increase Interfund Trans. (a/c #34- 0000-4.05031)	\$ 456.21
	Increase Contractual Svcs. (a/c # 29-1440-5.00400)	\$ 823,430.96
	Increase Interfund Trans. (a/c # 29-0000-4.05031)	\$ 823,430.96

Increase Contractual Svcs. (a/c # 33-1440-5.00400)	\$ 601,976.25
Increase Interfund Trans. (a/c # 33-0000-4.05031)	\$ 601,976.25
Increase Interfund Trans. (a/c # 02-9900-5.09950)	\$ 1,425,407.21
Increase Approp.Reserves (a/c # 02-0000-4.00511)	\$ 1,425,407.21
Increase Contractual Svcs. (a/c #35-1440-5.00400)	\$ 1,926.50
Increase Interfund Trans. (a/c #35-0000-4.05031)	\$ 1,926.50
Increase Interfund Transfers (a/c # 02-9900-5.09950)	\$ 1,926.50
Increase Approp. Fund Bal. (a/c # 02-0000-4.00599)	\$ 1,926.50
- To reappropriate the 12/31/2021 budget balances in the Capital Project Funds	

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.

Closure of Capital Projects

The Board needs to formally close Capital Project #34 for the Rt.9 Water Line extension (to the Wishing Well). Total budget was \$88,300 and total expenditures were \$87,843.79. The Board also needs to formally close Capital Project #35 for the Davidson Dr-Rt.9 Sewer Easement. Total Budget was \$20,000 and total expended was \$18,073.50

Chairman MacDougall asked for a motion to approve the closure of Capital Project #34 for the Rt.9 Water Line extension and Capital Project #35 for the Davidson Dr-Rt.9 Sewer Easement. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #22-05

NOW, THEREFORE, BE IT RESOLVED, to approve the closure of Capital Project #34 for the Rt.9 Water Line extension and Capital Project #35 for the Davidson Dr-Rt.9 Sewer Easement.

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.

Review of Personnel Policy

WWSA’s personnel policy was modeled many years ago on the Town of Wilton personnel policy. Since then, changes have been made to both policies. A comparison of current WWSA, Town of Wilton, and Town of Milton personnel policies as it relates to compensated time off, sick/vacation/personal leave time policy, employee health benefits and retiree health benefits were presented to Board to consider if any changes to WWSA policy are needed:

a. Compensated Time Off Policy

Chairman MacDougall asked for a motion to approve amending Part III of WWSA’s Personnel Policy relating to compensated time off to “Earned comp time may be accumulated up to two weeks in a calendar year. Up to two days may be carried over to a subsequent year but shall be

included in the vacation carryover limit”. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-06

NOW, THEREFORE, BE IT RESOLVED, to approve amending Part III of WWSA’s Personnel Policy relating to compensated time off to “Earned comp time may be accumulated up to two weeks in a calendar year. Up to two days may be carried over to a subsequent year but shall be included in the vacation carryover limit.”

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.

b. Sick Leave Policy

Chairman MacDougall asked for a motion to approve amending Part IV of WWSA’s Personnel Policy relating to sick leave to “Sick Leave may be accumulated to a maximum of 250 days at normal work week hours”. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-07

NOW, THEREFORE, BE IT RESOLVED, to approve amending Part IV of WWSA’s Personnel Policy relating to sick leave to “Sick Leave may be accumulated to a maximum of 250 days at normal work week hours.”

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.

c. Retiree Health Benefits

A proposed addition to the Personnel Policy, a memo to the Board re: Other Post Employment Benefits, and an initial estimate of future years annual contributions to these reserves were provided to the Board.

Chairman MacDougall asked for a motion to approve the addition of Health Insurance for Retirees to WWSA’s Personnel Policy. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #22-08

NOW, THEREFORE, BE IT RESOLVED, to approve the addition of Health Insurance for Retirees to WWSA’s Personnel 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.

Additional 2022 Budget Amendment

Based on the above vote to approve adding Retiree Health Insurance to WWSA's Personnel Policy, the Board will also need to approve the following 2022 budget amendment:

Increase App. Fund Balance (a/c # 01-0000-4.00599)	\$ 180,000
Increase Water OPEB Reserve (a/c # 01-8310-5.00303)	\$ 180,000
Increase App, Fund Balance (a/c # 02-0000-4.00599)	\$ 20,000
Increase Sewer OPEB Reserve (a/c # 02-8110-5.00303)	\$ 20,000

Chairman MacDougall asked for a motion to approve the 2022 budget amendment for Retiree Health Insurance. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-09

NOW, THEREFORE, BE IT RESOLVED, to approve the budget adjustments and transfers as outlined by the Comptroller's Report:

Increase App. Fund Balance (a/c # 01-0000-4.00599)	\$ 180,000
Increase Water OPEB Reserve (a/c # 01-8310-5.00303)	\$ 180,000
Increase App, Fund Balance (a/c # 02-0000-4.00599)	\$ 20,000
Increase Sewer OPEB Reserve (a/c # 02-8110-5.00303)	\$ 20,000

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.

Internal Financial Statements

The internal financial statements as of 12/31/21 are not yet finished. They will be emailed to Board members when complete.

Budget to Actual Expenditure Reports

The report including all 2021 as of 1/14/22 is available for your review.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Water and Sewer Extension for Forest Grove Subdivision

The first invoice/application for payment has been received from Bellamy Construction for the water and sewer line extension to Forest Grove. The sewer line is underneath the Northway. The water line is drilled out, but working on back reaming twice then to put in carrier pipe to run the water line through.

Water Line Extension-744 Saratoga Road/Wishing Well

The water line extension on Route 9 is done, and the capital project has been closed

Artisanal Brewing Extension

The sewer line and water line are both done, and the capital project for the easement purchase for sewer line has been closed.

Eddie Road Subdivision Possible Water Line Extension

The developer is willing to extend the line to Eddie Road in exchange for relief on later buy in fees. Waiting for developer to deliver a contract with concept details.

Ace Sewer Pump Station Capital Project

Pump station that has been in service greater than 20 years needs to be replaced. Environmental Design Partnership is doing the design. They are about 75% complete, lacking the electrical design. Estimated that project will be ready to bid in the spring, with a late spring start for construction.

Dish Wireless Inquiry for Lease on Water Tower

No work has been done on the water tower yet

Verizon Property Lease

Email received today that Geotech will begin drilling work for the footings 1/24/22 or 2/9/22 depending on when their prior job is completed.

Internet Meter Reading System Update

No new information to report.

Online and Auto Bill Pay Update

No major issues with online and Auto Bill Pay.

Liability Insurance

Liability insurance recently renewed. The insurance company WWSA has been using, US Specialty Insurance, had been slowly raising rates. Amsure was shopping for a new insurance company and US Specialty Insurance came back with a matching reduced rate. In December, we had a claim for an incident at 8 Kyer Farm Rd resulting from sewage backup to a resident basement

Ingersoll Rd Subdivision

Initial email received today about a potential 41 lot subdivision on Ingersoll Rd at Route 50 with two cul-de-sacs, one on each side of Ingersoll Rd. Water is already on Ingersoll, sewer line would need to be extended.

Golden Corral/Comfort Inn

The owner of these 2 properties filed for bankruptcy. There were outstanding water bills (\$21601.81 Golden Corral, \$25388.03 Comfort Inn). Municipal bills are not supposed to be included in bankruptcy debt forgiveness. New owner is pushing back on paying outstanding bills. Bankruptcy court set some money aside to pay water bill, but not full amount and not received yet.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:36p.m. on a motion by Treasurer Duffy and seconded by Vice Chairman Moline, Chairman MacDougall adjourned the meeting with all in favor.