

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

March 16, 2021

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

Absent: Evan Schneider, Secretary

Chairman MacDougall called the meeting to order at 4:00pm

Due to COVID-19 precautions, this Board Meeting took place via zoom conference call in accordance with NYS Executive Order 202.1 allowing public meetings to be performed via conference call.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the January 19, 2021 meeting minutes. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION: #21-09

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the January 19, 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.

CHAIRMAN'S REPORT

Board will dismiss to executive session following the regular meeting for a personnel matter.

COMPTROLLER'S REPORT

Bills

The payment of the February 2021 and March 2021 (#02 & #03) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for February is \$65,457.58 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$28,800.33 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of February 2021 and March 2021 (#02 & #03) abstracts. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #21-10

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of February 2021 and March 2021 (#02 & #03) abstracts. The total for the Water & Sewer Fund for February is \$65,457.58 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$28,800.33 and \$0.00 for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Mark Moshier, 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 \$807.69 for January and a positive \$179.85 for February need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$807.69 for January and a positive \$179.85 for February. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #21-11

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$807.69 for January and a positive \$179.85 for February.

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 budget adjustments for some minor 2020 year end housekeeping and reappropriate end of year budget balances into 2021.

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

RESOLUTION #21-12

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

A. 2020 Budget Transfers:

| | | |
|--------------------|------------------------|----------|
| From Contingency | (a/c #01-1990-5.00400) | \$ 1,225 |
| To Operating Supp. | (a/c #01-8330-5.00403) | \$ 1,225 |
| From Contingency | (a/c #02-1990-5.00400) | \$ 943 |
| To Insurance | (a/c #02-8110-5.00408) | \$ 942 |
| To Workers Comp | (a/c #02-9000-5.00840) | \$ 1 |

B. 2021 Budget Adjustments to reappropriate the 12/31/2020 budget balances:

Increase Interfund Transfers (a/c # 01-9900-5.09950) by \$282,824.15
Increase Approp. Fund Bal. (a/c #01-0000-4.00599) by \$282,824.15

Increase Contractual Services (a/c #28-1440-5.00400) by \$209,816.13
Increase Interfund Transfers (a/c # 28-0000-4.05031) by \$209,816.13

Increase Contractual Services (a/c #32-1440-5.00400) by \$73,008.02
Increase Interfund Transfers (a/c # 32-0000-4.05031) by \$73,008.02

Increase Interfund Transfers (a/c # 02-9900-5.09950) by \$ 209,826.14
Increase Appropriated Res. (a/c #02-0000-4.00511) by \$ 209,826.14

Increase Contractual Services (a/c # 29-1440-5.00400) by \$209,826.14
Increase Interfund Transfers (a/c # 29-0000-4.05031) by \$209,826.14

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

Closure of Capital Project

The Board needs to formally close Capital Project #30 for 628 Maple and approve adding the cost of \$15,965 to General Fixed Assets and the depreciation schedule.

Chairman MacDougall asked for a motion to approve the closure of Capital Project #30 for 628 Maple and approve adding the cost of \$15,965 to General Fixed Assets and the depreciation schedule. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #21-13

NOW, THEREFORE, BE IT RESOLVED, to approve the closure of Capital Project #30 for 628 Maple and approve adding the cost of \$15,965 to General Fixed Assets and the depreciation schedule.

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 to Actual Expenditure Report

Reports as of 3/11/21 are available for review.

Internal Financial Statements

The reports as of 12/31/20 are pre-audit and are attached.

PARIS Report

The Summary of Financial Information portion of the PARIS report has been uploaded to the ABO. A copy is attached with a side-by-side comparison of 2020 and 2019.

DIRECTOR'S REPORT

Effects of COVID-19 on WWSA Operations

Town Hall offices are still not open to the public. A drop box has been installed at the WWSA entrance for customers to drop off payments, and we continue to take payments by mail, phone or online. WWSA has a separate entrance to offices and continue to work in building.

Water and Sewer Extension for Forest Grove Subdivision

There is one remaining outstanding item- the commitment letter from the bank- and the project will be ready to proceed. It is estimated that financing will be completed by the first week in April. The project was bid several months ago. The winning bidder is going to hold to his bid, with the exception of an increase in the prevailing wage and an increase in some material costs that has taken place since he made his bid. Construction is expected to begin toward the end of April, and intended to be completed by July 1.

Dish Wireless Inquiry for Lease on Water Tower

Dish Wireless recently purchased Boost Mobile. Boost Mobile had a previous deal with AT&T that is expiring, so Dish Wireless needs to set up their own network to continue serving their customers. They are interested in putting up another antenna on our water tower. They will evaluate the site and get back to us.

Verizon Property Lease

90 day waiting period for comments from the state is up. No comments received back from the state.

Water and Sewer Line Breaks

Typically, around this time of year is when water and sewer lines can break due to ground shifting with snow/frost melt. In the past few weeks, we had 2 small water breaks in service lines to customers- one to a residence and one to a church. A sewer line break also occurred on North Rd due to rotted couplings. The repair was able to be done inside a manhole.

Internet Meter Reading System Update

An upgrade to the internet meter reading system is in process, which will allow real time monitoring of pressure and temperature with specialty meters in customer locations at various areas around the system. The old and new version are currently working concurrently, and when the upgrade is complete, will be cut over to new system.

Saratoga County Water Quality

Our continual testing has not shown any problems with water quality. SCWA had to shut down for 2 days recently for a tie in. They were still able to serve their customers with a water tank so there was no effect on WWSA services. Our old contract with SCWA has expired but it is still in effect through an extension clause as we discuss a new contract. We had a conference call about a month ago to resolve some issues with the new contract. SCWA plans to have a standard contract and individualized addendums for each town. They sent us a draft with a new addendum to the contract that we will review and return comment.

Online and Auto Bill Pay Update

No major issues with online and Auto Bill Pay. We recently had an update done to allow users to reset passwords, and to fix an email block with a couple of email service providers.

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to executive session at 4:30pm to discuss a personnel issue

The Board returned from executive session at 5:05pm.

Chairman MacDougall asked for a motion to terminate the employment of field technician employee with 4 weeks of severance pay in exchange for signing a release of employment. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #21-14

NOW, THEREFORE, BE IT RESOLVED, to terminate the employment of field technician employee with 4 weeks of severance pay in exchange for signing a release of employment.

The adoption of the foregoing resolution was seconded by Mark Moshier, 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 5:07 p.m. on a motion by Mark Moshier and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.