

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

March 15, 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;

Absent: Carol Green, Comptroller

Chairman MacDougall called the meeting to order at 3:59pm

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the January 18, 2022 meeting minutes. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION: #22-10

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the January 18, 2022 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

COMPTROLLER'S REPORT

Comptroller Green is absent from today's meeting but has sent her report to be read into the record.

Bills

The payment of the February 2022 and March 2022 (#02 & #03) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for February is \$109,827.56 and \$495,319.85 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$44,157.33 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of February 2022 and March 2022 (#02 & #03) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-11

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of February 2022 and March 2022 (#02 & #03) abstracts. The total for the Water & Sewer Fund for February is \$109,827.56 and \$495,319.85 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$44,157.33 and \$0.00 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 \$10,018.00 for January need to be approved by the Board. There were no billing adjustments in February.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$10,018.00 for January. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-12

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$10,018.00 for January.

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

Budget

Electricity

A comparison of the three Electricity accounts shows a dramatic increase from 2021 to 2022 for January and February. The Water electricity and District-wide Sewer are showing substantial increases (89% and 77% respectively). At budget time, we budgeted 18-20% over our actual estimate for 2021. The Board will watch for a few months to see if these increases are weather or price related, and reevaluate before doing a budget adjustment.

Correction to January resolution #22-04

In January, a resolution was made which included the re-appropriation of the 12/31/21 budget balances in the Capital Projects Fund. There were some Accounts Payable paid in January for 2021 work that were not included in the re-appropriation. The corrected resolution should read:

Increase Interfund Transfers (a/c # 01-9900-5.09950)	\$	470,100.89
Increase Approp. Fund Bal. (a/c # 01-0000-4.00599)	\$	470,100.89
Increase Contractual Svcs. (a/c #28-1440-5.00400)	\$	469,644.68
Increase Interfund Trans. (a/c #28- 0000-4.05031)	\$	469,644.68
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)	\$	808,424.19
Increase Interfund Trans. (a/c # 29-0000-4.05031)	\$	808,424.19

Increase Contractual Svcs. (a/c # 33-1440-5.00400)	\$ 594,386.25
Increase Interfund Trans. (a/c # 33-0000-4.05031)	\$ 594,386.25
Increase Interfund Trans. (a/c # 02-9900-5.09950)	\$ 1,402,810.44
Increase Approp.Reserves (a/c # 02-0000-4.00511)	\$ 1,402,810.44
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 correction of Resolution #22-04 as outlined by the Comptroller's Report. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #22-13

NOW, THEREFORE, BE IT RESOLVED, to approve the correction of Resolution #22-04 as outlined by the Comptroller's Report:

Increase Interfund Transfers (a/c # 01-9900-5.09950)	\$ 470,100.89
Increase Approp. Fund Bal. (a/c # 01-0000-4.00599)	\$ 470,100.89
Increase Contractual Svcs. (a/c #28-1440-5.00400)	\$ 469,644.68
Increase Interfund Trans. (a/c #28- 0000-4.05031)	\$ 469,644.68
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)	\$ 808,424.19
Increase Interfund Trans. (a/c # 29-0000-4.05031)	\$ 808,424.19
Increase Contractual Svcs. (a/c # 33-1440-5.00400)	\$ 594,386.25
Increase Interfund Trans. (a/c # 33-0000-4.05031)	\$ 594,386.25
Increase Interfund Trans. (a/c # 02-9900-5.09950)	\$ 1,402,810.44
Increase Approp.Reserves (a/c # 02-0000-4.00511)	\$ 1,402,810.44
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 Dave Huestis, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

Return of DEC Review Fees

The Board needs to approve the return of \$1850 in DEC Review Fees to Artisanal Brew Works and approve the return of \$1850 in DEC Review Fees to Brooks III LLC for fees collected but not needed.

Chairman MacDougall asked for a motion to approve the return of \$1850 in DEC Review Fees to Artisanal Brew Works and approve the return of \$1850 in DEC Review Fees to Brooks III LLC for fees collected but not needed. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-14

NOW, THEREFORE, BE IT RESOLVED, to approve the return of \$1850 in DEC Review Fees to Artisanal Brew Works and approve the return of \$1850 in DEC Review Fees to Brooks III LLC for fees collected but not needed.

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

Investment Report

The Board needs to approve the attached Investment Report and schedule for 2021 in accordance with Section 2925(5) of the Public Authorities Law.

Chairman MacDougall asked for a motion to approve the attached Investment Report and schedule for 2021 in accordance with Section 2925(5) of the Public Authorities Law. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #22-15

NOW, THEREFORE, BE IT RESOLVED, to approve the attached Investment Report and schedule for 2021 in accordance with Section 2925(5) of the Public Authorities Law.

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.

Lost Sick Time

At the January Board meeting, the Board approved increasing the amount of sick time that could be accumulated from 150 days to 250 days at normal work week hours. The Board will consider if sick time that would have been earned but lost to the previous 150 day cap should be reinstated.

Internal Financial Statements

The internal financial statements as of 12/31/21 are attached. They are pending any changes made by the auditor.

Budget to Actual Expenditure Reports

The report as of 3/14/22 is available

PARIS Report

The Summary of Financial Information portion of the PARIS report for 2021 has been uploaded to the ABO. A copy is attached with a side-by-side comparison of 2021 and 2020.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Edie Road Subdivision Proposed Water Line Loop Capital Project

Due to the planning of the new water line for the Edie Road subdivision, a flow test was completed at the entrance to Sonoma Grove on Louden Road. At full flow, we were only getting 800 gallons per minute from the hydrant. NYS Department of Health states the line must have 1000 GPM to have hydrants on it. It is recommended that the system be looped to Forest Grove. The developer has agreed to complete this work while they are building this project, provided that WWSA reimburses them for the additional line of 11,950 ft. with a cost estimate of \$1,081,520.

Chairman McDougall asked for a motion to establish Capital Project #36 for the Edie Road Water Line Loop and to approve an initial budget of \$1,081,520. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #22-16

NOW, THEREFORE, BE IT RESOLVED, to approve the establishment of Capital Project #36 for the Edie Road Water Line Loop and to approve an initial budget of \$1,081,520 with the following budget adjustment:

Increase Contractual Exp. a/c #36-1440-5.00400 by \$1,081,520

Increase Interfund Trans. a/c #36-0000-4.05031 by \$1,081,520

Increase Interfund Trans. a/c #01-9900-5.09950 by \$1,081,520

Increase Approp. Fund Bal. a/c #01-0000-4.00599 by \$1,081,520

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.

Water Line Leak on the East Side of the Northway

Approximately 4 weeks ago a sudden increase in water use was discovered at both water plants. To isolate the area of town drawing the increase, valves were systematically closed to divide water system in half, with Mulberry Plant/Saratoga County servicing one half of the system, and Jones Road servicing the other half. The increase was isolated to area including Davidson

Drive, Jones Road and east side of Northway/Exit 15 area. An analysis of the total of customer meter reads in this area vs. what was pumped from Jones Rd plant over the course of a weekend determined there is approximately 200,000-250,000 gallons of water being lost per day. Leak detection company has been out over 4 days trying to help locate source of this water loss. No apparent leak has surfaced yet. The thought is that frost is holding the water down and/or that it is leaking into a water body where it could go unnoticed.

Water and Sewer Extension for Forest Grove Subdivision

Everything is proceeding with Bellamy. A concern was raised by a resident regarding yard disruption. When work is done, the yard will be repaired.

Artisanal Brewing Extension

The sewer line and water line extensions are both done. Artisanal Brew Works is operational, but they are not yet connected to public water. There are fees still due. The bulk of the building including the restaurant portion is unfinished.

Ace Sewer Pump Station Capital Project

Environmental Design Partnership is approximately 85% done with the design. An inquiry was received from an engineer that is doing work for Town of Moreau and Saratoga County Sewer District. The Town of Moreau is looking to hook into the county sewer line on Ballard Rd. WWSA has concerns over how this would affect WWSA flow. With the prison closed, there is 240,000 gallons per day capacity that is unused, but above that could be an issue.

Dish Wireless Inquiry for Lease on Water Tower

No updates, no work has been done on the water tower.

Verizon Property Lease

Tower construction is going to be starting in April. Verizon's National Grid service wants to put a pole on our side of the road. Inquired why the service would not be placed underground, but no response yet.

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.

ABO Board Evaluation and 2022 Code of Ethics

Forms were provided to board members to fill out and return to attorney for submission to ABO.

Cyber Insurance

In 2021, Cyber Insurance was \$1380/year. Unprovoked, the policy was cancelled. Dave Meagher with Amsure reached out to other companies. Another policy with Lloyds of London will be \$2801.79. The policy cancellation will take effect in mid-April.

Chairman MacDougall asked for a motion to approve procuring a new Cyber Insurance Policy in the amount of \$2801.79. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #22-17

NOW, THEREFORE, BE IT RESOLVED, to approve procuring a new Cyber Insurance Policy in the amount of \$2801.79.

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.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:01p.m. on a motion by Treasurer Duffy and seconded by Vice Chairman Moline, Chairman MacDougall adjourned the meeting with all in favor.