

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

January 21, 2025

Present: Dave MacDougall, Chairman; Scott Duffy, Vice Chairman; Dave Huestis, Secretary; Joe Stadelmeyer, Board Member; Michael Mooney, Director; Dennis Feeney, Attorney at Law; Ryan Riper, Engineer; Carol Green, Comptroller

Absent: Evan Schneider, Treasurer

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

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the November 19, 2024 meeting minutes. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION: #25-01

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the November 19, 2024 Wilton Water & Sewer Authority meeting as typed, without amendment.

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

COMPTROLLER'S REPORT

Bills

The December 2024 and January 2025 (#12 & #01) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for December is \$48,598.09 and \$600.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$140,932.17 and \$300.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of December 2024 and January 2025 (#12 & #01) abstracts. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #25-02

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of December 2024 and January 2025 (#12 & #01) abstracts. The total for the Water & Sewer Fund for December is \$48,598.09 and \$600.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$140,932.17 and \$300.00 for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Joe Stadelmeyer, 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 \$548.18 for November and \$0.00 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 \$548.18 for November and \$0.00 for December. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION #25-03

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$548.18 for November and \$0.00 for December.

The adoption of the foregoing resolution was seconded by Secretary Huestis 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 2024 budget transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Saratoga County Water (a/c # 01-8320-5.00419) for \$32,000 due to wells being cleaned and low water pressure at Northwoods
- b. From Contingency (a/c # 01-1990-5.00400) to Meters (a/c # 01-8340-5.00416) for \$1,000 to cover a year end shortage
- c. From Contingency (a/c # 02-1990-5.00400) to Insurance (a/c # 02-8110-5.00408) for \$750 to cover a year end shortage in the Sewer Fund. The Water Fund is under budget.
- d. From Contingency (a/c # 02-1990-5.00400) to Contractual (a/c # 02-8122-5.00400) for \$500 to cover a year end shortage
- e. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8320-5.00413) for \$20,000 to cover the MJR invoice held to year end by vendor and any last minute payables for repair

Chairman MacDougall asked for a motion to approve the budget transfers per the Comptroller's Report. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #25-04

NOW, THEREFORE, BE IT RESOLVED, to approve the following budget transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Saratoga County Water (a/c # 01-8320-5.00419) for \$32,000 due to wells being cleaned and low water pressure at Northwoods
- b. From Contingency (a/c # 01-1990-5.00400) to Meters (a/c # 01-8340-5.00416) for \$1,000 to cover a year end shortage

- c. From Contingency (a/c # 02-1990-5.00400) to Insurance (a/c # 02-8110-5.00408) for \$750 to cover a year end shortage in the Sewer Fund.
- d. From Contingency (a/c # 02-1990-5.00400) to Contractual (a/c # 02-8122-5.00400) for \$500 to cover a year end shortage
- e. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8320-5.00413) for \$20,000 to cover the MJR invoice held to year end by vendor and any last minute payables for repair

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

Preliminary 2024 Budget to Actual Expenditure Report

This preliminary report as of today is available upon request. It is pending for additional 2024 payables.

Certificates of Deposit

On December 26, 2024, two Sewer Certificates of Deposit were renewed for 2 months at 4%

Capital Improvement Reserve	\$1,000,000
Replacement Reserve	<u>\$2,400,000</u>
Maturity 2/24/25	\$3,400,000

Preliminary (pending audit) Financial Statements

These reports as of December 31, 2024 are attached. They are preliminary because they are before year-end adjustments and additional payables are recorded.

CHAIRMAN’S REPORT

Board Appointments for 2025

Following discussion, the Board opts to make no changes to the Board Members assigned roles.

- Chairman: Dave MacDougall
- Vice Chairman: Scott Duffy
- Treasurer: Evan Schneider
- Secretary: Dave Huestis
- Board Member: Joe Stadelmeyer

DIRECTOR’S REPORT

Saratoga County Sewer District #1 Take Over of Sewer Operation

The County was not able to get contract to WWSA before 12/31/24 as they had 150 contracts to get out before the end of the year. They reached out today that they should have ours done shortly. For ease in transitioning finances, the next best transfer date would be at the end of the 1st quarter.

Dennis Land Development

30 years ago, Dennis Land Development built a small townhome subdivision at Whispering Pines Road. In the back of the subdivision, they left a piece of land to provide sewer service behind each house, so in the future if sewer was available, they could hook up. They haven't paid property taxes on this piece of land in a long time. The County just called the Building Inspector today to see if the Town would have any use for the property. To keep the property for its original intent, the owner is willing to turn it over to WWSA. Any associated costs would come from the Sewer Fund. The property would then either have an easement provided to the Saratoga County Sewer District or be included with the transfer of sewer operations when that occurs.

Financial Software

WWSA currently uses a product called Fundbalance for managing Accounts Payable, Payroll, and General Ledger. Fundbalance was purchased by Tyler Technologies and they continued to support Fundbalance for a while. However, they alerted us that the Fundbalance will be phased out by the end of 2025 and we will need to transition to a new program. Last year, we paid \$3,400 for support on the Fundbalance software. Tyler Technologies has sent a quote to transfer our system onto their new platform. It is very expensive and likely has more functions than we need. It would be \$12,000 per year, plus one-time set up fees that include 220 hours of professional services for training. The Town switched to Edmunds BAS. We will be getting a quote from BAS as well.

High Ground Water at Furlong Hills Sewer Pump Station

At the Furlong Hills sewer pump station, the water table is very high. We installed a permanent drain, and it is flowing well to the drainage area next door.

Eddie Road Water Loop Progress

The contractor has submitted information to two contractors regarding the microtunneling to cross the railroad tracks. We expect to hear back soon about the estimated fees. The extension of Forest Grove will be completed first, so there will be water available soon on both sides of the railroad tracks regardless, however the service lines will be dead ends pending the connection under the railroad between the 2 ends.

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.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 4:38 p.m. on a motion by Secretary Huestis and seconded by Vice Chairman Duffy, Chairman MacDougall adjourned the meeting with all in favor.