

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

March 17, 2020

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

Absent: Evan Schneider, Secretary; Mark Moshier, Board Member

Chairman MacDougall called the meeting to order at 4:01pm

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

RATIFYING VOTES TAKEN BY EMAIL FOR JANUARY MEETING

Approve Pending Minutes

Due to lack of quorum at January Board meeting, Chairman MacDougall asked for a motion to ratify the approval of the November 19, 2019 meeting minutes taken by email. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #20-01

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the November 19, 2019 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.

Bills

The payment of the December 2019 and January 2020 (#12 & #01) abstracts were approved by the Board via email. The total for the Water & Sewer Fund for December is \$50,238.87 and \$658.45 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$141,902.46 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to ratify the approval of the payment of December 2019 and January 2020 (#12 & #01) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-02

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of December 2019 and January 2020 (#12 & #01) abstracts. The total for the Water & Sewer Fund for December is \$50,238.87 and \$658.45 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$141,902.46 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 \$978.33 for November and a positive \$134.06 for December were approved by the Board via email.

Chairman MacDougall asked for a motion to ratify the approval of the billing adjustments in the amount of a positive \$978.33 for November and a positive \$134.06 for December. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-03

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$978.33 for November and a positive \$134.06 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.

2019 Budget Transfers

The following 2019 budget transfers were approved by the Board via email:

From Contingency (#01-1990-5.00400) to Health Insurance (#01-9000-5.00860)- \$375
From Contingency (#01-1990-5.00400) to Engineer Review Fees (#01-8310-5.00417)- \$7440
From Contingency (#01-1990-5.00400) to Credit Card Fees (#01-8310-5.00422)- \$2000
From Contingency (#01-1990-5.00400) to Telephone (#01-8310-5.00411)- \$600
From Contingency (#02-1990-5.00400) to Health Insurance (#02-9000-5.00860)- \$375
From Contingency (#02-1990-5.00400) to Engineer Review Fees (#02-8110-5.00417)- \$440
From Contingency (#02-1990-5.00400) to Telephone (#02-8110-5.00411)- \$25
From Contingency (#02-1990-5.00400) to Insurance (#02-8110-5.00408)- \$530
From Insurance (#01-8310-5.00408) to Contingency (01-1990-5.00400)- \$530

Chairman MacDougall asked for a motion to ratify the approval of the 2019 budget transfers from the January 21, 2020 Comptroller's Report. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-04

NOW, THEREFORE, BE IT RESOLVED, to approve the 2019 budget transfers from the January 21, 2020 Comptroller's Report.

From Contingency (#01-1990-5.00400) to Health Insurance (#01-9000-5.00860)- \$375
From Contingency(#01-1990-5.00400)to Engineer Review Fees(01-8310-5.00417) \$7440
From Contingency (#01-1990-5.00400) to Credit Card Fees (#01-8310-5.00422)- \$2000
From Contingency (#01-1990-5.00400) to Telephone (#01-8310-5.00411)- \$600
From Contingency (#02-1990-5.00400) to Health Insurance (#02-9000-5.00860)- \$375
From Contingency(#02-1990-5.00400)to Engineer Review Fees(#02-8110-5.00417) \$440
From Contingency (#02-1990-5.00400) to Telephone (#02-8110-5.00411)- \$25
From Contingency (#02-1990-5.00400) to Insurance (#02-8110-5.00408)- \$530
From Insurance (#01-8310-5.00408) to Contingency (01-1990-5.00400)- \$530

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.

2020 Budget Transfer

The following 2020 budget transfer was approved by the Board via email:

From Contingency (#01-1990-5.00400) to Insurance ((#01-8310-5.00408)- \$1800 to cover the cost of Cyber Liability Insurance quote and a small shortfall in the 2020 insurance budget for our package policy.

Chairman MacDougall asked for a motion to ratify the approval of the 2020 budget transfer. Treasure Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-05

NOW, THEREFORE, BE IT RESOLVED, to approve the 2020 budget transfer:
From Contingency (#01-1990-5.00400) to Insurance (#01-8310-5.00408)- \$1800 to cover the cost of Cyber Liability Insurance quote and 2020 insurance package policy budget shortfall.

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

Bills

The payment of the February 2020 and March 2020 (#02 & #03) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for February is \$53,045.23 and \$75,857.08 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$17,144.72 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of February 2020 and March 2020 (#02 & #03) abstracts. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #20-06

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of February 2020 and March 2020 (#02 & #03) abstracts. The total for the Water & Sewer Fund for February is \$53,045.23 and \$75,857.08 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$17,144.72 and \$0.00 for the Capital Projects Fund.

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.

Billing Adjustments

Billing adjustments in the amount of a positive \$306.43 for January need to be approved by the Board. There were no billing adjustments for February.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$306.43 for January. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-06

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$306.43 for January. There were no billing adjustments in 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

There are no budget transfers needed at this time.

Return of DEC Review Fees

The Board needs to approve the return DEC Review Fees that were not needed: \$1850 to 628 Maple as they were billed directly by EDP, and \$1850 Fees to Ridgeview Commons as the property was included on a previous application.

Chairman MacDougall asked for a motion to approve the return of DEC Fees to 628 Maple and Ridgeview Commons. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #20-07

NOW, THEREFORE, BE IT RESOLVED, to approve the return of DEC Review Fees in the amount of \$1850 to 628 Maple and \$1850 to Ridgeview Commons.

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.

Internal Financial Statements

Preliminary reports as of 12/31/19 were emailed to the Board.

Budget to Actual Expenditure Report

This report will be available following the closing of 2019 books.

PARIS Report

The summary of Financial Information portion of the PARIS report has been uploaded to the ABO. Board provided with a copy, with 2018 information added for comparison.

CHAIRMAN'S REPORT

WWSA Board Reappointments

The Town Board has reappointed Mark Moshier and Evan Schneider to the WWSA Board.

WWSA 2020 Board Positions and Committees

Board positions and committees to remain the same in 2020.

COVID-19

The town offices have been closed to the public for 45 days due to COVID-19. There is no expected interruption to WWSA service. A notice has been put on our website to notify customers of inability to take in person payment, but online, telephone and mailed payments continue to be accepted. We have an emergency response plan in place, and in the event of a WWSA water tech operator staffing shortage due to illness, the Department of Health maintains a list of other licensed operators in the state. There has been an executive order from the governor that any service terminations for non-payment are temporarily suspended.

DIRECTOR'S REPORT

Water and Sewer Extension for Forest Grove Subdivision

The project was bid out 2/13/2020. There were 7 bidders. Bellamy Construction was the low bidder at \$697,400. Galusha and Sons was next at \$998,500. The contract with Belmonte Builders has been approved and signed, but we are waiting for letter of credit and easements from Belmonte before we can execute the contract. Easements are delayed due to Belmonte's closing on the property has been delayed. Design work from EDP has not yet been paid pending finalized agreement. If work will proceed before next Board meeting, a budget adjustment will need to be made, contingent on contract with Belmonte being finalized.

Chairman MacDougall asked for a motion to add to the initial budget \$200,000 to Capital Project #28 Forest Grove Water Project and \$200,000 to Capital Project #29 Forest Grove Sewer Project to cover engineering fees and initial contract costs contingent on contract with Belmonte being finalized. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #20-08

NOW, THEREFORE, BE IT RESOLVED, to approve the following budget adjustments to increase initial budget of Capital Project #28 Forest Grove Water Project by \$200,000 and to increase initial budget of Capital Project #29 Forest Grove Sewer Project by \$200,000 to cover engineering fees and initial contract costs, contingent on finalized Belmonte contract:

Increase Interfund Transfers	(#01-9900-5.09950)	\$200,000
Increase Appropriated Fund Balance	(#01-0000-4.00599)	\$200,000
Increase Contractual Expense	(#28-1440-5.00400)	\$200,000
Increase Interfund Transfers	(#28-0000-4.05031)	\$200,000
Increase Interfund Transfers	(#02-9900-5.09950)	\$200,000
Increase Appropriated Reserves	(#02-0000-4.00511)	\$200,000
Increase Contractual Expense	(#29-1440-5.00400)	\$200,000
Increase Interfund Transfers	(#29-0000-4.05031)	\$200,000

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.

Potential Land Lease to Verizon Wireless for Additional Tower Location

Verizon has requested a contract to put an additional cell tower on WWSA owned property on Northern Pines Road on corner of Worth Road. This location would put a 120 ft. tower in close vicinity to neighboring residences. Director Mooney suggested alternate location at WWSA warehouse property on Northern Pines Road to Verizon representative and awaiting response. The terms of the contract would be similar to the other Verizon tower in place, with rent approximately \$30,000/year, contingent on Town of Wilton Planning Board approval.

Annual DOH Inspection

DOH has inspected facilities and everything went well.

Cyber Liability Insurance Quote

The application has been completed and the Board has approved the budget adjustment for Cyber Liability Insurance quote.

SCSD Jones Road Sewer System Capacity Problems

Saratoga County Sewer District has a blockage in sewer line on Jones Road that they continue to evaluate and work towards a solution.

Davidson Drive Water Line Extension

Maps, plans, and reports have been completed. The next step is for the Town Board to accept the maps, plans, and reports, and set a public hearing for the project. After the public hearing, a petition will be circulated and if more than 50% of assessed value residents approve, then the project will proceed.

628 Maple Ave Water Line WWSA portion Capital Project #30

WWSA's portion of the water line has been installed, but they have not yet done final pressure test or disinfection. Neighboring properties on Rt 9 have expressed interest in connecting to this water line. Connections to sewer from Rt 9 would require an easement from owner of 628 Maple.

Sunoco Route 50

Sunoco/7-11 will be hooking up to water and sewer in the next couple of weeks.

Internet Meter Reading System Update

No new information to report.

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 5:08 p.m. on a motion by Vice Chairman Moline and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.